

## GENERAL LOAN CONDITIONS

Stadsarchief Delft aims to make its collection as accessible as possible for the public. Therefore we have a generous loan policy and gladly assist with exhibitions.

We welcome your loan-application for the purpose of your exhibition. Please consider the following points:

- Can you fulfill our loan conditions? (Page 2)
- Send your application at least three months prior to the start of your loan. Your application can be emailed to [Stadarchief@Delft.nl](mailto:Stadarchief@Delft.nl) .

Include the following information:

- Name and address of the applying institution.
- Name, address and contact details of the contact person
- Reason for the application
- Duration of the exhibition
- Exhibition name
- List of the requested objects including object numbers

### Charges

Stadsarchief Delft does not charge a loan fee. Neither do we charge for conducting a condition report.

The borrower does have to take into account charges for the following:

- Transport (all transportation must be carried out by an authorized art-transporter).
- Insurance of objects during transportation and exhibition
- Framing and packaging
- Possible restoration before an item can be exhibited

### Procedure

Stadsarchief Delft aims to make a decision concerning your application within one month. During this period your application completes the following steps:

- The records assistant registers your application and coordinates the loan procedure.
- The conservation technician makes a recommendation with due consideration among others factors for the availability of the objects.
- On the basis of this recommendation the loan application will either be approved or a restoration plan proposed if deemed necessary.
- Should restoration be necessary, this will be communicated as soon as possible.
- An approval will be followed by a request to draft a final loan-agreement.

## LOAN CONDITIONS

1. The transport to and from Stadsarchief Delft is financed by the borrower and provides sufficient safeguards for a secure transport. Should part of the loaned material not be used, then its immediate return to the lender is required. Borrowed objects are to be returned within two weeks of the exhibition having ended.
2. Material on loan is all-risk insured by the borrower, including transportation, and material is only given out after presentation of proof of an insurance certificate. When material on loan is insured by Delft City Archives, the charge is borne by the borrower.
3. The preparation and clearance must be done by an experienced restorer or a museum assistant with experience in exhibiting objects. Is such a qualified person unavailable, then the help of an approved person can be designated by the lender as a condition of the loan?  
The lender is given the opportunity to verify whether all the conditions of the loan have been met and to be present during the configuration of the objects.
4. The borrower is not allowed to cede the works on loan to third parties or to transfer them to a different location than stated above. The borrower shall never (allow another to) without prior written permission from the lender restore, frame or un-frame, clean or otherwise change anything of an object unless there is no time for asking and receiving permission due to an emergency situation and that this emergency situation demands that immediate action be taken. The borrower shall in this last situation take all reasonably possible measures within his or her power for the preservation of the object.
5. In the event of loaned material becoming missing or damaged the lender is informed immediately. Costs to repair damages of material, shall be borne by the borrower, also when this exceeds the insured amount. Restoration works may not be undertaken without the prior written permission of the lender.
6. Loaned material is only to be stored and exhibited in a secure and lockable room:
  - Objects must be exhibited in a display cabinet or in a frame;
  - exposure to damaging display and construction materials must be prevented;
  - the objects must before, during and after the exhibition be placed as such, that the chance of any form of damage, be kept to as minimal as possible;
  - The storage and exhibition area must give sufficient security against burglary and fire.
7. Loaned works are to be exhibited in suitable climatological and lighting conditions; this means:
  - No exposure to direct daylight or UV intensive artificial lighting;
  - maintaining a relative humidity of 45-55% RH;
  - maintaining a constant temperature level in both the exhibition area and the storage and unpacking facility where the object is located. The temperature may not be lower than 18°C and no higher than 23°C;
  - the variation in variables of temperature or the RH must be kept to a minimum;
  - the ultraviolet-light radiation may be no higher than 75 microwatt per lumen on an object;
  - the light intensity may not exceed 50 lux on an object.

8. The source of the material loaned shall be stated in the possible catalogue. Further conditions shall be included in the final loan deed. A copy of publications wherein the material loaned is included is to be donated if desired to the Stadsarchief Delft.
9. The material loaned may not be reproduced without prior written permission from Stadsarchief Delft and from the owner of the material loaned.
10. Failure to comply with the above conditions can lead to an early termination of the loan.

Both borrower and lender shall adhere to ICOM Code of Ethics for Museums.