THE HIRSCHSPRUNG COLLECTION

24 September 2018

TRANSPORT REQUIREMENTS, THE HIRSCHSPRUNG COLLECTION

1. Preparations

The transport is planned by the borrower in collaboration with The Hirschsprung Collection and the relevant transport agent. All transport agents who are engaged to carry out the transportation of works of art to and from The Hirschsprung Collection must be approved by the museum. They must also have an accreditation and standard recognised by The Hirschsprung Collection / Den Hirschsprungske Samling (DHS), as regards transport of valuable and fragile works of art. All transport arrangements must be approved by DHS and DHS can also insist that the transport is accompanied by a certified security company or the police.

Transport plans must be handled in strict confidence. The transport agent is responsible for the preparation and delivery of all relevant documents to DHS regarding the transport.

2. Packing

The packaging shall protect the works against physical damage, sudden changes in temperature and relative humidity (RF).

2.1 Primary packaging

The primary packaging of the works can vary greatly, depending on the situation. In many cases it will be necessary to use transparent PE plastic in order to prevent direct contact between the work and the lining or potential filling material of the box.

2.2 Transport boxes

Depending on the circumstances, properly dimensioned and insulated transport boxes must be used for the packaging. Details must be agreed with registrar.

For short, door-to-door journeys within the country, the lorry's closed and fully acclimatized cargo compartment can be regarded as one large "packing box"[1] if this can provide the appropriate protection. In many cases, packaging of the objects in cardboard boxes will be sufficient after the primary packaging in paper and/or plastic foil has taken place. However,

[1] Cf. § 4.3 "Vehicle".

it must be guaranteed that the total packaging is effective as a climate buffer – i.e. that the packing material on its own is capable of absorbing minor fluctuations in temperature and moisture.

The manufacturing standard of a transport box can vary depending on the type of work and the means of transport. A typical specification for a thermal box will be a design with 10 mm waterproof plywood assembled with screws and adhesive along with a lath reinforcement on the outside and a vapour barrier e.g. Alucraft® and a 50 mm thermal insulation on the inside. The materials used for lining/inside insulation must be able to absorb light shocks[2]. The highest degree of airtightness must be sought for the box which is closed with screws or mountings as nails must not be used. Runner strips on the lid of the box and along its edges secure the optimum airtightness. Boxes made of light metal and other materials must conform to the same requirements regarding stability and airtightness. The box must finally be painted to facilitate water resistance. Transport boxes should be painted in a light colour partly because a courier can identify them more easily within a cargo area and partly because traces of any damage can be seen more clearly. For security reasons, transport boxes must never carry inscriptions with the name of artist etc. – only labels with codes and numbers.
The transport boxes must have appropriate dimensions in order to secure the best level of stability and prevent that they tip over. They must be equipped with solid handles and runners in order to facilitate the use of mechanical lifting gear. Transport boxes should not be so heavy or unnecessary voluminous, so that the handling of them could create risk of damage.
On delivery of the transport boxes, all materials must be hardened and degassed in order to prevent any concentration of gases in the closed boxes, which could potentially damage the works.

At the packaging of fragile works, it is appropriate to use several layers of different types of foam plastic etc. in order to obtain the maximum protection.

Under no circumstances should thermal boxes be opened during transportation and packing and unpacking must take place in the presence of own or appointed staff at the borrower.

The boxes must never be exposed to direct sun, rain, snow or other damaging weather conditions.

2.3 Data loggers

DHS can insist that climatic conditions, shocks and vibrations are registered during the transportation by means of data loggers which are placed inside the boxes along with the works.

2.4 Acclimatization

Before the works are unpacked they must be acclimatized. At the end of an exhibition, the boxes must be placed in the exhibition area in preparation for 24 hours acclimatization before the packing.

[2] Cf. Guidelines from Canadian Conservation Institute CCI.
http://www.cci-icc.gc.ca/crc/articles/sixsteps-sixetapes/index-eng.aspx

2.5 Loading

The works must be watched over during loading.
The works must not be transported together with other goods which may represent a security risk and it must be approved in advance by DHS.
When transporting particularly valuable consignments, DHS can insist that the works are placed in several vehicles, which may form a convoy or travel on different days.

3. Courier

If DHS considers it to be necessary, the museum can request an escort by an DHS courier on all transport routes. The courier is authorized to intervene if the museum professional treatment of works is deemed irresponsible and in particular if there is a risk that the consignment will be opened during transportation.

Expenses covering travel, board and lodging are paid by the borrower, according to governmental agreements.

3.1 During Transport

As a representative for DHS, the courier's task is to watch over the works from departure until unpacking and installation at the borrower's location, to the furthest possible extent. Due to the latest increased security standards in airports, the courier will not be able to watch over the entire transportation and will have to entrust the responsibility to other designees.

3.2 Departure and Arrival

The courier watches over unpacking / packing, unloading / loading and hanging / taking down on behalf of DHS. Additionally, the courier reports the condition of the work cf. § 3.3. and ensures that all agreements of the loan contract are adhered to.

3.3 Status reports

The courier checks the condition before packing and after unpacking and countersigns the status reports together with the borrower's representative. If there is no courier from DHS, the borrower must disclose who is carrying out a conservation check of the works.
Completed status reports accompany the works. After countersigning, the courier receives a copy of the status report or, according to agreement, the copy is sent to the borrower.

4. Road Transport

4.1 Personnel

At all times, the consignment must be accompanied by two experienced and well educated English speaking drivers, who are well informed about DHS's transport and handling requirements. They must also be familiar with the handling of valuable loads according to international standards, from driving in Denmark as well as abroad. They must be capable of acting quickly and reasonably in cases of emergency.
The Danish regulations in respect of driving hours and rest hours must be observed.

4.2 Route

The route must be planned in such a way as to secure as few and as short breaks as possible. The route must be approved by DHS. DHS may request that the transportation is carried out in one unbroken course with the minimum use of ferry service (cf. § 5).
The Control Centre in DHS must be notified immediately in the case of any unforeseen stops or changes of itinerary or route etc.
(Tel. +45 3542 0336).

4.3 Vehicle

All journeys by road must take place in vehicles with a closed cargo compartment made of steel (box vans) which is thermally insulated and fastened to the undercarriage. The box van must always be air suspended, climate-controlled and be equipped in such a way as to ensure secure fastening of the works. **Climate-control is taken to mean that temperature and humidity can be controlled from the driver's cabin within the international parameters and levels for temperature and humidity**. Depending of the character and fragility of the work, it is possible in some cases (and as per agreement) to waive this requirement e.g. as regards the transport of large outdoor sculptures. The vehicle must be equipped with dry-powder extinguishers of a min. 6 kg, a mobile phone and GPS or GMS system for alarm monitoring. As a minimum, the alarm system must be designed to alert a recognized alarm control centre.

4.4 Security locks

The car box must be equipped with special security locks which have been approved by DHS, this is corresponding to EN 1303 grade 5 or 6. Keys for the security locks must not be kept together with the ordinary car keys, but separately in a secure place in the driver's cabin. If the car is left in an attended area, the driver must bring the security keys with him. A hydraulic loading ramp is not a substitute for security locks.

4.5 Watching over the transport

The vehicle must not be left by the crew in an unattended area, either during meals, overnight stays, during ferry crossings or whilst parked in an attended area. In case of accidents, repairs or other unforeseen events, the van must be kept attended, if necessary with the assistance of a certified security company or the police. DHS must be notified immediately. A security guard system must facilitate the contact to the transport agent and/or the receiving museum.
DHS can request that the transport is accompanied by a certified security company or the police.

5. Sea Transport or Road Transport Involving Transfer of the Lorry by Ferry.

Journeys by ferry or ship should be avoided whenever possible. During transfer by ferry, a convoy should be split up on more than one departure. The route must be approved by SMK.

In extraordinary cases, intercontinental consignments can take place by ship, packed in containers. This mode of transport is only suitable for large, non climate and bump sensitive objects such as sculptures of metal, stone etc. When packing in containers, the packaging must secure the objects against shock and bumps and provide maximum water resistance. If possible, the container should be placed in a cargo compartment and not on the deck.

6. Air Transport

Whenever possible, the transport of DHS's art works should take place by air transport, in order to avoid longer road transport.

According to the EU regulation nr. 185/2010 concerning air transport and screening rules, which come into force in April 2013, please note the following DHS requirements regarding air freight: as DHS does not allow any opening of crates or screening of art works during the transport, it will be necessary that borrower is certified as "known consignor" to obtain DHS's approval for outgoing loans transported by air.

Domestic air transport will only take place in exceptional circumstances.

In airports, the best possible precautions must be taken against theft and rough treatment of the consignment. Loading and unloading must be watched over by personnel approved by DHS. The transport agent shall pass on information regarding the transport to the courier.
For transport of particularly valuable consignments, DHS can request that the works are split over several flights.

Art consignments must be placed in the cargo compartment of the airplane which can be acclimatized in the same way as when animals are transported. Chemicals and other fluid materials must not be loaded in the immediate vicinity of the transport boxes containing the works of art and never on the same pallet. At palletizing, the wrapped works of art must be placed on plastic foil which is folded up and around the transport boxes. Another piece of plastic foil is placed on top of the boxes to cover these. Everything is fastened with webbing.

7. Arrival

7.1 The Arrival Area

The accessibility at the place of exhibition must be sufficient for the works to be brought in without hindrance while still packed. Unloading must take place in a covered area.
The vehicle must be watched over during the unloading of works.

7.2 Acclimatization

On arrival at the exhibition location, the thermal box must remain unopened for 24 hours for acclimatization, unless otherwise agreed with DHS or the courier.

7.3 Unpacking

Where possible, the unpacking shall take place in the exhibition area and always in a climate controlled area at the borrower. The courier can prohibit the unpacking of the consignment if the conditions of the location are found to be unsatisfactory. In severe cases, the courier is also authorized to request that the consignment be packed and returned immediately.
If the borrower takes care of the unpacking, a status report must be composed immediately before hanging. If any changes are observed regarding the condition of the work, The Registrars Office in DHS must be notified immediately. This also applies if an external courier is deployed (see also § 3.3).

7.4 Internal Transport and Storage

Internal transportation within the borrowing institution must be planned in detail in order to prevent unforeseen complications. For instance, it must be ensured that there is sufficient

space in corridors and lifts and that there is available space in the place where the work is to be kept. All works are handled with gloves.

Works exceeding a certain volume and weight (50 l /10 kg) must be transported on trolleys or transport wagons with smooth-running wheels. The works must be fastened and protected with upholstering in order to prevent bumps and vibrations. No parts of the work must project beyond the edge of the transport wagon.

The courier is authorized to intervene if the museum professional treatment of works is deemed irresponsible.

8. Damages

Any damage or other visible change to the packing materials, transport boxes etc. that contain works of art must be reported to DHS immediately. However, it is assumed that the transport agent will use his own judgment in cases of sudden damage.

Damages arising during unpacking or exhibition must be reported to DHS immediately (Tel. +45 3542 0336).

For issues not mentioned here, please refer to Danish Agency of Culture's guidelines for handling the cultural heritage.
http://www.kulturstyrelsen.dk/

8.1 Damages during Unpacking

The works are unpacked after acclimatization and a status report is composed. Any observed change in the condition of the work compared to the accompanying status report is carefully noted down. It is DHS alone who evaluate the gravity of the damage and if, when and how this damage can be remedied. The borrower must have written authorization from DHS for any correction or change of the condition of the work after unpacking.

After unpacking, a copy of the status report on all objects within the consignment is faxed or scanned and sent electronically to DHS.

8.2 Damages during Exhibition

If damages arising during unpacking or exhibition are deemed to be of such proportions that DHS wishes its own conservator to do further assessment or treatment, this will be at the borrower's expense. It is DHS alone who evaluate the gravity of the damage and if, when and how this damage can be remedied. The borrower must have written authorization from DHS for any correction or change of the condition of the work which it might be required to carry out after unpacking.

8.3 Damages Observed after Return

A status report is composed after the return. Any reported damages are immediately reported to the borrower. If any damage is deemed to be of a proportion that depreciates the work of art, the case is referred, without treatment of the work, to the insurance agent with a claim of compensation for the depreciation of the work and the repair of the damage.

For matters of dispute, please contact DHS, Tel. +45 3542 0336.