

Outgoing Loans

The Registrar's Office is the main contact address for all incoming and outgoing loans of the Museum für Kunst und Gewerbe Hamburg (MK&G).

Contact person:

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Loan requests

FORM UND ADRESSING

Loan requests should be submitted at least **six months prior** to the beginning of the planned exhibition to the director of the Museum Prof. Tulga Beyerle.

Postal address:

Prof. Tulga Beyerle

Museum für Kunst und Gewerbe Hamburg

Steintorplatz 1

20099 Hamburg - Germany

The formal request can be sent to the postal address above or per e-mail to direktion@mkg-hamburg.de

CONTENT

The requested objects should be specified clearly with an inventory number.

Prospective borrowers are encouraged to carry out preliminary research prior to submitting a loan request.

The loan request must comprise the following information:

As to the exhibition:

- The title and dates of the exhibition
- Place of the exhibition
- A description of the theme of the exhibition and an overview of its contents
- A justification of the request for the loan of the work(s) concerned within the context of the exhibition
- Names and contact details of the person(s) responsible at each venue for questions on organisation and content
- Full details of the items requested for loan, if possible

As to the institution:

- Address of the borrower
- Possible differing billing address
- Signee of the loan contract with academic and employment title

As to the exhibition rooms:

The borrower commits himself to take greatest care of the borrowed items, to save them from any damage and not to expose them to any hazard. This includes that the exhibition rooms conform to the international standards of ICOM with regard to climate conditions, lighting and safety.

In the context of the loan requests we expect the following information about:

- Location and technical facilities of the exhibition space
- Route of transport
- Care during the exhibition set-up and its duration
- Measure for regulation of temperature, humidity and lighting
- Fire protection and security provisions
- If applicable details on the display cases and mounting
- Details of how the requested items will be insured or indemnified

We reserve the right to require an extensive facility report with floor plan and climatic curves of the previous year.

If the exhibition takes place in further sites, please inform cooperating institutions that we expect separate loan requests. We will conclude separate contracts.

Criteria for approval of requests

When a request is received, the directors, the curators and conservators of the Museum für Kunst und Gewerbe Hamburg (MK&G) will discuss the issue.

The following factors play a part in the decision:

- The state of conservation of the work(s)
- The availability of the work(s) requested
- Object(s) suitability for travel and display
- The quality of the exhibition project
- Relevance of the requested object(s) to the exhibition/display
- An assessment of the consequences of the absence of the work(s) from the MK&G
- Administrative and technical work involved to make the loan possible

Prospective borrowers should receive a response within six weeks of the formal request being submitted.

Loan contract

The Museum für Kunst und Gewerbe Hamburg will use its own loan agreement form. The loan period usually begins two weeks prior to the opening and ends two weeks after the end of the exhibition.

Insurance

All outgoing loans from the Museum für Kunst und Gewerbe Hamburg will be insured “from nail to nail” at the expense of the borrower by the insurance agency Kuhn & Bülow, Berlin. The insurance agency will be informed about the loan by the MK&G.

Exhibition conditions

In the exhibition rooms the objects should be displayed under appropriate conservational conditions only with maintaining stable climate conditions. Particularities will be stated separately in the loan agreement form.

Condition reports

Condition reports will be written by the museum's conservators and remain with the borrower during the exhibition period. After the end of the exhibition, the originals have to be returned to the lender.

Presentation

After receiving information about the conservational conditions, the borrower should jointly agree with the lender about display and mounting as soon as possible.

Transport and packaging

The borrower will assign an approved, appropriate fine art shipping company. The fine art shipping company will jointly agree with the Museum für Kunst und Gewerbe Hamburg on packaging methods and itinerary. Generally, the museum prefers a direct combined transport. Customs examination for transports outside the EU can only take place at the MK&G. Loans of the MK&G will be frequently accompanied by a courier of the museum. He/she will monitor the transport, packing and the mounting on site. The booking of the travel tickets, the hotel rooms and the per diem will be organised by the borrower.

Loan costs

The borrower will bear all costs relating to the loan. These are primarily the costs for insurance fees, packaging, transport and courier travel, as well as all measures in preparation of the loan (conservational preparation, framing, pre-mounting and restoration).

The borrower will be charged a general service fee as follows:

- Up to two items: € 400
- As of three items additional € 100 per item

Image requests

Photography for catalogues and other publications is possible, with extra costs.

Contact person for image requests is:

Mrs Joachim Hiltmann

joachim.hiltmann@mkg-hamburg.de

Tel: +49 (0)40 428 134-750

Data protection

Herewith, we inform you that we will electronically handle your personal data.

Please refer to our [provisions of data protection](#) for further information.