

Het Nieuwe
Instituut

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The Netherlands

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Chamber of Commerce
54584353

LOAN CONDITIONS AND COSTS

1. Request

Loan requests must be submitted at least three months before the start of the exhibition. Only written requests will be handled. The request must be addressed to the director of Het Nieuwe Instituut, Mr. Guus Beumer. The reason for the loan request, the duration of the loan and an appropriate description of the objects to be loaned must be included in the request.

2 Management

The borrower is obliged to take all measures against fire, theft, burglary, loss and/or damage that may be expected from a good administrator.

3. Costs

Any costs resulting from the loan will be payable by the borrower. This includes conservation, restoration, passe-partout mounting, framing, insuring, packaging, transport, courier accompaniment, digitization, administration and any other costs related to the objects on loan. (See for details: Costs of request for loan.)

4. Insurance

The borrower is to take out an all risk insurance policy for the objects, on the lender's behalf and at the value set by the lender, from the moment the objects are removed from their place in the building in which they are kept up until the moment they are back inside the said building or at a location designated by the Het Nieuwe Instituut.

5. Duration of the loan

The maximum duration of the exhibition is four months. This period may not be exceeded without prior written permission. Before installing and after uninstalling the objects they must be kept in a room that meets the conditions set out in sections 2 and 6.

The material must be returned as soon as possible after the exhibition.

A transfer of the exhibition is only possible in consultation with and after authorization from the lender.

6. Display

The following values may not be exceeded during exposition and/or storage: light 50 lux, relative humidity 50% +/-5%, temperature between 18 and 20°C.

The object should be displayed in such a way that the public cannot touch or damage it.

7. Framing

The costs for framing drawings and prints are, in principle, payable by the borrower. Changes to the state of the objects or their surrounds, etc., may not be made without previous written permission from the lender. However, if for whatever reason the state as described above changes, the borrower will inform the lender of this immediately. Measures of whatever kind may not be taken until Het Nieuwe Instituut has provided written instructions.

Framing by third parties may only be effected in consultation with and after authorization from Het Nieuwe Instituut. Models are always exhibited under a cover, unless decided otherwise in consultation with the lender.

8. Installation

The lender reserves the right to have the objects accompanied by an employee during transport or during installation at the borrower's location. The costs for transport and courier are payable by the borrower.

9. Packaging

The material is packed by the lender or by the shipping agent and is payable by the applicant, who will return the material – if possible – in the original packaging.

10. Condition reports

An employee of Het Nieuwe Instituut will draw up a condition report for each object. The borrower checks the report upon receipt of the object and makes a note of all perceptible changes. Het Nieuwe Instituut is to be informed immediately of any perceptible changes or damage. On termination of the loan period and prior to the return transport, the borrower will again check the condition of the object for perceptible changes and make a note of them in the condition report. The condition report is returned to Het Nieuwe Instituut together with the object.

11. Transport

The applicant is responsible for and will pay for the transport of the object. Shipping of the objects, back and forth, is the responsibility of and payable by the borrower but must be performed by a professional shipping agent. Shipping by messenger is not permitted.

12. Reproduction

Reproductions for publication purposes can be ordered through Het Nieuwe Instituut website: <http://collectie.hetnieuweinstituut.nl/requesting-reproductions>

Taking photographs of the objects during the loan is only permitted after consulting with and having received permission from Het Nieuwe Instituut. Frames and/or covers protecting the material must be kept closed. Photographic lamps may not be placed in the direct vicinity of the object. The applicable copyright is vested in Het Nieuwe Instituut (see application for reproduction for this).

13. Mention

The provenance of each object must be mentioned separately in the loan agreement and in the condition reports in the manner as explicitly indicated by Het Nieuwe Instituut.

The borrower is obliged to use the credit line provided by the lender.

14. Other

If a catalogue is available, one copy will be provided to Het Nieuwe Instituut. Using material for purposes other than those stated under 'reasons for loan' is not permitted.

Without prejudice to the above, the borrower accepts all responsibility and risk entailed in the loan.

COSTS OF REQUEST FOR LOAN

A certain amount of time is required for the administrative and practical processing of a loan request. To facilitate careful handling, all loan requests must be submitted at least three months prior to the start of the exhibition.

Each loan is subject to costs:

- Administrative handling per request: €50.-
- Drafting a condition report for each object: €75.-
- Digitizing the object (if necessary): to be determined
- Transporting from the external depot to the museum (if necessary): to be determined
- Framing and putting a passe-partout around prints and drawings: to be determined

- Making a protective cover for model: to be determined

- Insurance: to be determined

The borrower is allowed to take out insurance for the loan themselves. The borrower must submit their choice of insurer to Het Nieuwe Instituut for approval.

If an indemnity scheme is in place, the loan can be insured under this scheme.

- Packaging: to be determined

The borrower is responsible for all costs ensuing from having the object packaged appropriately. The borrower must submit their choice of transporter to the Het Nieuwe Instituut for approval. Het Nieuwe Instituut decides on the packaging method.

- Transport: to be determined

The borrower is responsible for all costs ensuing from transporting the object from the

Het Nieuwe Instituut to the borrower and back.

The borrower must submit their choice of transporter to Het Nieuwe Instituut for approval.

- Courier accompaniment: to be determined

Any necessary staff of Het Nieuwe Instituut deployment

Hourly rate: €78.50

Hourly rate: €57.- (commercially reduced)