

Instructions for Loan Requests to the Swiss National Museum

We kindly ask you to submit your loan requests in writing (letter, e-mail) at least four months in advance, so that we can ensure your enquiry is processed on time.

The following information must be provided in order to process your enquiry:

- Name and address of borrower / borrowing institution
- Contact person (name, tel. no./e-mail)
- Exhibition venue, title and dates
- Facility report (climate/ lighting/ security information)
- List of required loan items

Conservation requirements:

(Specific values may also be required for special objects)

- **Climate and lighting:**

Consistent climatic conditions are required. Relative humidity values should fall within 40-55% range with max. 5% daily variation. The permitted temperature range is 18-25°C with max. 5°C daily variation. Climate data records may be requested, if deemed necessary.

No direct sunlight or heat input from artificial light sources is permitted. Items should not be displayed on outside walls of buildings, close to heat sources or humidifier/ dehumidifier equipment or opposite to windows with direct natural daylight.

Depending on the material in question, the intensity of illumination must fall between 50 and max. 250 Lux. The UV component of lighting should be kept to a minimum and must not exceed 75 microwatts/ lumen. Lighting should be restricted to opening hours only.
- **Safety:**

A dust-free environment is required. The items must be protected from access or the touching by visitors (anti-theft devices, enclosures, display cabinets etc.).
- **Transport and handling:**

Transport and handling according to international standards for cultural assets carried out by the borrower or the Swiss National Museum's collection centre.

For special items or items travelling abroad: transportation by a specialized art transport company only.

Mounting and handling of objects in the exhibition will be carried out either by the Swiss National Museum courier or – upon agreement of the lender – by a suitably qualified employee of the borrower. Objects should only be handled with clean nitrile or cotton gloves.

- **The costs:**

The loan of our objects is basically free. However, the following costs will be charged.

Any costs incurred by the Swiss National Museum's collection centre for packaging, transport and courier services shall be paid by the borrower.

Travel and hotel accommodation for the courier will be booked and paid directly by the borrower.

When loaning items abroad: the PER DIEM allowance (€ 100 per working day) shall be paid to the courier on-site in cash.

- **Insurance:**

In accordance with Clause 5 of the loan contract, the items on loan are covered "from nail to nail" against loss and damage (all-risk) for the full stipulated insurance value under the Swiss National Museum's insurance policy for the entire period of the loan (including delivery and return transport).

The objects will only be lent out after the borrower has paid the insurance bill.

Upon approval of the loan request:

Please return a signed copy of the contract as soon as possible in order to prepare your loan objects in time and contact us to arrange the transport or collection dates.

For further information, please do not hesitate to contact us:

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Swiss National Museum

Collection Centre

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