

Standard Conditions of Loans
Museum of Applied Arts, Budapest (MAAB)
Valid from 2006

Agreement to the following conditions is a requirement for the approval of any loan request for temporary exhibitions. This form needs to be returned to the Museum of Applied Arts with the signature of the borrower signifying acceptance of these conditions. The Registrar's Office and the curatorial departments are happy to advise any potential lender on these points.

1. Application to borrow

1. 1.

A formal request for loans should be made in writing addressed to the Director General of the Museum of Applied Arts. The formal request should include:

1. 2.

- title of the exhibition
- exhibition venue(s) and dates
- name, address, telephone and fax number of the Exhibition Organizer, and similar contact information for each venue
- description of the exhibition project, with an indication of the scope of the exhibition
- list of objects requested, with inventory numbers
- reasons for inclusion of the objects

1. 3.

Any subsequent change to these details must be confirmed in writing.

2. Deadline

The formal loan request must be received by the Museum of Applied Arts at least 6 months before the exhibition is scheduled to open, so that enough time is available to consider the loan request and to carry out all the necessary preparations.

3. Approvals Procedure

3. 1.

All requests are considered individually. The general director requests the opinion of the responsible curator(s) on the feasibility of the loan. Curatorial staff will then consider whether the object is relevant for the exhibition project, whether it is already committed to another borrower, or whether it is central to a display in the Museum. Each object will be checked by the relevant curator and conservator to decide if it is sound enough to travel or how much conservation is needed to make it so. Based on these factors, the curator of the relevant department will make a suggestion whether the loan is approved or not by the curatorial board.

3. 2.

Based on this recommendation, the general director will make a decision about the loan request. If the request is (at least partially) approved, the request and the decision are forwarded to the registrar's office of the museum.

3. 3.

The general director will advise the Borrower of the decision in writing. If the decision was positive, further correspondence should be carried out with the registrar's office. As a first step, the Borrower has to accept the conditions of loan contained in the present document. The registrar's office asks the Borrower to provide detailed information about the facilities and security measures of the exhibition venue(s). A standard facilities report is requested at this point. The registrar's section will inform the Borrower of the insurance values assigned to the individual objects, and the Borrower will be required to advise the method of insurance provision they plan to make with regard to the loan.

4. The loan agreement – responsibilities of the borrower

4. 1.

Once approval of the above has been made, the Facilities Report has been returned and display and insurance arrangements have been agreed, the registrar's office will prepare a formal Loan Agreement. The Museum of Applied Arts uses its own Loan Agreement form, which is prepared in English and/or Hungarian. The text of the Loan Agreement must be regarded as final.

4. 2.

Costs to be covered by the Borrower and detailed in the Loan Agreement include:

- loan administration fee, which includes the cost of condition checks and reports, the preparation of the documentation and the necessary photographs, as well as the cost of preparing the object for travel (including mounts, frames, etc.). The loan administration fee is 300 Euros/per object/per venue.
- the cost of necessary conservation needed for the object to travel and be displayed
- cost of packing and all transportation
- courier travel fare, accommodation and a per diem of 50 €/person/day
- insurance costs

5. Insurance

The Museum of Applied Arts requires commercial, all-risks, nail-to-nail insurance cover through its own insurance agent partner (*Uniq Insurance Co.*, H-1134 Budapest, Róbert Károly krt. 76-78., contact person Ms. Éva Jaksa, eva.jaksa@uniqa.hu). Exceptions can only be made in very special cases. Such being the case a proof of insurance coverage must be provided for the registrar's office of the museum at least one month before the opening of the exhibition.

6. Transportation

The transportation of artworks can only be carried out with the participation of a qualified and experienced Fine Art Transport Agent. The Museum of Applied Arts has the right to specify a transportation company in the Loan Agreement. The MAAB has good experience with Museum Complex Ltd. (H-1108 Budapest, Kozma utca 2., Mr. Tibor Polgár, tibor.polgar@museumcomplex.hu)

7. Couriers

7.1

If required, one or more couriers shall accompany the objects (to be specified in the loan agreement). The Borrower will be responsible for the travel costs, accommodation and subsistence. For Europe, a stay of 3 nights (4 days) is required, when traveling overseas, usually a stay of 4 nights (5 days) is needed. The per diem for couriers is 50 Euros/person.

7.2.

The borrower's agent must meet and escort all couriers on arrival, at departure and during any transfer.

8. Condition checking and display

Objects can only be moved and installed by experienced technical staff, in the presence of the courier accompanying the object. A detailed condition report will accompany the objects on loan, and the condition of the object will be checked in the presence of the courier both at installation and de-installation.

9. Environmental conditions

The objects must be provided with a stable environment. Unless otherwise stated in the Loan Agreement, this will be a temperature in the range of 18-23°C and relative humidity in the range of 45-55%, with fluctuations of no more than 5% within an hour. All humidity and heating controls must operate 24 hours a day during the period of the loan.

Both daylight and fluorescent lighting must be filtered so that UV radiation is below 75 microwatts per lumen. If necessary, specific light levels for each loan object will be specified in the Loan Agreement.

Packing crates should also be kept in stable and suitable condition during the loan period, and should be re-acclimatized to the conditions in the exhibition area a minimum of 24 hours prior to packing.

10. Security and safety of objects

10. 1.

The Borrower has to provide suitable security arrangements to protect the works during installation and packing, as well as while the exhibition is open. These security arrangements have to be reported in the Facilities Report.

10. 2.

Installation may not take place while areas of the exhibition are under construction.

10. 3.

Once installation has taken place, the showcase must not be opened or the object(s) moved except with the express permission of the registrar's office of the Museum of Applied Arts, Budapest (MAAB).

10. 4.

No conservation work, framing, unframing, remounting or any other treatment may take place without the written approval of the registrar's office of the MAAB, even in the case of emergency.

11. Reproduction and publication

11. 1.

The Borrower will be sent an application form for photographic reproductions of the objects to be lent. The reproduction fees are indicated in the chart attached to these conditions. Reproduction is granted in writing, after the necessary fees have been paid to the MAAB.

11. 2.

The Borrower must provide the MAAB with at least 1 copy of the exhibition catalogue (this may be more depending on the number of objects and/or photos published - see Publication's Rights Agreement), or any other publication accompanying the exhibition.

11. 3.

The loan of MAAB must be acknowledged on exhibition labels and in the catalogue as well. The MAAB can be named in the official Hungarian name as Iparművészeti Múzeum, Budapest, or in the primary language of the exhibition (as Museum of Applied Arts, Budapest; Kunstgewerbemuseum, Budapest; Musée des Arts décoratifs, Budapest, etc.)

12. Changes in dates and termination

Applications for changes in the dates of the loan must be made in writing to the registrar's office as soon as possible. Termination of the loan also must be made in writing to the registrar's office. Even where the loan has been cancelled for valid reasons, the MAAB will normally charge the Borrower for actual expenses which had already incurred (conservation work and other preparations).