

# **Information about the loan of manuscripts and early printed works for exhibitions**

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Manuscripts and printed works normally serve scholarly research, professional work and further education, even if they are of museum quality. In exhibitions only a double page or the binding of a book can be shown, the book thus being withdrawn in its entirety from any other use for a longer period of time. Therefore, library collections can be provided as loans for exhibitions only in particularly well-justified cases.

Moreover, manuscripts and printed works, especially items with colour illustrations, are amongst those cultural documents which are most sensitive to light and climate. They are kept in special stacks and are normally presented for consultation for short periods of time only. Displaying them in exhibitions for several weeks or months puts the items on loan at acute risk and shortens their life expectancy.

**The University Library of Erlangen-Nürnberg therefore kindly asks applicants to understand that strict conditions must be imposed in order to minimize the risk of damage to the items on loan.**

## **1. Organizer of the exhibition**

The organizer of the exhibition and/or the responsible legal entity must guarantee that the obligations specified in the loan contract are fulfilled.

## **2. Character of the exhibition**

Loans can be provided only for exhibitions which do justice to scholarly and educational requirements, and in which the desired objects are plausibly related to the topic of the exhibition.

## **3. Selection and number of loan items**

The type and number of items applied for must be restricted to the essential minimum. We urgently ask applicants to examine carefully whether the purpose of the exhibition can be achieved in the same way by showing reproductions, such as photographs, colour slides, digital copies or facsimiles instead of the originals.

## **4. Application for loan / loan contract**

The application for a loan must be submitted by the organizer/ legal entity responsible for the exhibition in writing at least 6 months before the start of the exhibition. After an examination of the application and positive prognosis by the library the applicant receives the loan contract, which regulates the exact contractual obligations. Upon request the lender must be provided with references. The signed loan contract must be submitted to the lender 4 weeks before the start of the loan period at the latest. Requests for the extension of the loan period must be made in good time (i.e. 4 weeks before the expiry of the loan period at the latest).

## **5. Security measures**

The premises used for the exhibition must be protected adequately against fire, water, theft and burglary. The alarm signals for fire or burglary must be transmitted from the exhibition room directly to the professional fire brigade and/or to the police. Instead of water extinguishing systems more object-friendly gas or powder extinguishing systems must be used for fire fighting. In the event that special security measures are necessary, these are agreed in the loan contract. All security measures must be kept confidential vis-à-vis third parties.

## **6. Conservational requirements**

- a) The maximum loan period is 3 months. It is impossible to provide loans for touring exhibitions.
- b) The items on loan may be displayed only in locked and dust-proof showcases with laminated security glass. Possible damage caused by excessive humidity or exposure to light must be prevented by corresponding protective measures.
- c) The interior and equipment of showcases and presentation devices must be acid-free and must not emit any solvent vapours. Predetermined opening angles and inclination angles must be observed. Where required, suitable book holders must be used.
- d) The relative humidity to which the loan item is exposed or within the showcases must be constantly between 45 and 55%. The daily variation within the limits must not exceed 3%.
- e) The temperature to which the loan item is exposed or within the showcases must be constantly between 18° and 22° C. The daily variation within the limits must not exceed 1°C.
- f) The climate values must be captured continuously with the aid of recently calibrated measuring devices during the set-up of the exhibition, the exhibition and the dismantling of the exhibition. The devices used for monitoring the climate must be described, their calibration must be proven. The lender is entitled to request the regular submission of dated climate values.
- g) The maximum lighting level on the item on loan must not exceed 50 lux. The UV proportion in daylight and in artificial light must be filtered out (e.g. by UV filters, UV protective foil or curtains). The generation of heat by light sources must be controlled. Outside the general opening hours the showcases containing the items on loan must be covered, unless the exhibition room is darkened in its entirety.
- h) The type and circumstances of presentation in the exhibition and the correspondingly required measures (e.g. framing, mounting, book holders) are predetermined by the lender.
- i) In the case that individual items on loan have special conservation requirements, these are agreed in the loan contract.

## **7. Handling of items on loan**

a) The items on loan may be used exclusively for the agreed purpose of exhibition and must be treated with the utmost care. No use by third parties is permitted. The prior written approval by the lender must be sought for any change of the location of safekeeping of the item on loan.

b) No interference with the physical condition of an item or restoration work is permitted. The unauthorised removal of special protective devices (e.g. frames, glass covers, mats) is prohibited.

c) The setting up and dismantling of the exhibition must be carried out by a book restorer or a librarian experienced in exhibition work. In the event that no such person is available on the part of the borrower, or if required e.g. by the value of the items on loan or conservational aspects, the lender is entitled to request the involvement of an employee of the lender in the set-up and dismantling. The costs incurred in the process (travel expenses and personnel costs) must be borne by the borrower.

d) The lender must be notified instantly of any damage or change of the condition of the items on loan. The type and extent of the damage must be documented and recorded photographically.

e) The lender is entitled to check at any time, including the times of set-up and dismantling of the exhibition, whether the items on loan are in proper condition and whether the contractual obligations are being observed. The lender is entitled to access the exhibition rooms during the entire duration of the exhibition.

f) The items on loan must be returned instantly to the lender upon the expiry of the loan period.

g) In the event of non-compliance with the contractual agreement the lender is entitled to terminate the loan contract prematurely, resulting in the immediate return of the items on loan.

## **8. Preparation of the items on loan**

a) Each loan item must be documented photographically before its transport to the borrower. In the event that no photographic surrogates exist yet of a loan item, the lender has a digital copy or photographs produced.

b) A loan can be provided only on condition that the item in question is in stable condition in terms of conservation; if required, it must be restored before it can be loaned.

c) All costs incurred in the preparation of the loan items, as well as all administrative costs incurred in the loan process, e.g. restoration, production of surrogates (digital copy, microfilm), delivery, return, determination of value, other research, must be borne by the borrower.

d) In the event that one or several requested loan items are not used eventually, the borrower bears the costs incurred in the process of preparation of the loan items by the lender up to the time of cancellation.

## 9. Documentation of condition

To document the condition of the loan item before or upon transfer to the borrower, the lender draws up a report on the condition of the loan item which is complemented by photographs where required, and which forms part of the loan contract.

## 10. Protective measures and transport

The type of transport packaging (e.g. air-conditioned cases) and the type of transport are predetermined. The transport normally takes place via a courier of the lender or by an art shipping company approved by the lender. It may be required that the transport is escorted by two couriers of the lender. The costs incurred for protective packaging (e.g. protective cases, boxes, frames, mats) and transport, including auxiliary costs (courier escort, daily allowance, overnight accommodation, customs duties, etc.) are borne by the borrower.

## 11. Insurance and liability

The University Library of Erlangen-Nürnberg takes out insurance with the agency Aon Versicherungsmakler Deutschland GmbH, Aon Artscope. An itemized list of loan items is provided. The insurance values are determined by the lender on the basis of the usual trade value. The premium will be invoiced by the insurance company directly to the borrower and must be paid directly by the borrower to the insurance company. In the event that the borrower is a state or government organization of the Free State of Bavaria, the principle of self-insurance of the Free State of Bavaria is applicable in accordance with administrative regulations no. 2.4 relating to Art. 34 of the Bavarian Budget Code (VV-BayHO).

## 12. Marking of items on loan, recordings, publications

In the exhibition, in the catalogue, in an Internet presentation and all other publications on the occasion of the exhibition, the borrower must specify the owner of each individual item on loan completely, in the following form: **University Library of Erlangen-Nürnberg, shelfmark**. The borrower undertakes to provide the lender with two free copies of a catalogue and/or any other publications relating to the exhibition within 4 weeks after their publication. Upon request by and at the cost of the borrower, the lender provides analogue or digital master copies for reproductions in a catalogue, flyer, for the press or the Internet. Corresponding details are specified complementarily in the loan contract or in an extra agreement. The borrower must seek the lender's prior written approval for the production of photographs, slides, analogue or digital reproductions, film-, video- or television footage of the items on loan. In the event that an Internet presentation of the item on loan is desired by the borrower, the conditions imposed by the lender must be fulfilled.