

GRONINGER MUSEUM

LOAN PROCEDURE

Requests for loans of eight works or less should be submitted at least three months before the beginning of the desired loan period. Requests for nine or more works should be submitted at least five months in advance.

Requests should be sent to the Groninger Museum's Head of Collections at the following address:

Groninger Museum
Attn. Ms. M. Steensma
Museumeiland 1
Post Box 90
9700 ME Groningen
The Netherlands

or by email to collecties@groningermuseum.nl.

Loan requests should contain the following information:

- Name and address of the requesting institution
- Contact person's name, job title and email address
- Exhibition title
- Exhibition start and end dates
- A brief explanation of your reason for requesting the loan
- A recent facility report for the exhibition venue
- A list of requested objects, which should be as complete as possible (inventory number, artist or maker, object title or description, year).

Review of loan requests

In considering the request, the lending institution will take into account the following aspects: completeness, facility report, availability of objects, condition of objects, and internal workload.

Costs

The Groninger Museum does not charge a loan fee. Borrowing institutions shall, however, be responsible for the following costs:

- Packing expenses
- Where applicable, courier's travel and accommodation costs plus per diem
- Transport expenses (shipping to be handled by a recognised art transport service)
- Any conservation and restoration costs
- Any material costs
- Insurance premium: the borrowing institution must take out an insurance policy to protect the works during transport and for the duration of the loan
- Depending on the number of objects requested, we may charge a fee for the preparation of condition reports
- Long-term loans may be subject to different costs and conditions

Borrowing institution's responsibilities

The Groninger Museum requires as a condition of the loan that the borrowing institution and exhibition venue meet museum standards with respect to climate control, security, and presence of skilled personnel.

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Following our receipt of your request you will receive an email confirmation. New loan requests are assessed every four to six weeks. We endeavour to communicate decisions soon thereafter.

Loan duration

The loan period shall extend from a maximum of three weeks prior to the exhibition's opening to three weeks after its closing. The maximum loan period is five years. Requests for extension must be made by the borrower in writing, on paper or by email, at least two months before the end of the agreed loan period.

Other

Visual materials

The use of images of objects for commercial purposes is only permitted with the written consent of the Groninger Museum and in accordance with the agreed conditions.

- Images for publication or publicity use, online or otherwise, may be requested from image archive officer Anne Dijkstra at adijkstra@groningermuseum.nl.
- The museum shall receive two copies of the exhibition catalogue.

Climate control and security

The borrowing institution must look after the loaned objects with due care and perform all actions necessary for passive conservation and object security. In case of object loss or damage, the borrowing institution must notify the lending institution immediately. No repairs, restorations, or other work may be carried out on loaned objects without the permission of the lending institution.

The Groninger Museum requires the following climate control and lighting conditions:

- T 20°C (+/- 2°C per 24 hours), RH 50% (+/- 2.5 % per 24 hours)
- For textiles, works on paper and photographic materials: maximum 50 lux; for paintings and other objects: maximum 150 lux.
- Different requirements may apply to sculptures, plastics, and other specific materials.

Captions

The borrowing institution is required to use the contractually agreed captions.

Inspections

The lending institution reserves the right to carry out, or require a third party to carry out, an inspection of the institution and facilities with respect to security, safety and climate control, at the borrowing institution's expense. Any recommendations arising from the inspection shall be acted on in full by the borrowing institution.

Cancellations

The Groninger Museum understands that loans may be cancelled by borrowing institutions for various reasons. In such cases we reserve the right to charge on to the borrowing institution any costs already incurred. Cancellation should be communicated in writing to the Registrars at collecties@groningermuseum.nl.