Guidelines for the submission of loan requests to the Bernisches Historisches Museum

Loan requests must be submitted in writing (letter) to the management of the Bernisches Historisches Museum (f.a.o. Dr. Thomas Pauli-Gabi, Director) as early as possible, but at least 4 months prior to the opening of an exhibition. We would recommend that you contact the head of collections or the curator in charge beforehand so as to verify the object details and to check the list of objects already on loan and the availability of the object in question.

The following information must be included in the loan request:
- Borrowing institution (address, director, contact details of the person in charge)
- Information on the planned exhibition (dossier, exhibition venue and dates)
- Information on whether there will be a publication to accompany the exhibition
- List of objects desired (inventory numbers)
- Duration of the loan (period of insurance)
- Information on the exhibition space (Facility Report)

General information about the conservational requirements
Climate: constant climate conditions with a relative air humidity of between 40 and 55% RH with a maximum daily fluctuation of 5%. Acceptable temperature between 18 and 25°C with a maximum daily fluctuation of 5°C. No introduction of heat through artificial lighting or solar radiation. The Bernisches Historisches Museum may request climate records.
Lighting: light levels between 50 and 250 lux depending on the object materials. The UV power of illumination must be kept as low as possible. Artificial lighting during opening hours only. No solar radiation.
For climate and light-sensitive objects the same requirements also apply during the transportation and any potential intermediate period of storage.
The specific conservational requirements are agreed to beforehand for each individual object and may deviate from the general requirements listed here.

General security requirements
The objects must be appropriately protected from all environmental, from visitor, and third-party influences (barriers, theft protection, display cases etc.).

Liability and insurance
The borrowing institution carries full liability. Loans must be insured under the basic policy of the Bernisches Historisches Museum at Kuhn & Bülow, Zurich. The premium is payable by the borrower, who has to provide proof of insurance in a timely manner. For insurance values totaling less than CHF 5,000 per borrower and location, insurance coverage may be waived.

Handling, transportation and courier accompaniment
Handling and transportation must comply with the international standards for cultural goods. Objects that are at particular risk, very delicate or being shipped abroad must be transported by a specialist art shipping company.
The transportation of the objects as well as their mounting and dismounting must be accompanied by a courier employed by the Bernisches Historisches Museum. In cases where this is not deemed necessary the object may be handled by staff members of the borrowing institution, provided they have the appropriate qualifications.
Upon receipt of the loan agreement, the transportation and collection dates must be agreed ahead of time with the contact person from the Bernisches Historisches Museum.

Costs
The Bernisches Historisches Museum does not charge any loan fees. All costs incurred by the loan are payable by the borrowing institution. Expenses incurred by the Bernisches Historisches Museum and the art shipping company for packing, transportation and courier services as well as the insurance premiums and any photographic and reproduction costs must be covered by the borrowing institution. The borrower also directly reimburses any travel or overnight expenses as well as the per diem fees incurred by the courier.

Loan agreement
The individual binding conditions are listed in the loan agreement. It is issued in duplicate, with one copy for the attention of the borrowing institution and the other for the Bernisches Historisches Museum’s records. Both copies must be signed prior to the beginning of the loan term.

Contact Bernisches Historisches Museum
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