

UQ Art Museum - Collection Outgoing Loans Procedure

Loan guidelines

The UQ Art Museum supports the loan of artworks from The University of Queensland Art Collection. This document is a guide for borrowers and helps explain the procedures for requesting loans and the conditions under which an artwork may be borrowed.

Preliminary enquiries

The UQ Art Museum encourages loans of works to public institutions. It is advisable to contact the Museum for assistance regarding the selection and availability of works. Enquiries should be directed to the Associate Director (Curatorial) by email at artmuseum@uq.edu.au. Most prospective loans can be made available for viewing given sufficient notice. We encourage borrowers to complete their preliminary research prior to making a formal request. The **Art Collection Online** is available through the UQ Art Museum website.

Formal request

The UQ Art Museum requires a formal loan request letter from the Director of the borrowing institution to the UQ Art Museum Director for consideration. The request will then be referred to the relevant departments for assessment. Subsequent correspondence will normally be with the Gallery's Registration staff.

The formal loan request letter should be received by UQ Art Museum at least 6 months in advance of the loan period. This will allow time for the necessary assessment and preparation of the loan to be completed. To ensure we have the correct information to assess a request, the following details should be supplied.

Curatorial context

The borrower should include information on the importance, contribution and relevance of the exhibition to art historical knowledge.

Loan details

The formal loan request should include the following information:

Exhibition title, venue and dates

A complete list of works being requested including accession numbers

The borrower's contact details including name, position, phone, email and postal address

A copy of the venue's Standard Facility Report, with accompanying environmental climate data preferably for a period similar to the loan period.

The Museum's Registration staff will contact the borrower for further information and to discuss any loan costs, conservation issues, and details of the handling, packing and transport requirements.

Changes to requests

Any changes to the details of the loan request must be made in writing to the UQ Museum.

Late cancellations of loans may require payment for costs already incurred.

The loan agreement

Once the Museum has assessed the work as being suitable for loan the Registration department will issue the loan agreement documents. These documents outline the responsibilities of the borrower in connection with the loan. A signed copy of the loan agreement along with any requested

information must be received by UQ Art Museum prior to the release of the loan. It is anticipated that the signatory on behalf of the borrower be a senior staff member and authorised officer.

Loan costs

The borrower is responsible for all loan costs. The UQ Art Museum will estimate loan costs during the loan assessment process and inform borrowers of these costs as early as possible. The following items may incur costs: preparation, conservation and framing, packing and crating, supply of high res images for reproduction.

Transport and Insurance

Loans are required to be transported by specialist art handling carriers at the borrower's expense. In most cases transport vehicles are required to be climate controlled with air-ride suspension. Any transport company used to move works of art must be approved by the Museum.

The borrower is to provide insurance cover for the work whilst on loan. Proof of coverage must be supplied prior to collection of the loan.

Environmental conditions

The climate for the work must be maintained at industry standards with temperature levels between 20 +/- 2° C and relative humidity of 50 +/- 5% with no more than 3% change in relative humidity in one hour unless otherwise agreed in writing by the Museum.

Expected light levels for exhibition are as follows:

Works on paper	50 lux	Durable plastics	150 lux
Paintings / organic objects	200 lux	Inorganic objects	300 lux

Administration

Subsequent correspondence should be addressed to the member of the Registration Department administering the loan, or to the UQ Art Museum Senior Registrar.

Photographic material and copyright

All queries relating to copyright, reproduction rights, fees, photographs, transparencies and slides to be addresses to the UQ Art Museum Senior Registrar.

Contact details:

Requests Dr Campbell Gray Director UQ Art Museum University of Queensland BRISBANE Q 4072 AUSTRALIA	Registration and copyright Kath Kerswell Senior Registrar UQ Art Museum University of Queensland BRISBANE Q 4072 AUSTRALIA k.kerswell@uq.edu.au	Registration Matt Malone Registration Officer UQ Art Museum University of Queensland BRISBANE Q 4072 AUSTRALIA m.malone@uq.edu.au
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