



THE
HIRSCHSPRUNG
COLLECTION

CONDITIONS OF LOANS, THE HIRSCHSPRUNG COLLECTION

The Hirschsprung Collection only lends to institutions with security and fire prevention arrangements which meet all our requirements and where the works of art can be handled by trained staff.

All questions concerning loans should be addressed to *The Hirschsprung Collection*, Stockholmsgade 20, DK-2100 Copenhagen Ø, telephone 45 3542 0336, e-mail: dhs@hirschsprung.dk.

1. Costs

1.1

A handling fee of 4,950 Danish kroner must be paid per venue for each work borrowed. The fee covers loan administration, art-historical evaluation of the exhibition project, conservator inspection, condition report, and other costs incurred in the preparation of the loan.

1.2

The borrower will be liable for all other expenses relating to the loan (insurance, packing, frames, transportation, courier escort etc.).

2. Insurance

2.1

All works lent by The Hirschsprung Collection must be insured against 'all risks' and 'nail-to-nail' for the insurance value stated by The Hirschsprung Collection.

2.2

The insurance policy must have the following proviso: "In case of damage the work(s) of art referred to in the Certificate of Insurance shall remain the property of The Hirschsprung Collection, Copenhagen, irrespective of the nature and claim for damages and the amount of indemnity"

2.3

Valuations for loaned works are supplied by The Hirschsprung Collection prior to loan and are normally given in DKK. The Museum reserves the right to increase the value of any work at any time, to take into account considerable changes in the market value of works of art or in the rate of exchange.

2.4

Works from the collection cannot be released without proof of adequate insurance cover. A copy of the insurance certificate must be deposited with the Museum at least one month before the works are to be collected.

2.5

In case of damage arisen during transport or at the borrower's, costs in connection with survey of the damage and the full conservation/restoration must be borne by the borrower

3. Packing, transport arrangements, couriers and customs

3.1

At least two months before the exhibition opens the borrower must tell The Hirschsprung Collection the intended date of collection. The borrowing institution cannot count on collecting the work earlier than two weeks before the opening of the exhibition. Transport must be arranged by the borrower in cooperation with the *The Hirschsprung Collection* and the museum's transport agents i.e. *Møbeltransport Danmark A/S, Islevdalvej 110, DK-2610 Rødovre, tel. +45 7010 4400, fax: +45 4484 9222*, who will pass on information about the borrower's transport agents to the Museum.

3.2

The work of art must be transported in an insulated packing case in the airplane's luggage compartment or as hand luggage and/or in temperature-controlled crate in a closed van. The van must be accompanied by two driver/handlers at all times.

3.3.

All transport arrangements must be approved by The Hirschsprung Collection.

3.4

The Hirschsprung Collection will demand that the work of art is accompanied by a courier who supervises all handling. The courier will normally be from The Hirschsprung Collection and will usually travel by air. For security reasons regarding the work of art a business class ticket is demanded when the courier is escorting the work of art. This is valid both for hand carries and when the work of art is in the hold of the aircraft. For overseas journeys a business class ticket is required also for the return ticket. When travelling as a courier but not escorting the work of art, a flexible ticket is required, unless otherwise agreed between The Hirschsprung Collection and borrower. When the courier travels with the work by van, the cabin must always be non-smoking.

3.5

The courier will receive per diems for 3 days and be accommodated for two nights at the expense of the borrower, in case of overseas journeys or special circumstances 4 days and 3 nights. All expenses in connection with the courier's accommodation and stay are to be paid by the borrower. Breakfast must be included in the stay. The Danish Government rate for per diems is EUR 80 per day.

3.6

The courier supervises unpacking and packing, unloading and loading and hanging and dismantling of the loan and checks the condition. The crate must under no circumstances be opened en route, and unpacking and packing must take place at the borrowing institution. Customs inspection involving unpacking the case must be carried out at the borrowing institution in the presence of the courier.

3.7

The borrower must make sure that the loans can enter the exhibition premises without being unpacked.

3.8

At the arrival at the exhibition venue the packing case should remain unopened for 18-24 hours for equilibration unless otherwise agreed with the courier. If at all possible, unpacking should take place in the exhibition area, and in any case in a climate-controlled area. The borrower must provide secure storage of the empty case during the exhibition. At the close of the exhibition, the case should be brought into the gallery space for equilibration prior to packing.

3.9

Works may not be unframed or have their backboards or glazing removed. Mountings may not be cut or inscribed. Works may not be subjected to any kind of conservation treatment (restoration, reparation of damage etc.).

3.10

The courier has the authority to interfere if he considers the handling of the work to be irresponsible.

3.11

Works of art on paper are usually mounted and framed. No boring, screwing or other changes may be made in the system for fastening the frames.

In some cases the borrower will have to pay for the production of frames (about 1,200 DKK per frame). However, an agreement may be made to have the works placed in frames delivered by the borrower provided they are dust-proof and dimensioned to hold the standard mounts of the The Hirschsprung Collection

3.12

Any damage or other visible change in the works of art observed during transport or the exhibition should be reported immediately to The Hirschsprung Collection. It is assumed that in an emergency the lender will take the necessary steps to prevent further damage when possible. If The Hirschsprung Collection considers it necessary to inspect the damage, expenses will be covered by the borrowing institution.

4. Security and environmental conditions

4.1

The loan is approved on the basis of the Facilities Report received from the exhibition place. Special security or other requirements in connection with the display of the individual works will be stated on page 1 of this document.

4.2

The exhibition must be protected by a 24 hour security system with security guards during opening hours, intruder-detector and fire alarm systems (smoke or heat detectors). Smaller artworks (under 75 x 75 cm) or works with high values shall be secured with individual electronic alarms.

4.3

Paintings and sculptures must not be exposed to direct sun. Outside opening hours light must be reduced as much as possible. This means that artificial lights should be switched off and curtains and blinds closed when the exhibition is closed to the public. Light levels must not exceed 300 lux, and lights should be equipped with UV filters when necessary. This means that as a minimum the UV filters must reduce the UV-radiation to the accepted max of 75 $\mu\text{W}/\text{lm}$.

4.4

The more vulnerable classes of objects, such as works on paper, miniatures, photographs and unprotected textiles may only be displayed in artificial light at no more than 80 lux, for water colours 50 lux. During closed periods the room should be dark.

4.5

Relative humidity is to be maintained between 50% and 60%. It should not vary by more than 5% in any 24 hour period.

4.6

The temperature should be 20-25 degrees Celsius. Frequent temperature variations should be avoided.

4.7

Works of art must never be placed in close proximity to sources of heat or strong air-currents (radiators, dehumidifiers, air-conditioning outlets or intakes).

4.8

If photography, filming or televising is allowed, the following conditions must be observed:

- A responsible member of the staff must at all times be present and take care that the loans are not exposed to any harm
- The works must not be removed from the frame
- Lamps must not be placed within 2 m of the object, and they should be equipped with the necessary UV and heat-absorbing filters
- When photographing works on paper the special lux requirements must be observed

5. Reproduction

5.1

Non-professional photography by visitors is permitted. Loans may not be filmed, photographed, televised or videotaped with flash without prior permission from The Hirschsprung Collection. Enquiries should be addressed to the *The Hirschsprung Collection, Stockholmsgade 20, DK-2100 Copenhagen Ø, e-mail: dhs@hirschsprung.dk*

5.2

Official photographs and colour transparencies of loans may only be reproduced for publicity purposes in connection with the exhibition. For all other reproductions, for instance for posters, postcards etc. borrowers should apply to The Hirschsprung Collection. The artist's name, the title and date of the work, that the work belongs to The Hirschsprung Collection, © The Hirschsprung Collection must be stated clearly in connection with the reproduction. Photographic material may be ordered from The Hirschsprung Collection at the borrower's expense. Enquiries regarding photographic material, colour slides, copyright and reproduction fees should be addressed to the The Hirschsprung Collection (see 5.1).

6. General conditions

6.1

The Hirschsprung Collection recognizes that circumstances may force a borrower to cancel a

loan. However, the museum reserves the right to demand compensation for any expenses incurred in connection with the cancelled loan. Cancellation Fee: 1850 DKK and 850 DKK for each cancelled artwork. If production of agreed climate frames is started, borrower must pay for these expenses as well. If the borrower only cancels some of the scheduled loans the borrower will only pay the prize for each cancelled artwork: 850 DKK.

The museum should be informed immediately of possible changes in the exhibition dates.

6.3

Immediately after publication The Hirschsprung Collection should receive two copies of the exhibition catalogue and/or other publications published in connection with the exhibition. The catalogues should be sent to The Hirschsprung Collection.

6.4

The Hirschsprung Collection reserves the right to withdraw the loan at any time during the loan period if the borrower fails to observe the above conditions and requirements.