

Guidelines & Conditions for External Exhibition Loans

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The State Library of New South Wales is pleased to make its great collections as widely accessible as possible. The Library lends items from its collections to temporary exhibitions organised by cultural institutions throughout Australia and internationally. The Library is committed to working with borrowing institutions to ensure the efficient administration of loans and the safety and security of material while on loan.

Formal requests for loans should be made by letter, email or fax addressed to the State Librarian & Chief Executive. Please ensure that correct and full citations are given for each item requested. The State Librarian's reply will nominate a contact officer within the Library who will supervise administration of the loan.

Only loan requests from cultural institutions with professional management, adequate security and environmental conditions, insurance and public liability cover will be considered. All borrowing institutions will be asked to complete a facilities questionnaire supplied by the Library. The Library's Collection Preservation and Storage Branch may request to undertake, at the borrower's cost, an inspection to verify the suitability of the venue.

The Library prefers at least six months, and preferably one year's notice for loan requests to assist with its own planning. The Library reserves the right to refuse loan if insufficient notice is given or if the request conflicts with the Library's pre-existing commitments.

Requested material will be assessed on receipt of written notification of a loan. Material which infringes the privacy of individuals or corporations or discloses sensitive information will not be lent. Fragile or damaged works will not be available. Fragile works with a recent exhibition history may be refused.

Minor preservation work may be undertaken by the Library to prepare items for display. If an item requires major preservation treatment before it is suitable for display, the borrower may be asked to contribute to the costs of this treatment.

The Library's Collection Preservation and Storage Branch undertakes preparation of material for loan, and arranges packing, crating, transport and dispatch with the borrower. Packing, crating and transport costs are met by the borrower.

Loan items are delivered to the borrowing institution ready for display, framed or with purpose-built supports. Complex purpose built supports may incur additional charges. Borrowers are welcome to use their own display systems, provided that these have been discussed with and approved by Collection Preservation and Storage Branch staff.

Loan fees

The State Library charges fees to recover costs of administration and preparation of loans. In some cases, a surcharge may be levied to cover additional curatorial and administrative costs. All formats of material – pictorial, manuscript, maps, printed books or objects – have the same fee per item.

LOAN FEE SCHEDULE:

Fee per item (includes GST)	\$300
Fee per item for withdrawal of loan request less than 6 months and more than 3 months from opening date of exhibition (includes GST)	\$150 (\$300 loan fee per item not levied)
Fee per item for withdrawal of loan request less than 3 months from opening date of exhibition (includes GST)	\$300 loan fee per item
Late fee per item for loan request received less than 6 months from opening date of exhibition (includes GST)	\$300 (plus \$300 loan fee per item)
Item inspection by SLNSW Preservation staff for loan renewals	\$100 per hour

PACKING, CRATING AND TRANSPORT COSTS ARE ALSO MET BY THE BORROWER

Insurance

The borrowing institution is responsible for insurance of loan items from the time they leave the Library until their return. Insurance details are required on the State Library's loan form.

Loan forms

Before a loan can be dispatched to the borrower, the State Library's loan form must be completed and returned by the borrowing institution. The Library will send the form to the borrower for completion and return about a month before the items are dispatched.

Period of loan

The State Library lends to temporary exhibitions for periods of between one month and one year. One year is the maximum loan period (generally only for objects or paintings), with any extensions dependant on a yearly site inspection by the Library's Collection Preservation and Storage Branch staff, and satisfactory environmental monitoring reports. Borrowers should clearly state at the outset of their application the intended length of the loan, especially if it is longer than a year.

Watercolours and other light sensitive materials are lent for limited periods only, generally three months maximum. Oil paintings lent to external exhibitions must be glazed. If a painting requires glazing prior to loan, costs of this work are generally passed on to the borrowing institution.

Reproductions & publications

Borrowers who wish to reproduce loan items or other images from the State Library of New South Wales in publications such as catalogues, websites, promotional or educational material must apply for permission to the Library's Intellectual Property & Copyright Librarian. Fees may apply. Reproduction fees are not charged for facsimiles required as changeovers for exhibition items.

Couriers & overseas loans

Items of high rarity, value, or fragility or cultural significance may require a courier to accompany the loan. The courier is nominated by the Library and is the Library's official representative. The courier has the authority to withdraw items from display where the stipulated requirements have not been met, whether for reasons of security or conservation. All courier costs, usually 2 return trips (business class when accompanying collection items outside Australia), accommodation and a per diem allowance for the courier must be met by the borrowing institution. Overseas loans usually require a courier.

For further information about State Library of New South Wales loan procedures, please contact the Manager, Collection Preservation and Storage Branch, State Library of New South Wales.