

Outward Loans Guidelines

Auckland Art Gallery supports the exhibition programmes of other public art galleries and museums throughout New Zealand and overseas by making its collection available for loan. Borrowers should contact the relevant Curator or the Registrar (Collections) prior to the loan application for assistance in identifying, selecting, or viewing collection items.

Requests

To borrow an artwork from the [Auckland Art Gallery Collection](#) for exhibition, please send a formal letter of application to the Auckland Art Gallery's Director, PO Box 5449, Victoria Street, Auckland at least 12 months prior to the beginning of the proposed loan period. More advance notice is always helpful, particularly if the request is of a complex nature or if it involves more than one venue or a large number of artworks.

Your loan request should include the following information:

- Name and address of the borrowing organisation and contact person for the loan
- Exhibition title, venue(s), dates, and an outline of the exhibition content and aims
- Loan period (allowing time for delivery, installation, deinstallation, and return)
- Full details of the work(s) including the Auckland Art Gallery's accession number
- A Facilities Report for your venue and any additional venues
- Environmental data reports for your venue and any additional venues.

You will receive an acknowledgement of your request within four weeks of receipt, and we will advise at this time whether there will be any costs to assess the loan, prior to its formal approval. We may also request additional information at this stage.

Late loan requests may be declined due to the Gallery having insufficient time to assess and prepare works for loan around other loan and exhibition commitments. If approved, late loan requests will attract a 50% surcharge on recoverable loan costs.

Assessment

Your loan request will be considered by Curatorial, Registration, Conservation and Technician staff who will assess the work's condition, availability and ways of managing any potential risks arising from lending the work(s). We will also estimate the costs of preparing the works for transport and exhibition.

We will consider the following criteria when making the assessment:

- Nature and suitability of the proposed venue(s)
- Nature and condition of the work(s) of art
- Timeframe of the loan in relation to the work's fragility, the complexity of the loan and competing requests and priorities
- Special requirements to ensure safe transport, installation and display of the work(s).

The loan will be approved, or declined, by a formal meeting of the Gallery's Loans Committee. If your request is approved, you will be notified by the Registrar (Collections) and sent Loan Agreements to complete along with an estimate of costs. If your request is declined, you will be notified by letter from the Director with reasons for the requested work(s) being unavailable. We endeavour to conclude the assessment and approval within 90 days from receipt of the request.

Agreement

We recognise that there may be a period of negotiation in which dates, management of risks and special conditions will be discussed. Once we have concluded our negotiation, the Gallery will issue a final Loan Agreement for both parties to sign. The conditions contained in that document must be strictly adhered to and modified only by prior written agreement of both parties.

Costs

The borrower will be expected to pay for the following costs:

- Condition Report preparation
- Packing materials and labour
- Preparation of Loan Agreements, coordination and transport liaison
- Insurance (transit and in-situ) – to be arranged by the borrower
- Freight – to be arranged by the borrower

The borrower will also be responsible for all or part of any other associated costs of the loan, which may include the following (as advised during the loan approval and agreement process):

- Loan assessment costs
- Conservation treatment
- Photography
- Matting, framing, glazing and display mounts
- Security devices
- Travel frames, crate construction and fit-out
- Fumigation (if required for international loans)
- Customs clearance
- Costs of accompanying courier (fares, accommodation, and daily allowance)

The necessity of an accompanying staff courier will be assessed based on the loan involving risks associated with works of high financial or cultural value, fragility, or having complex installation or freight logistics.

Contact Details

Further information about borrowing from the Gallery's collections is available from:

Kate Woods
Registrar (Collections)
Auckland Art Gallery Toi o Tāmaki
PO Box 5449
Victoria Street
Auckland 1141
Aotearoa New Zealand
Ph: +64 (0) 9 890 2242
Fax: +64 (0) 9 302 1096
Email: kate.woods@aucklandartgallery.com

Auckland Art Gallery Toi o Tāmaki Outgoing Loan Costs

Item	Description	Rate
Loan Assessment	Initial assessment to assess suitability for loan. Progressing past this stage does not guarantee approval	1 - 5 works: \$100 6 - 10 works \$200 11 works + \$300
Registration	Coordination, loan documentation, freight liaison	\$300
	For more complex or international loans an hourly rate may be charged	\$40 p/hour
	Local transit of object/s between off site storage facility and Auckland Art Gallery	Consolidated freight at \$40 per object or dedicated freight at cost
Photography	New photography and image processing	\$150 p/hour
Licensing	Digital or print media publication, screening, sales, display	Single territory: \$50 first artist with \$20 per artist thereafter
		World rights: \$200 first artist with \$50 per artist thereafter
Conservation	Condition Report	\$150
	Treatment hourly rate	\$150 p/hour
	Materials	At cost
Framing (painting)	Any required framing and or glazing necessitated by loan environment	At cost; a cost share may be negotiable
	Associated conservation labour	\$150 p/hour
Framing (works on paper)	Fitting to standard size frames	\$40 per work
Mounting (works on paper)	Production of new mounts and backing boards, including hinging. Includes material cost. Charged per work at standard sizes	A size: \$75 B size: \$100 B+ size: \$100 C size \$150 D size \$150
Additional hanging and security devices	Replacing/supplying as necessary	\$20 per work

Crate - new	Construction to museum and ISPM15 standards by gallery trusted supplier. A quote will be provided for approval	At cost
	Internal fit out materials	\$200 per crate
	Associated technician labour	\$40 p/hour
Crate - existing	Local transit of crate/s between off site storage facility and AAG	Consolidated freight at \$40 per crate or dedicated freight at cost
	Modification materials	\$200 per crate
	Associated technician labour	\$40 p/hour
	Fumigation to meet ISPM15 standards	\$150 per crate
Travel frame	Required travel frame construction if necessitated by crating requirements	Standard sizes or custom, a quote will be provided
Soft pack	For local transport only	\$100 per work
	For complex works associated technician labour may be charged	\$40 p/hour
Time-based Media	Storage device - HDD when required for the supply of time-based media artworks	At cost
	Preparation and uploading of files in desired format	\$150 p/hour

Please note that in the event that the loan request is withdrawn, cancelled, or declined, Auckland Art Gallery Toi o Tāmaki reserves the right to invoice already incurred charges.

All prices are exclusive of GST.