

TERMS AND CONDITIONS FOR THE LOAN OF ARTWORKS FROM THE MUSEUM OF NATIONAL HISTORY AT FREDERIKSBORG CASTLE

The Museum of National History Frederiksborg Castle only lends artworks to museums and institutions where security arrangements in every aspect meet the requirements of the Museum and where the required professional expertise in the handling of artworks is available.

Due to the Museum's own commitments, requests for loans must be submitted no later than six months before the exhibition is to open. The Museum will only in exceptional circumstances process requests for the loan of artworks that do not comply with the above time limit.

Requests for loans must include detailed information about the nature and relevance of the exhibition as well as its location and duration.

Loan periods of more than six months are only granted in exceptional circumstances.

The loan of artworks for exhibitions taking place in more than two locations will only be granted in exceptional circumstances as the risk of damage to the artworks is increased. For touring exhibitions, separate loan requests must be submitted from each museum involved.

All enquiries relating to the loan of artworks should be submitted to the Collections Manager: chv@dnm.dk

1. Costs:

1.1 All costs associated with the loan of artworks (handling, renovation, insurance, packing, framing, transport, courier escort etc.) are to be covered by the borrower.

1.2 Before final approval is given, the Museum's conservationists will assess whether the requested work requires renovation and, if so, determine the scope of such renovation. The borrower must accept the renovation costs before the loan of the artwork can be approved. The Museum will charge by the hour at the currently applicable rate. A further administrative fee of DKK 900 plus VAT will be added to the loan agreement.

2. Insurance:

2.1 Total sum insured: The total insurance value of the loan is specified in the loan agreement.

2.2 The artworks on loan must be insured for the sums indicated by The Museum of National History at Frederiksborg for any damage that may occur during transport and during exhibition of the artworks. The insurance must be valid from 'nail to nail', i.e. for the entire loan period, and cover all risks.

2.3 The insurance policy must include the museum clause: "Irrespective of the nature and degree of potential damage and the amount of compensation, the artwork remains the property of the Danish Museum of National History".

2.4 The insurance cover for the borrowed artworks will be determined by The Museum of National History at Frederiksborg prior to the loan of the artworks.

2.5 The loan of artworks from the Danish Museum of National History cannot be effectuated until documentation of the insurance cover is provided. A copy of the insurance policy must therefore be submitted to the Museum no later than two months prior to artworks leaving the museum.

3. Packing, transport, courier escort and customs regulations:

3.1 The borrower is asked no later than two months prior to the opening of the exhibition to inform The Museum of National History at Frederiksborg of the date on which artworks are required to be available. The borrower should not, however, expect to have artworks made available earlier than two weeks prior to the opening of the exhibition. Transport arrangements are planned in partnership with the Collections Manager and a carrier approved by the Museum.

3.2 Transport and thermally insulated containers, if applicable, are required for the loan of artworks. The artworks must at all times be accompanied by two drivers.

3.3 All transport arrangements must be approved by The Museum of National History at Frederiksborg.

3.4 If The Museum of National History at Frederiksborg deems it necessary, the Museum may require an escort on all transport routes and/or monitoring of packing and unpacking. If an escort is required, the artworks will be accompanied by a courier from The Museum of National History at Frederiksborg.

3.5 Courier escorts may require hotel accommodation. If so, all costs associated with such accommodation and other expenses must be defrayed by the borrower.

3.6 The courier will monitor packing and unpacking as well as the hanging and dismantling of the artworks and will carry out condition checks. The thermally insulated containers may not under any circumstances be opened en route, and packing and unpacking must take place at the borrower's premises.

3.7 The borrower must ensure that access to the exhibition area is sufficient to allow the artworks in their packaged state to enter unhindered.

3.8 On arrival to the exhibition location, the thermally insulated containers must for acclimatisation purposes remain unopened for 24 hours unless otherwise agreed with the Museum and courier. Unpacking must take place in the exhibition area. The borrower must retain the empty containers for the duration of the exhibition period. At the end of the exhibition period, the containers must be kept in the exhibition area for 24 hours to allow acclimatisation prior to packing.

3.9 The borrowed artworks may not be extracted from their frames or other mounting, and protection plates on the back of paintings may not be removed. The mountings may not be trimmed or furnished with marks or labels. The artworks may not be subjected to any form of treatment (restoration, remedial work etc.).

3.10 The courier is authorised to intervene if the technical treatment of the artworks is deemed to be reckless.

3.11 The Museum of National History at Frederiksborg must immediately be informed of any damage or visible change to the borrowed artworks observed during transport or during the exhibition period. It is, however, a requirement that the borrower should, in the event of sudden damage, apply sound judgement. If The Museum of National History at Frederiksborg should deem it necessary to inspect the damage that has occurred, the costs of this is to be defrayed by the borrower.

4. Security and exhibition arrangements:

4.1 The loan of artworks requires approval of the exhibition location facility report. Any requirements for special security and exhibition arrangements for individual artworks will be specified in the separate loan agreement.

4.2 The exhibition must be protected by a round-the-clock security system which in addition to the standard security guards operating during opening hours must include theft and fire alarms directly linked to an alarm centre.

4.3 The borrowed artworks may never be subjected to direct sunlight. Light should, as far as possible, be limited outside opening hours. This means that artificial lighting should be

switched off and curtains and blinds drawn. Lighting must not exceed 300 lux, and light sources must be equipped with UV filters, as required.

4.4 More fragile artworks such as works on paper, miniatures, photographs and unprotected textiles may only be exhibited in artificial light. Light intensity may not exceed 80 lux. Watercolours may only be exhibited in light intensities of up to 50 lux. Exhibition spaces must as far as possible be blacked out outside opening hours.

4.5 Relative humidity in the spaces where artworks are exhibited must be between 40% and 60%. Humidity should not fluctuate by more than 5% in any 24-hour period.

4.6 A storage temperature of 20-25 degrees Celsius must be ensured. Frequent fluctuations in temperature should be avoided.

4.7 Borrowed artworks may never be placed close to heat sources or cold or strong air flows (radiators, dehumidifiers, ventilation openings) or directly on uninsulated external walls.

4.8 If permission is given for photography, filming or television recording of the borrowed artworks, this must take place on the following conditions:

An exhibition location manager must through careful monitoring ensure that the borrowed artworks are not damaged during photographing, filming or television recording.

Artworks may not be moved or taken out of their frames.

Lamps may not be placed within two metres of the artworks, and they must be equipped with the required UV and heat-absorbent filters.

Special restrictive lighting conditions apply to the photography of artworks on paper.

5. Reproduction:

5.1 Official photographs and electronic recording of borrowed artworks may only be reproduced in exhibition catalogues and PR materials accompanying the exhibition. All other reproduction, e.g. for posters, postcards etc., require the prior consent of The Museum of National History at Frederiksborg. The artist's name, the title of the artwork and date as well as the photographer's name must be clearly indicated. Reproductions must further always include the following text: 'The Museum of National History at Frederiksborg Castle'. In the case of newer artworks, the borrower must ensure that permission is obtained from the artist. Photographic material may be obtained from The Museum of National History at Frederiksborg at the borrower's expense. Please contact the photosales: foto@dnm.dk

6. General terms and conditions:

6.1. The Museum of National History at Frederiksborg recognises that a loan may be cancelled for well-founded reasons, but reserves the right to charge the borrower a fee for any costs incurred in association with the proposed loan and to charge for any conservation work that may already have been carried out.

6.2 Changes to exhibition period dates must immediately be submitted to the Museum for approval.

6.3 The Museum of National History at Frederiksborg must immediately on publication be sent one copy of the exhibition catalogue and/or other publications published for the exhibition free of charge.

6.4 The Museum of National History at Frederiksborg reserves the right to recall a loan at any time during the loan period if the borrower is deemed to be contravening the above rules and conditions.