



## **GENERAL CONDITIONS FOR LOANS**

### **Conservation Requirements**

In order to avoid damage to the objects on loan, you as the borrowing institution undertake to ensure a constant, controlled climate in your exhibition rooms. Exposure to direct sunlight or other light sources that may result in localized heating of loaned objects must be prevented. We will provide the exact specifications on permitted climate and lighting conditions in the loan contract and its appendices.

The objects on loan are to be set up such that they may not be touched; in most cases, display cases will be required. No alterations of any kind (including to labels, pins, bases, etc.) and no interventions for the purpose of mounting may be made to objects on loan without consulting us as the lending institution.

We reserve the right to issue condition reports for loaned objects. These must be checked and signed by us and you as the contracting parties when loaned items are sent out and returned. You must notify us immediately of any damage that has occurred to loaned items.

Great care must be taken to protect the collection items and to safeguard yourself against dangers associated with the objects and any preservatives.

### **Insurance**

As the borrowing institution, you undertake to insure the loan for the loan period in the amount of the "nail to nail" insurance value determined by MfN (i.e. including outward and return transports), using all-risk exhibition insurance. You must furnish us, the lending institution, with proof of insurance or a copy of the insurance policy. Insofar as the liability risk is fully covered under a self-insurance policy (e.g. federal or state liability), corresponding written proof must also be provided here. The decision to accept or reject your (the borrowing institution's) self-insurance through your own collateral lies with us.

### **Costs and Transportation**

All costs arising from the loan process are borne by you as the borrowing institution. In addition to insurance and transport costs (including courier costs), this also includes, for example, costs for conservation measures (including condition reports prepared by external persons) and restoration.

As the borrowing institution, you are also responsible for organising the outward and return transport of the loaned objects. Special transportation conditions for especially vulnerable and sensitive objects will be communicated to you separately as soon as possible. Packing must be done according to our specifications.

### **Photo and Film**

We grant you, as the borrowing institution, the right to reproduce the objects in photography and film in the context of press coverage and for various non-commercial uses connected to the exhibition.

High-resolution digital images for the exhibition project can also be requested in advance in the loan application form. The MfN's digitisation team will process your request on a first-come, first-served basis and in accordance with staff and equipment availability. The costs will depend on the nature of the task at hand and the effort involved.

As the borrowing institution, you are obligated to credit the Museum für Naturkunde Berlin (MfN) as the owner in exhibitions and publications involving loaned items, and you must name the location where the objects are usually held, along with their inventory numbers. We ask that you provide us with a copy of any publication accompanying your exhibition.

*We wish you every success with your exhibition project!*