

## **Artwork Loan Regulations**

on the proceedings of National Széchenyi Library (NSZL) for loaning documents/artwork to outer partner institutions

*The new loan regulations of the National Széchenyi Library aim at making the processing of incoming loan requests for exhibitions more steady and balanced, while guaranteeing its daily operations, the scholarly elaboration of its collections, and the arrangement of its exhibitions.*

*In view of the loan requests for documents that have been being submitted by outer museums and exhibition venues to our institution in a remarkably increasing number during the recent years, the direction of the NSZL establishes the following regulations:*

### **I. GENERAL COLLECTION AND SPECIAL COLLECTIONS**

Requests for documents that belong to the general collection of NSZL have to arrive in written to NSZL **at least 6 weeks** before the planned starting date of borrowing, and regardless of the number of requested documents. Requests for any document that belong to a special collection of NSZL have to arrive in written to NSZL **at least 8 weeks** before the planned starting date of borrowing. When evaluating the requests, NSZL will take into account the order of arrival and the academic explanation of the exhibition concept. In case of parallel requests also the chances of publishing the planned catalogue and the expected response in Hungary and abroad will be considered.

The request has to include the detailed description of the exhibition concept and the declaration of the borrowing exhibition venue on the entire fulfillment of the conditions for the exhibition expressed by NSZL (*see Annex 1. and 2.: Artwork Loan Form and Facility Report*)

Requests for large-scale loan (for more than 20 documents) and concepts built largely or entirely upon the material of NSZL collections may be regarded by NSZL as requests for participation in a common professional project, a joint exhibition.

Our institution can participate only in a limited number of outer and joint exhibitions each year.

### **II. LOANS FROM BOTH THE GENERAL AND SPECIAL COLLECTIONS**

In the case of requests concerning items from both the General Collection and any of the Special Collections of NSZL, the earlier deadline for submitting the request (**at least 8 weeks before borrowing**) will logically apply, to facilitate the related administrative, restoration and photography/digitalizing work.

### **III. GENERAL LOAN CONDITIONS**

At the time of evaluating the incoming requests, our regular cooperating partners, libraries, museums, public collections and other institutions classified as non-profit museum exhibition venues shall have preference. Similar preference may be given to traveling exhibitions related to memorial years that involve NSZL, and projects presenting exhibitions at several locations successively.

If a request for large-scale loan has been rejected by NSZL, the requesting institution will still have the possibility and the time to formulate a request of smaller scale and draw up a different exhibition plan. Similarly, the units participating in the loaning process can make a proposal to the Director-General about accepting or rejecting requests of short-term loan (from some days to 1-2 weeks).

If the loan request for documents is accepted, a separate agreement will be drawn up between the Parties regarding possible further partnership, joint research projects (i.e. joint publications, related conference etc.) and their conditions. The agreement will be reviewed and formulated by the Directorate of Research of the NSZL and the Heads of the competent Departments or commissioned collection experts.

Logistic expenses, including packing, transportation, insurance etc. **all shall be born by the Borrowing Party.**

In some cases of large-scale requests, NSZL may charge a “loaning and preparation fee”, the amount of which will be specified according to the nature of the venue and the exhibition, and/or the quantity, condition, restoration needs and packing of the borrowed items.

NSZL reserves the right to appoint a member of its staff as a courier to monitor the transportation of the exhibition material. The courier will be present when the borrowed items are unpacked, and also when they are shipped back. The traveling and possible accommodation expenses of the courier **shall always be born by the Borrowing Party.**

In justified and exceptional cases worth of special evaluation, the deadlines can be shortened upon the Director-General’s previous permission, but only if there is still enough time to complete the expert review in full accordance with the requirements stipulated in the current NSZL Regulation of Stock Protection.

### **IV. PROCESS OF REQUEST AND EVALUATION**

The loan request has to be addressed to the Director-General of NSZL, and submitted in writing. The request has to include the purpose, title and brief concept of the exhibition, and if possible, its PR and publication plans. The request has to describe the academic background of the exhibition. Information on the planned opening and closing day and the exact location must be included, together with the Facility Report of the planned exhibition venue (see Annex 1, 2).

The loan request has to be sent either by e-mail to [mutargykolcsonzes@oszk.hu](mailto:mutargykolcsonzes@oszk.hu) after filling out the forms available on the NSZL homepage, or by post to the Directorate of NSZL, with the hard copies of the Annexes attached. The Director-General will delegate the request to the

commissioned experts of NSZL, the competent Area Director and the units in charge of loan management and administration.

The aforementioned units/departments will make up the checklists, and fill out the loan forms or contracts in line with the prescribed procedures. The borrowing period is subject to individual evaluation depending on the condition, value, and use of other purposes of the document. Its maximum duration, however, is usually **3-4 months**, and under no circumstances can exceed 6 months.

The staff of the *collections* will be in charge of the description of the documents including the descriptions for the exhibition catalogue, according to the loan request. If required, they will also make the arrangements for the photography of the document/artwork. The Restoration and Binding Department will prepare a written and photographically documented condition report of the documents/stock, and specify the stock preservation conditions for loaning as well as the value of the documents concerned.

The Secretariat of Research, in continuous cooperation with the experts at the related NSZL collections, will contact the representatives of the borrowing institution, submit official information on the loan conditions, and make the necessary arrangements for contracting.

The Director-General of NSZL (or in his absence, the Deputy Director-General or the Deputy Director of Finance), will be entitled to sign the formulated contract after it had been duly signed by the Area Director(s) in charge, the Legal Expert and the Security Officer at NSZL. Signed contracts will be posted by NSZL to the Borrowing Party.

After receiving the contracts signed by the Borrowing Party, the documents will be prepared for shipping by our staff at the collection and the Restoration and Bindery Department. The itemized handover of the documents will be administered by the *collection* in charge. The Parties shall record the loan conditions in a Contract of Commodate including the list of the clearly identifiable documents. The Contract of Commodate will include also the description of the condition of the borrowed documents, submitted by the experts at NSZL.

**Safety, shipping, armed escort:** Transportation will be realized by the Borrowing Party with a vehicle duly closed, equipped with safety springs, properly arranged to fix the artwork transported, and above the value of HUF 5 million, escorted by armed security guards.

Under a special agreement and for a duly specified fee, NSZL may take care of the transportation.

In proportion with the value of the artwork loaned and in order to ensure increased safety, the Security Officer at NSZL may specify the number of armed guards, the safety equipment of the transporting vehicle, and the need of an escort vehicle.

**In these cases the safe transportation vehicle, and the armed / technical escort will be provided by the Borrowing Party. Expenses of restoration, administration, packing, transportation, delivery and insurance (safety) related to the loan for exhibition will also be covered by the Borrowing Party.**

Documents/artwork can leave the building of the NSZL only under proper documentation of the event and after that the contract had been signed and the due checks by the *collections in charge and the Security Department* had been completed.

When the borrowed artwork is returned to NSZL, it will be received by the staff of the *collection in charge* who will write a final condition report of the items taking note of any perceptible change compared to their condition at departure. The Borrowing Party will be held fully responsible both financially and morally for any damage occurred to the artwork during the borrowing period. The staff of the *collection in charge* will immediately inform the appointed representative of the Secretariat of Research about the return of the items. The Secretariat of Research will keep record of the loan, and take care of the appropriate closing and archiving of the related documentation.

Should a loan request be prolonged, a new contract will be signed on each occasion, indicating the new conditions and deadlines.

## **V. REPROGRAPHY, CATALOGUE, PUBLICATIONS**

Only NSZL is allowed to reprograph the borrowed documents or documents whose original is not presented in the exhibition, but the borrowing institution wishes to include them in a publication (i.e. catalogue). Exceptions can be made only in justified cases, with the special authorization of the Director-General. **Reproduction expenses always shall be born by the Borrowing Party.** The ownership of the documents/artwork as well as the reprographs depicting them (and the copyright, unless the item is a digital copy with purpose of replication) is retained by NSZL. The reprographs can be published on the sole occasion of the exhibition and within the related publications (catalogue), together with a clear reference to the collection of origin at NSZL.

The expenses of reproduction shall be paid by the requesting Party, upon invoice. The owner of the documents has to be clearly indicated on the exhibition venue as well as in the catalogue and all the related promotional material.

## **VI. PUBLICATION AND OTHER FEES**

In domestic loans, NSZL usually does not charge publication fees, but in return it expects to receive at least 2 copies of the exhibition catalogue and further 2 copies of all the related promotional material (posters, leaflets, etc) free of charge, and in addition to the compulsory copies prescribed by law.

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The new Loan Regulations shall apply for all the requests made after 1 January 2017.

Budapest,

NSZL Director-General

### **Annexes:**

1. NSZL Artwork Loan Form (on the purpose, duration and concept of the exhibition, related publications, etc.)
2. Facility Report (on the exhibition venue, its museology classification, safety requirements etc.)

## **Annex I.**

### **National Széchényi Library Artwork Loan Form**

#### The Borrowing Institution

- 1) name
- 2) address
- 3) director

#### The Exhibition

- 1) title
- 2) duration (from-to)
- 3) curator (contact: telephone, email)

#### Venue of the Exhibition

- 1) name
- 2) address

Brief concept of the exhibition (5–10000 characters):

#### Publications related to the exhibition

- catalogue
- leaflet
- accompanying booklet
- homepage
- CD/DVD

Original documents requested for lending (title, pressmark):

Digital copies requested for the accompanying documents (pressmark, page):

Digital copies requested to be exhibited (title, pressmark, page):

## Annex II.

### FACILITY REPORT

The purpose of requesting this Facility Report is the assessment of the safety and artwork protection background of the borrowing institution to ensure the safe placement of the loaned objects and documents.

#### 1. BORROWING INSTITUTION PROFILE

<b>Name of Borrowing Institution</b>	
<b>Director of the Institution</b>	
<b>Seat</b>	
<b>Mailing Address</b>	
<b>Telephone Number</b>	
<b>Fax Number</b>	
<b>E-mail Address</b>	
<b>Web URL</b>	
<b>Purpose of Loan</b>	
<b>Name and title of the person in charge of the organization of the exhibition</b>	
<b>Duration of Loan</b>	
<b>Venue of Loan</b>	
<b>Name and title of the contact person</b>	
<b>Contacts</b>	

## 2. DATA PROTECTION

The information indicated in the Facility Report (hereinafter called the “Form”) is confidential and will be used only by the potential lending institution - National Széchényi Library - and the borrowing institution (hereinafter called the “Parties”).

It cannot be shared with a third party, no copies can be made without the consent of the Parties, and must be stored in a secure location. The filled form must not be distributed via public channels.

After the end of the loan, when the artworks and documents will have been returned, the Parties shall ensure the destruction of the Form.

## 3. INSTRUCTIONS

Dear Contact Person,

This form contains questions regarding security, fire protection and artwork protection.

Please, read it carefully and check the appropriate answer(s). You are asked to give correct and clear answers to each question.

The form can be filled out both in electronic and traditional format.

Please, do not change the contents of the form.

Please, attach the layout and possibly photos or visualization of the exhibition area where the borrowed objects will be displayed, indicating the place that they will occupy.

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## 4. CLASSIFICATION AND ACTIVITY OF THE INSTITUTION

4.1 Who is the controlling authority of your institution?

- Government
- Municipality
- Church
- Private
- Foundation
- Other

Please, detail:

4.2 What is the activity of your institution?

- University

- Museum
- Cultural center
- Exhibition venue
- Library
- Archive
- Research Center
- Traditional regional house
- Art gallery
- Other

Please, detail:

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**5. SECURITY**

**5.1 Building Characteristics**

When was your building constructed?

How many floors does your building have?

**5.2 Do you plan any renovation or construction works for the time of the borrowing or the exhibition?**

Yes  No

If yes, please, detail:



5.3 What type of material was used for the structures below?

	Adobe	Brick	Concrete structure	Glass	Steel structure	Stone	Wooden structure	Tile	Concrete tile	Shale tile	Other
Exterior walls											
Interior walls											
Floors											
Ceilings											
Roof structure											
Roof covering											

5.4 Is the building free-standing?

Yes

No

5.5 Is the building accesible by vehicle?

Yes

No

5.6 What mechanical protection tools secure the points of access of the building and the exhibition space?

Steel bars

Burglarproof safety door

Closure equipped with burglarproof and bullet-resistant safety glass

Special construction materials

Please, detail:

5.6.1 How many members of the institution staff have a key to the external doors?

Please, detail, stating position and rank of the staff member:

5.6.2 How often and by whom is the environment of the building controlled?

Please, detail:

5.7 Is there an electronic security alarm system in operation in the building?

Yes

No

5.8 What areas does your security system cover?

It covers only the exhibition area.

It covers the whole building.

5.9 How is the structure of your security system?

It is only a system against intrusion.

It is a system against intrusion combined with a video camera surveillance system.

It is a system against intrusion combined with a video camera surveillance system and a check-in gate.

5.10 In case of emergency, where does your detection system sound an alarm?

The central station of the institution

Local police authority

Local audible alarms

Outer remote surveillance center

Specify provider:

5.11 What types of detection equipment are in operation in your security system?

- Motion detector
- Sensor for door/window opening
- Sonic (break glass) sensor
- Pressure sensors
- Sensor for drilling
- Humidity sensor
- Other

Please, detail:

5.12 Who and how often checks and maintains the security system?

Please, detail:

5.13 What type of security personnel does the building have?

- Armed security guards
- Non-armed security service
- Gallery guard service
- No security personnel

5.14 In a general case, how many persons of the security personnel and in what form of service carry out security tasks?

On the entire territory of the building, on workdays:

 persons

On the entire territory of the building , during weekend:

 persons

On the entire territory of the building, at night:

 persons

In the temporary exhibition space, during the opening hours of the exhibition:

 persons

In the temporary exhibition space, during the closing hours of the exhibition:

 persons

In the temporary exhibition space, when the institution staff is in the building:

 persons

5.15 Who is the employer of the security personnel?

The institution itself

Security service

Specify provider:

5.16 Hours of duty of the security personnel

8 hours, during the day

12 hours, during the day

24 hours of uninterrupted duty

5.17 Do you employ a security expert to manage, coordinate and control the security tasks of your institution?

Yes, the security officer is employed directly by the institution.

Yes, the institution contracts a security provider.

Specify provider:

No

5.18 In what way and how often are the temporary galleries checked when closed?  
Who is in charge of it?

Please, detail:

5.19 Are there records kept of the internal movement and replacement of borrowed objects?

Yes

No

5.20 Is every object entering or leaving the building signed in and out by security personnel?

Yes

No

5.21 Indicate institution staff members authorized to sign for the removal of art objects from the building:

Please, detail, stating staff position and rank:

5.22 In what ways can you secure the transportation of valuable art objects?

- Armed security guard accompanying transport
- Armored value transport vehicle
- Patrol car escort
- We cannot provide transportation of valuable art objects.

5.23 Are the contents of bags, briefcases, etc. checked upon entering and exiting?

- Yes  No

5.24 What kind of restrictions do you apply concerning the size of handbaggage?

Please, detail:

5.25. Do you have an emergency response plan?

- Yes  No

Do you have a disaster recovery plan?

- Yes  No

Please, indicate the date of the last revision for each:

5.26 Further information and details regarding security:

## 6. FIRE PROTECTION

6.1 Does your institution have a fire protection regulation including a fire emergency procedure?

Yes

No

6.2 What is the fire risk rating of the building and the exhibition area?

Very low risk category

Low risk category

Medium risk category

High risk category

6.3 Is the building protected by a standardized electronic fire protection system?

Yes, but only in the exhibition area

Yes, in the entire building

No

6.4 Is there a 24 hour surveillance of the fire alarm system?

Yes

No

6.5 Who does your fire alarm system alert?

In-house central station

Local fire station, direct line

Remote surveillance provider

Specify provider of remote surveillance:

6.6 Type(s) of evacuation, fire protection or fire extinguishing systems operated by the fire alarm system:

Closures

Fire suppression devices

Installed fire extinguishers

Devices to drive out smoke and heat

Other devices

Please, detail:

6.7 What types of fire extinguishers do you have in store for cases of emergency?

- Portable fire extinguishers
- Dry pipe system
- Wet pipe system
- Installed fire extinguishing system
- Other type of fire extinguisher

Please, detail:

6.8 Do you undertake operational checks, routine inspections and maintenance works for your fire alarm systems, fire extinguishers and related devices?

Yes

No

6.9 Other details and information on fire protection:



## 7. TEMPORARY EXHIBITION AND STORAGE SPACES

7.1 How is the layout of the exhibition area?

- One large room  
 Series of interconnecting rooms  
 Other

Please, detail:

7.2 During the exhibition period, are there any other activities taking place in the exhibition area?

- Yes  No

If yes, please, detail:

7.3 Is there any source of possible water damage in the areas used for the exhibition, handling or storage of the art objects?

- Plumbing pipes  
 Central heating system  
 Automatic sprinkler system  
 Wet pipe system for fire extinguishing  
 Condense water from environmental control system  
 Other:  
 No

7.4 Do you make routine inspections for rodent and insect problems?

- Yes  No

7.5 Do you undertake chemical or other type of extermination procedures?

- Yes  No

If yes, please, detail:



7.6 Please, describe cleaning procedures and technical maintenance of the exhibition area:

7.7 In what areas within the building are the art objects handled (storage, packing, preparation for exhibition)?

- Storage area
- Exhibition preparation room
- Exhibition area
- Restoration workshop
- Other:

Please, detail:

7.8 Does a museum expert or conservator/restorer always supervise the handling of the objects?

- Yes  No

7.9 Is the security personnel on duty during the construction and the installation of the exhibition?

- Yes  No

7.10 Does the area for handling the loaned objects have the same ratings for security (property protection, fire protection and art object protection) as the entire building and the exhibition area?

- Yes  No

Please, detail:

## 8. ENVIRONMENT

### 8.1 Heating and Air Conditioning

8.1.2 Do you have environmental control system in the exhibition area?

Yes

No

Cooling

Heating

Humidification

Drying

8.1.3 How often are the environmental control systems monitored and serviced?

Daily

Weekly

Monthly

Other:

Please, detail:
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8.1.4 Recorded temperature and relative humidity ranges:

	Temporary exhibition area	
	Temperature	Humidity %
Spring/Summer		
Fall/Winter		

8.1.5 Maximum usual variation percentage within a 24-hour period:

	Temporary exhibition area	
	Temperature	Humidity %
Spring/ Summer		
Fall/Winter		

8.1.6 Do you have the ability to adjust your temperature and relative humidity level to meet the needs of different types of objects?

Yes

No

8.1.7 Do you monitor and record temperature and relative humidity on a regular basis in:

the exhibition space concerned:

Yes

No

the display case concerned

Yes

No

8.1.8 What is the distance between the exhibited objects from the radiator, the air conditioner and the humidifier?

Less than 2 meters

More than 2 meters

## 8.2 Lighting

8.2.1 What type of glass do the windows have?

Regular

Insulated

UV filtered

Shading curtain added

8.2.2 What type of artificial lighting does the exhibition space have?

Tungsten bulbs

Osram

Quartz

Regular fluorescent lamps

Compact fluorescent lamps

UV filtered fluorescent lamps

Medium voltage halogen lamps

Low voltage halogen lamps

LED lamps

Fiber optic lamps

Other

Please, detail:

8.2.3 Can you regulate light levels?

Yes

No

8.2.4 Do you have a light meter?

Yes

No

8.2.5 Do you have a UV meter?

Yes

No

8.2.6 What light levels can you adjust in the exhibition space?

Please, describe:

8.2.7 How low can you adjust your light levels on the object?

Please, describe:

8.2.8 Do you regularly check light levels during the exhibition?

Yes

No

8.2.9 For how many hours/week will the objects be exposed to light, closing hours included?

Please, describe:

### 8.3 Display cases

8.3.1 What type of display cases will be provided for the objects? Please underline the correct answer.

Plexi (lockable / not lockable)

Glass (lockable / not lockable)

Glass with wooden framework (lockable / not lockable)

Bullet- and burglarproof safety glass, metal framework, electronic alarm devices, lockable and climatized

Other

Please, detail:

8.3.2 Are display cases equipped with dust filters?

Yes

No

8.3.3 Are display cases ever internally lit?

Yes

No

If yes, specify lighting:

UV filtered

Incandescent

Fluorescent

Fiber optic

8.3.4 Are objects in display cases protected against ultraviolet rays and heat build-up from interior lights?

Yes

No

If yes, how?

8.3.5 Can you provide display cases with customized climatization for objects with special needs?

Yes

No

If yes, please, detail:

8.3.6 If the objects cannot be placed in the display cases, how do you plan to present them?

Please, detail:

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## 9. HANDLING AND PACKING

9.1 Do you have specially trained staff available for loading and unloading?

Yes

No

9.2 If matting and framing is a condition for the exhibition, is it done by the institution's own staff?

Yes

No

If not, please submit details of the person or company providing the service:

Name:

Contact:

9.3 Does your institution have a vehicle appropriate for transporting loaned objects?

Yes

No

9.4 Please, specify the equipment of the vehicle:

Climatized, with temperature and humidity control

Air suspension gear

Load compartment equipped with movable straps

Lift gate

Video surveillance system

Fire and smoke detection system

Sabotage protection

Satellite tracking

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## 10. INSURANCE

10.1 Which company provides insurance for your institution?

Name of company:

Address:

Telephone and fax:

Web URL and e-mail:

Contact person:

How long have you been cooperating:

10.2 What coverage does your policy for borrowed objects provide?

All-risk museum coverage, wall-to-wall (while on exhibit and in transit), subject to the standard exclusions

Coverage against burglary, theft and mysterious disappearance

Coverage against fire

Coverage against rising water and water damage

- Coverage against natural disasters (i.e. earthquake, meteorological, etc.)
- Coverage against employee dishonesty
- Other

Please, detail:

10.3 What is the rate of reimbursement applied for borrowed objects?

Please, detail:

10.4 Have there been any damages or losses loaned or borrowed collections incurred during the last five years?

Yes

No

10.5 If yes, please state the date, cause, circumstances and extent of the damage or loss, and whether there was settlement of claims, litigation, or exercise of the right of recourse.

Please, detail:

The undersigned is a legally authorized agent for the subject institution and has completed this Facility Report. The information indicated gives a complete and valid representation of the facility, security systems, fire protection and care provided to art objects (both owned and borrowed).

Date

Name: .....

Signature:.....

.....

Title

Stamp

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