



RULES AND CONDITIONS FOR LENDING ITEMS FOR EXHIBITIONS

The University Library Groningen [referred to below as 'the Library'] is prepared to lend works for the purpose of an exhibition, under certain conditions. The Library will cooperate in exhibitions with an academic and/or cultural purpose that are held in a museum, library, or similar institution with adequate facilities for an exhibition of vulnerable or expensive items.

The Library will in general not cooperate in travelling exhibitions or exhibitions that will last for longer than three months.

The borrower will endeavour to keep the size of the request and the period of the loan as limited as possible.

Some items cannot be exhibited due to their condition. In that case, the loan will be refused. Special conditions may be set in other cases.

In cases not provided for in these Rules and Conditions, the Library makes the decision.

GENERAL TERMS AND CONDITIONS

Request

1.

The loan request must be submitted in due time - generally at least three months before the opening date - and in writing (digital delivery is preferred), stating the title and purpose of the exhibition, the expected dates of transport, a precise list of the requested items, including call numbers, and the pages to be displayed in the exhibition.

A loan form, on which all the required information can be entered, can be obtained from the Library's registrar.

Insurance

2.

The borrower must take out 'all-risk, nail to nail' insurance for the value of each item as specified by the Library. The insurance certificate, or a signed copy of it, must be submitted to the Library before the start of the transport procedures. The Library is entitled to hold back the transport and handover of the loan items until this insurance certificate is received.

3.

If there is loss or any damage to an item – however minor – the borrower must immediately contact the Library's registrar to discuss the measures to be taken.

4.

Damage caused by the loss of, or damage to, the items that arises in connection with the loan is payable by the borrower.

Transport

5.

The transport of the loan items to and from the final destination must be at the expense and liability of the borrower. This is to be carried out by a transport company that specialises in the transport of art objects. Arrangements for collecting and returning items must be made in due time.

6.

The Library generally packs the works in suitable material that provides maximum protection for the item(s). The items must be repackaged for the return journey in the same or similar material as they were received in, unless the Library approves otherwise. In exceptional cases, special packaging will have to be made to safely transport the item. In that case, the associated costs are payable by the borrower.

7.

The firm that is authorised to transport the items, and to which the items on loan are handed over, are deemed to have received them in good condition.

The Library draws up a condition report in which the condition of the item (and any existing damage) is recorded. This report accompanies the item and must be checked, supplemented, if necessary, and agreed to by the borrower.

8.

If any change in the condition of the loan item is noted, the lender must be contacted immediately.

Exhibition

9.

The items are handled with the greatest care and only by a Library employee or a competent person that it designates. The loan item may not be handed to third parties for examination or other purposes under any condition. Unless agreed otherwise, the display case may be opened only under the supervision of a competent person designated for that purpose by the Library.

10.

The items may not be moved or reinstalled after installation without the Library's permission. The loan items must be kept in the same condition as they were received in and the borrower must care for them as well as possible.

11.

In principle, an employee of the Library will attend to install, namely tying the item, placing it on the stand, putting it in the display case, and will attend to removal from the display case, unless agreed otherwise, in which case this will be done by an experienced book or paper restorer or a museum worker who is experienced in the exhibition of books.

12.

Before the transport, the borrower must provide written information on how it would like the material to be exhibited, what type of book stand will be used, the measurements of the display case and the material from which it is made, who will install the books and set up the display cases, and on which day(s) this will happen.

13.

The items will be displayed in a lockable, dust proof, and emission-free display case.

14.

In the exhibition itself, the following attribution must be used for displays, exhibition labels, etc.: 'Groningen, Universiteitsbibliotheek, [call number]' and/or 'Groningen, University Library, [call number]'.

Climate and light

15.

In the display case that houses the loan item:

- a. the temperature must be constant and not exceed 21°C;
- b. the relative humidity must be between 50 and 55%;
- c. there must be no direct incoming daylight.

The lighting of the items must not exceed 50 Lux and no ultraviolet light must fall on the loan item. Stricter requirements may be set in special cases.

Outside opening hours, the exhibition room should be kept dark or the loan item covered.

16.

The display case in which the loan item is displayed must not be set up close to sources of heat, water pipes, unprotected windows on the ground floor, or next to an entrance or exit.

17.

A climate printout and/or facility report must be submitted together with the loan request.

Security

18.

There must be adequate security against theft, burglary, fire, and flooding in and around the building both during the day and at night.

19.

Eating, drinking, and smoking in the exhibition space is not permitted.

20.

The building in which the exhibition is held must comply with the requirements as laid down in the Fire Safety Ordinance of the fire brigade or, in the absence of this, with the requirements as set by the local fire brigade. Any powder extinguishers in the exhibition rooms must be replaced by foam extinguishers.

21.

The Library may ask the borrower to provide insight into how the security of the building and the exhibition is organised. If this information is not provided, or if the security is found to be inadequate for the requested works, the loan will be refused.

End of loan period or termination

22.

The Library may terminate the loan agreement, or the provisions of any part of it, with immediate effect by means of written notice to the borrower, if the borrower fails to comply with any obligation under the agreement. If the borrower fails to comply, all the rights of the borrower under this agreement will cease to apply with immediate effect. The borrower must then immediately bring the loan item(s) to a location specified by the Library. The Library may recover all reasonable costs, including legal costs, from the borrower.

23.

The loan item must be returned to the Library in the same condition as when it left: restoration or any change to the condition of the book, in whatever form, is not permitted under any conditions.

24.

The loan item must be returned to the Library within seven days of the end of the exhibition. If the loan item is handled and packed by a Library employee (courier), it must be returned to the Library within three business days after the courier has departed, unless agreed otherwise. The Library must be informed in all cases where the item is being kept once the courier has departed, and agree to these proposals. In special cases, transport must be immediate and direct under supervision of the courier.

25.

Arrangements must be made with the Library's registrar for the collection or delivery of a loan item. An indication of the time must be given in due time and the item must be handed over or received by the designated contact person.

Images

26.

Loan items may not be photographed, filmed, broadcast on video or television, or copied in any way without the Library's prior written consent.

Images may be requested from the Library.

27.

If a reproduction of the loan item is included in a catalogue, brochure, or in other publications, the lender must be referred to as follows: 'Groningen, Universiteitsbibliotheek, [call number]' and/or 'Groningen, University Library, [call number]'.

Publications whose author is still alive or died less than seventy [70] years ago, are subject to the Copyright Act [Auteurswet]. In case of publication in the exhibition catalogue or other accompanying publications, it is the borrower's responsibility to organise copyright issues directly with the holder, and to indemnify the Library against any claims.

28.

The lender will receive at least two free copies of the exhibition catalogue or the publication(s) accompanying the exhibition. These must be handed personally to the party supervising the transport or, if sent by post, must be addressed to the Library's registrar.

The lender will also receive an invitation to the opening of the exhibition for which the loan items have been provided.

General

29.

The Library reserves the right to make interim inspections of the loan items when these are being exhibited. The lender has access to the items at all times and may be present during transport, packing and unpacking. The lender may also be present during the installation of the books and set up of the display cases, or have this done by one of its own employees. In special cases, supervision of the transport can be made a condition of the loan.

The Library is entitled to nullify the loan agreement if the borrower turns out to be careless or incompetent on site.

30.

Any travel and accommodation expenses in connection with a visit or supervision are payable by the borrower. The travel and accommodation expenses of the Library's courier are to be reimbursed to him/her directly on arrival.

31.

The Library may deviate from these general terms and conditions in special circumstances after consultation with the borrower.

32.

Before the transport arrangements are made, the borrower must confirm acceptance of these rules and that its institution complies with the stated conditions. This is done by signing the Loan Agreement that has been drawn up by the Library and returning it to the Library's registrar.