

## **Outward loans from the Collection**

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 a work from the collection for exhibition, please send a formal letter of application to the Auckland Art Gallery's Director at least nine months prior to the beginning of the proposed loan period, and twelve months' notice for large and/or complex loans. 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 works.

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.

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 60 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.

A separate schedule of current loan charges follows.

## **Contact Details**

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

Gabriella Stead  
Registrar (Collections)  
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