

QAGOMA

**QUEENSLAND ART GALLERY  
GALLERY OF MODERN ART**

GUIDELINES FOR LOANS  
FROM THE COLLECTION

# Guidelines for Loans from the Collection

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## QUEENSLAND ART GALLERY

### **Vision**

Increased quality of life for all Queenslanders through enhanced access, understanding and enjoyment of the visual arts and the assurance of Queensland's reputation as a culturally dynamic state.

### **Mission**

To be the focus for the visual arts in Queensland and a dynamic and accessible art museum of international standing.

### **Goals**

Guidelines for Loans from the Collection accords with the Gallery's Goals, as outlined in the Queensland Art Gallery Board of Trustees Strategic Plan.

# Guidelines for Loans from the Collection

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## Preamble

A primary goal of the Queensland Art Gallery is to *develop, manage and conserve the Collection to the highest art museum standards for the benefit and enjoyment of present and future users*. Striving to make the Collection accessible to the widest possible audience the Gallery maintains a loan program through which art works are made available to qualifying borrowers.

The Collection is a significant cultural and economic asset held in trust and, as such, the Gallery is accountable for its safekeeping and proper management. This document provides a written statement of how the Gallery's loan program is administered and serves as a guide for staff and borrowers.

## Eligibility to Borrow

- Loans from the Queensland Art Gallery Collection will be considered for exhibitions which contribute to education, research and public enjoyment.
- The Collection is held in public trust and the Gallery is unable to lend to individuals or organisations in the private sector.
- Applicants must be able to maintain prescribed standards of care and environmental conditions for objects on loan.
- Approval may be declined for objects which are fragile and unable to travel, and those which are already committed to Gallery exhibitions or are of great value and importance to local visitors.
- Loans to Queensland Government offices are governed by a separate policy and procedures.

## Loan Requests

- Loan requests are to be submitted in writing to the Director and should include a synopsis of the exhibition, details of the object requested, exhibition venues and dates, and the period of time the object will be required.
- The applicant must allow for at least a six-month period between the date of receipt of the request and the date that the object is required to be despatched to the borrower.
- Loan requests are considered through an assessment procedure administered by the Registrar, Exhibitions and Loans. The decision to approve or refuse a loan request is made by the Director in consideration of the recommendation of the Deputy Director (Curatorial & Collection Development) and the relevant Curatorial Manager, Conservator and the Registrar, Exhibitions and Loans.
- Normally, the applicant is informed of the Gallery's decision to approve or refuse a loan within one month of receipt of the request.

## Loan Agreement

- A loan agreement is issued by the Gallery when all details of the loan have been finalised and approved. The object will not be released until the loan agreement has been completed and signed by the borrower and countersigned by the Gallery.

# Guidelines for Loans from the Collection

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## Costs

- It is customary for the Gallery not to charge a fee for loans from the Collection or for staff resources used in loan administration. However, where applicable, the borrower is expected to meet all costs associated with -
  - The design and construction of a packing case for the object and its delivery from the manufacturer to the Gallery.
  - Framing, glazing, mounts, perspex, or other special preparation of the object for loan.
  - Transportation (and the supervision thereof) of the object between the Gallery and the borrower and return.
  - The services of Customs brokers and freight forwarders.
  - Security for transits of the object between the Gallery and the borrower and return, and whilst the object is in the possession of the borrower.
  - Airfares for a Gallery courier to/from the borrower's venue.
  - Accommodation for an agreed duration for the courier in the city of the borrower, stopovers in transit to and from that city; and at each venue when a courier is nominated by the Gallery.
  - A daily allowance at an agreed rate for the courier.
  - Insurance premiums.
  - Photographic material for reproduction purposes.
- The borrower is to reimburse the Gallery for any expenses incurred in the preparation of a loan. Such reimbursement is to be made upon receipt of an invoice accompanied by copies of all accounts relating to the costs incurred by the Gallery.
- Should the borrower withdraw a loan request at any stage after written approval has been given by the Gallery, the Gallery will be entitled to charge the borrower for any agreed costs already incurred in the preparation of the object for loan.

## Period of Loan

- The Gallery will lend the object for a designated period only.
- The period of loan is assigned by the Registrar, Exhibitions and Loans in consultation with curatorial staff and includes transportation time to and from the borrower as well as the exhibition period. The period of loan is calculated on confirmed venues only.
- Any proposed changes to the period of loan after it has gained approval are to be submitted in writing by the borrower for further approval by the Gallery.
- Subject to the conditions of loan the object will continue on loan to the borrower until the date specified. The Gallery reserves the right to cancel any agreed loan or to recall the object at any time by notice in writing to the borrower.
- The loan may be reviewed and renewed if necessary by making written application to the Gallery prior to the end of the loan period. Approved extensions to an existing agreement will require a supplementary agreement to be issued.

# Guidelines for Loans from the Collection

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## Purpose of Loan

- The borrower is to exhibit the object only for the purpose specified on the loan agreement and is to keep the object in the possession of the borrower unless otherwise provided. The borrower is not to lend the object to any other person whomsoever without the prior written approval of the Gallery.

## Venues

- The borrower is to exhibit the object only at the location and for the duration specified in the loan agreement.
- A loan agreement is not issued until the exact itinerary of the exhibition is submitted by the borrower and approved by the Gallery.
- Any change to the venue/s must be submitted by the borrower to the Gallery for approval. Only venues confirmed by the borrower will be used by the Registrar, Exhibitions and Loans in assigning the period of loan for the object.
- Approval must be sought from the Gallery if additional venue/s are confirmed. The borrower will be supplied with a supplementary loan agreement for the additional approved venue/s. Following approval the period of loan will be extended from the expiry date of the existing agreement.

## Facilities Report

- A facilities report is used by the Gallery to determine the suitability of the applicant's environmental controls, security, staffing, building construction and accessibility of venue. A facilities report may be required should the Gallery not have lent previously to the applicant.
- If the object is to travel to multiple venues a facilities report may be required from each venue.

## Insurance

- The object is to be insured for the value nominated by the Gallery and stated in the loan agreement.
- The borrower will be responsible for arranging insurance for the object. However, the Gallery reserves the right to arrange insurance through an Australian company for objects lent to international borrowers.
- The Gallery reserves the right to revalue the object annually. The borrower will be notified of the object's reassessed value and is to ensure that the object is insured for the value as reassessed.
- Prior to despatch of the object the borrower is to provide the Gallery with a copy of the insurance policy which it has effected. Certificates of currency are to be supplied by the borrower as requested by the Gallery.
- The object will not be despatched to the borrower if proof of adequate insurance cover has not been provided.
- Any changes in the policy or impending cancellation of the policy are to be notified in writing to the Gallery at least 20 days prior to such change.

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- The Gallery will consider an indemnity by the Government of the borrower in place of commercial insurance. Details of the indemnity must be submitted for approval by the Gallery. The object will not be despatched to the borrower until full approval has been granted by the Gallery.
- The borrower is to insure/indemnify the object against `all risks' from the time the object is despatched from the Gallery until the time the object is unpacked, examined and found to be in a satisfactory condition after return to the Gallery.
- All costs associated with the insurance of a loan are payable by the borrower.

### Packing

- Packing of loans from the Gallery Collection is arranged by the Registrar, Exhibitions and Loans and determined in consideration of the fragility and value of the object, and the number of venues at which it is to be exhibited.
- Where possible existing crates held by the Gallery are used. If a suitable crate is not available one must be constructed commercially at the borrower's expense. Where a crate must be constructed, the Registrar, Exhibitions and Loans will obtain a quote and seek the borrower's acceptance of it. The borrower is required also to pay any costs incurred in transporting the crate from the manufacturer to the Gallery.
- The borrower is to retain the original packing materials and repack the object with those materials and in the same manner that it was packed by the Gallery.
- Any alterations to the packing are to be submitted in advance for approval by the Registrar, Exhibitions and Loans.
- Packing materials and crate/s are to be stored in clean, air-conditioned premises of the borrower unless other arrangements are approved in advance by the Registrar, Exhibitions and Loans.
- All costs associated with the packing of a loan are payable by the borrower.

### Courier

A courier may be necessary to supervise the shipment of an object from the Gallery to the borrower and for the return shipment of the object from the borrower to the Gallery. The courier supervises all packing/unpacking, handling and installation of the object. The courier is the Gallery's official representative, is empowered to direct the borrower to take measures to ensure the safety of the object, and has the authority to withdraw the object from exhibition if deemed necessary.

The Gallery can require a loan to be accompanied by a member of its staff as courier when -

- The value of the object, or total shipment, is Australian \$500,000 or more.
- The object is fragile and/or requires special handling and transportation arrangements.
- The object is being lent to an international borrower.
- A courier may also be required to accompany an object between venues of a multi-venue exhibition.

All costs associated with a courier are payable by the borrower.

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## Security

- The Registrar, Exhibitions and Loans specifies any particular security requirements of an object in transit between the Gallery and the borrower and between venues of a multi-venue exhibition.
- The borrower is obliged to provide adequate security to ensure the safety of the object whilst in its care.
- The borrower is to notify the Gallery of any breach of security at a venue and which is of threat to the safety of the object.
- Special security arrangements may be necessary for an object that is small in size, fragile and/or of great value. The borrower may be required to fit security devices, or take other precautions nominated by the Gallery, for the display of such an object.
- All costs associated with security supervision are payable by the borrower.

## Transportation and Customs

- The carrier for a loan from the Collection is nominated by the Registrar, Exhibitions and Loans. Should the borrower desire to use an alternative carrier this must be submitted for approval by the Registrar, Exhibitions and Loans. Where more than one venue is involved for an exhibition the borrower must submit details of the carrier between venues for approval by the Registrar, Exhibitions and Loans.
- Any proposed change to any transport arrangements or carrier must be submitted in advance for approval by the Registrar, Exhibitions and Loans.
- If the object is to be stored at any time, for any period, at a location other than the approved venue/s, this information must be submitted in advance for approval by the Registrar, Exhibitions and Loans.
- The object will not be despatched to the borrower until the agreement, insurance, packing, transportation and all other aspects of the loan are satisfactory.
- Air transportation is used for all international loans and, as far as possible, for fragile and/or significant objects lent within Australia.
- The Gallery arranges all necessary Australian customs clearances in relation to the exportation/importation of the object and shall nominate an agent in this regard.
- The borrower is to arrange for all necessary international customs clearances in relation to the importation/exportation of the object, except for Australian customs clearances, and will provide the Gallery with copies of customs clearance documentation as requested. The Gallery will nominate an agent in this regard.
- The Gallery will nominate agents to facilitate the handling of the object at any point in transit to and from the borrower.
- The borrower is to ensure that the loan is not unpacked for examination by customs other than at the borrower's premises or those of an approved venue exhibiting the object in transit to or from the borrower. The Gallery must be notified immediately if this occurs.
- All costs associated with the transportation of an object, including customs and shipping agents' fees, are payable by the borrower.

# Guidelines for Loans from the Collection

## Conservation

- Prior to despatch from the Gallery, a condition report is prepared on the object. Upon unpacking and prior to repacking of the object at the exhibition venue/s, a representative of the borrower, and the Gallery courier or representative where applicable, are to check the condition of the object against the original report and sign and date the report. The Gallery is to be notified of any significant change in the condition of the object.

The Gallery may from time to time request the borrower to provide it with a condition report in relation to the object and the borrower is to comply with any such reasonable request.

- The borrower is not to allow the object to be unframed or unglazed for any purpose whatsoever or cleaned, restored, repaired, altered or transported in damaged condition in any way except as permitted in writing by the Gallery.
- While on loan to the borrower the object is not to be removed from display cases or a designated area, except in the event of an emergency or with the permission of the Gallery.
- The object is not to be subjected to any form of scientific examination without the written approval of the Gallery.
- The borrower is to provide appropriately skilled staff to assist with unpacking, condition checking, installation and repacking of the object. If contractors are to be used, the details of such an arrangement are to be submitted in advance for approval by the Registrar, Exhibitions and Loans. If approved, such contractors are to be supervised at all times by the borrower. Volunteers and students are not to be used for unpacking, condition checking, installation or repacking of the object without the prior approval of the Registrar, Exhibitions and Loans.
- The object is not to be displayed in an outdoor exhibition unless the Gallery has given prior written approval.

## Environmental Requirements

- At all times during the period of loan the borrower is to protect the object from direct sunlight, excessive humidity and excessively dry conditions and from the hazards of fire, theft, insects, dirt, foodstuffs, drink, smoking or handling by unauthorised or inexperienced persons or members of the public. The borrower is to ensure that the object is not placed near dehumidifiers, air conditioning outlets or inlets.
- The courier is to be present at the installing and demounting if specified by the Gallery.
- The borrower is to store and exhibit the object in the following conditions:

Works on Paper, Photographs and Textiles:

maximum light level	-	50 lux
temperature range	-	21° C +/- 1°C
relative humidity range	-	55% +/- 5%
maximum ultra-violet radiation	-	30 microwatts per lumen

Works on Paper, Photographs and Textiles are not to be exhibited for more than three months in each twelve-month period.

Paintings:

maximum light level	-	200 Lux
temperature range	-	21°C +/- 1°C
relative humidity range	-	55% +/- 5%
maximum ultra-violet radiation	-	30 microwatts per lumen

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- Air-conditioning systems, humidity and temperature controls must be in operation 24 hours a day during the loan period unless otherwise approved in writing by the Gallery. Objects should be illuminated only during the borrower's opening hours.
- Temperature and relative humidity are to be as constant as possible within the range nominated above. Any fluctuations should be gradual; any sudden dramatic variations are to be reported to the Gallery.
- Objects are not to be exposed to excessive ultra-violet radiation from lighting for photography or filming.

### Damage to Work

- If it appears to the borrower or to the Gallery courier that the object has been damaged in transit, the borrower is to preserve all packing materials for inspection by the carrier and to take photographic documentation of the damage.
- The borrower is to report by telephone or by facsimile transmission to the Gallery loss of, damage or deterioration to, the object as soon as the borrower becomes aware of such loss, damage or deterioration.
- Unless it is necessary to move the object for protection from further damage, the borrower is to await instructions from the Gallery. Photographic documentation of the damage is to be undertaken by the borrower, if possible, before any movement.

### Credit line

- The borrower is to acknowledge the Gallery in the form indicated on the loan agreement for exhibition labels, in its catalogue and in any publicity or permitted reproduction of the object.

### Acknowledgment of Delivery

- A *Receipt/Outgoing* for the object will be despatched to the borrower and is to be signed and returned to the Registrar, Exhibitions and Loans within fourteen days of delivery of the loan.

### Catalogue, Photography, Copyright and Reproduction

- The borrower is not to permit the object to be photographed or reproduced without the prior written approval of the Gallery.
- The borrower is to ensure that information concerning the object if used in catalogues, labels or for any other purpose conforms factually to the catalogue information supplied by the Gallery or otherwise approved by the Gallery.
- The borrower is to provide the Gallery with one free copy of any catalogue and one free copy of any written material, publicity or media material produced by the borrower in reference to the object.
- Photographic material and/or copyright permission required by the borrower for use in catalogue and publicity are to be requested from the Publications Section of the Gallery.
- A reproduction request form is to be completed and returned to the Publications Section. The reproduction request form outlines the conditions of supply and usage of photographic material.

## Guidelines for Loans from the Collection

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### Return of Work

- Upon completion of the exhibition the borrower is to return the object within the period of loan specified on the loan agreement, to the Gallery or to such other address as the Gallery may advise in writing prior to termination of the loan.
- Should the Gallery require the object to be despatched to a place other than the Gallery, the Gallery will be responsible for any additional transportation charges approved in writing by the Gallery prior to despatch.

All loan requests should be addressed to:

Director  
Queensland Art Gallery  
Gallery of Modern Art  
P.O. Box 3686  
South Brisbane, Queensland 4101  
AUSTRALIA

Telephone: (+61 7) 3840 7336  
Facsimile: (+61 7) 3844 8865

All subsequent correspondence should be addressed to:

Registrar, Exhibitions and Loans  
Queensland Art Gallery  
Gallery of Modern Art  
P.O. Box 3686  
South Brisbane, Queensland 4101  
AUSTRALIA

Telephone: (+61 7) 3840 7142  
Facsimile: (+61 7) 3842 9940

All correspondence regarding photography, copyright and reproduction should be addressed to:

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Queensland Art Gallery  
Gallery of Modern Art  
P.O. Box 3686  
South Brisbane, Queensland 4101  
AUSTRALIA

E-mail: [publications@qagoma.qld.gov.au](mailto:publications@qagoma.qld.gov.au)  
Facsimile: (+61 7) 3842 9797