

## Instructions for loan requests to the Swiss National Museum

### **Good things come to those who wait...**

We recommend that you submit your loan requests at least 4 months in advance, so we can ensure your enquiry is processed on time.

### **Good organisation is half the battle...**

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

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

### **Security and conservation requirements...**

The following are our general conservation requirements for exhibitions (the exact requirements for each object type will be given in the final loan contract):

#### **Climate and lighting:**

Consistent climatic conditions are required. Relative humidity may fall within the 40-55% bracket 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 may not be displayed on outside walls of buildings, close to heat sources or humidifier/ dehumidifier equipment or opposite 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 touching by visitors (anti-theft devices, enclosures, display cabinets etc.)

#### **Transport and handling:**

Transport and handling according to international standards for cultural assets. For special items or items travelling abroad: transportation by a specialized art transport company only.

Mounting and handling of objects will be carried out either by the SNM courier or – upon agreement of the lender- by a suitably qualified employee of the borrower. Objects may only be handled with clean nitrile or cotton gloves.

**Insurance :**

The items on loan are covered 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, from nail to nail). The costs are borne by the borrower.

**The cost :**

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 are to be covered by the borrower.
- If a courier is requested, the travel and accommodation costs are to be 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.

**Most important of all...**

Please send us a copy of the signed loan contract in due time, so that your loan objects may be prepared on time.

After the return of the signed contract, please contact us as soon as possible to agree upon the transport or collection dates.

**Further questions? We are happy to help :  
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