

We would like to point out that questions about loans from the German Historical Museum must be addressed by letter to the President of the DHM at least 8 months before the planned exhibition in order to assure an orderly loan procedure.

## **General Terms and Conditions of Loan**

### **Packing and shipping:**

The Borrower shall pay the cost of packing and shipping the Loaned Objects back and forth, including conservatorial accompaniment or supervision by the Lender's couriers.

Packing and shipping must be performed by a professionally qualified art shipping company which meet the following criteria:

- extensive experience with museum objects in the packing, shipping, set-up and dismantling of exhibitions domestically and abroad;
- taking care of customs handling and security escorts and organization or performance of courier services, including organization of their travel in accordance with international standards;
- advance viewings by an experienced employee of the shipping company at the Lender's premises must be possible on short notice;
- experience in the handling of special groups of materials;
- provision of special packing material;
- delivery and opening of climate-controlled containers 24 hours prior to/after shipping;
- provision of a mobile packing table, if necessary;
- packing, loading and unloading of the objects by trained art packers with at least 3 years of professional experience;
- direct trips are preferred;
- interim storage only upon consultation and only in secure and climate-controlled rooms in a branch in Berlin or the surrounding area.
  
- Conditions for the transport vehicle:
- well-insulated, air-suspended, climate-controlled;
- the cargo must be firmly anchored parallel to the direction of travel;
- presence of a mechanical loading platform for packing units greater than 20 kg.

Shipping is to be organized as **direct shipment** (extra-freight shipments upon consultation). Special shipping conditions for especially fragile and sensitive objects will be communicated to you separately and as soon as possible. Packaging is to be provided by the art shipping company (e.g. acid-free tissue paper, bubble wrap, cartons, or wood measuring boxes, acid-free cardboard tubing, transport frames or climate-controlled containers if necessary).

The Loan Agreement shall begin about 14 days prior to the commencement of the exhibit: please note this in scheduling the shipment.

### **Courier:**

All expenses for a courier escort or supervision are to be borne by the Borrower.

The number of couriers depends on the amount and nature of the objects.

Organization for the couriers is taken over by the Borrower or the assigned shipping agent in consultation with the couriers of the Lender. This includes the organization of the arrival and departure, the organization of the overnight stay (if abroad at least 3 days with 2 overnight stays) and payment of the courier's daily allowance (at least according to the German travel expenses law).

The duration of the courier stay depends primarily on the scope and difficulty of installation or dismantling of the Loaned Objects and must be coordinated with the Lender.

### **Insurance:**

The Borrower is obligated to insure the Loaned Objects at the insurance values determined by the Lender and shall assume all insurance costs. The Lender must receive a copy of the insurance policy.

The artworks will first be dispatched to the Borrower after a copy of the insurance policy has been presented to the Lender.

Insurance must cover the objects "from nail to nail," i.e. running until the Loaned Objects are returned to the Lender. If the insurance term is exceeded due to late return, the Borrower shall bear the resulting additional insurance costs. If in this case an extension of the insurance term becomes necessary, the Borrower must immediately make the necessary arrangements.

If the liability risk is covered in full amount and extent by a federal government guarantee, by a guarantee within the framework of a so-called "Eigendeckung", or self-insurance (Land Berlin), or by a liability covered by a foreign state (US indemnity or corresponding liability guarantee), the mandatory insurance can be waived.

### **Inventory tags:**

The Lender's inventory tags are to be left on the objects.

### **Protocol check:**

When the Loaned Object is retrieved, the retriever is to be given an accompanying record or protocol which is to be checked upon every delivery and will be signed by the Borrower and Lender upon every shipment back and forth to attest to the accuracy and completeness thereof. We request immediate notification in case changes have occurred. Each signed record is to be returned with the respective Loaned Object when it is shipped.

### **Access:**

Employees of the German Historical Museum must be allowed access to the Objects in the exhibition rooms and also in case they have been placed in storage or interim storage.

### **Installation of the exhibition:**

From the moment the Loaned Objects arrive, no further manual work, particularly painting, may take place in the exhibition rooms. Paint must have dried throughout the exhibition area. Nothing may be worked on or assembled above the Objects while the exhibition is being set up.

All showcases should be equipped with laminated safety glass (strength: 8 mm) and a pin tumbler lock. For Loaned Objects with an insured value of over € 200,000, the pin tumbler lock must meet the standard of Resistance Class 3 (P2BZ, 6 pins). The need for alarm security must be indicated in each individual case. Within the showcase, every vapor source, e.g. adhesives, fresh wood, fiber slabs, bases which are not yet completely dry and painted mounts, must be avoided. PH-neutral fabric lining or non-acidic paper or cardboard, marble, Plexiglas or glass are required.

If assembling instructions apply, these are to be specified in the Annex. Objects must not be moved once the exhibition is set up.

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

In order to prevent alterations to the Loaned Objects, constant climatic conditions must be ensured during shipping, storage and exhibition. The specific climate and lighting specifications must be verifiable at all times, including in new constructions or during installation and dismantling.

For the specific environmental and lighting specifications, please see the instructions in the object groups below. Exposure to direct sunlight and local heating of the objects from light sources in the showcases must be prevented. Temperature fluctuations within a showcase may not exceed 5°C with incoming or outgoing light, day or night. Lighting is to be limited to times when the exhibition is open or being serviced.

### **Photos and film:**

Black and white or color photographs as well as other reproductions or copies of the artworks may only be made with the express consent of the Lender.

Reproductions must be requested from – and indicated as – coming from the Lender's Picture Library (Bildarchiv): bildarchiv@dhm.de.

Television recordings are permitted only for informational purposes (daily news stories, reports on the exhibition); the Lender is to be informed about such recordings. Strict attention must be paid to ensure that no heating of the artworks or increasing of the room temperature occurs through the recording. Minimum distance of the light source: 3.5 m; lighting duration maximum 5-10 minutes. All paper and textile objects, on

the other hand, may be lit for a maximum of one minute. The camera setting should be done with normal museum lighting.

Recordings of Loaned Objects for films require separate approval by the Lender. Requests for such filming should be addressed to the Lender's Picture Library (Bildarchiv).

Exhibition visitors do not have the right to make films or photos of the Loaned Objects.

The Borrower is responsible for observing any copyrights.

### **Photoservice:**

The Picture Library (Bildarchiv) with its collection of important estates from press photographers and press archives can be used for scientific and academic research upon previous application in writing or by phone. Reproductions of works in the collection can be purchased through the library's photo service.

Please note that the presentation of paper objects is limited to three months and it is necessary to request reproductions in good time from the Picture Library: [fotoservice@dhm.de](mailto:fotoservice@dhm.de).

### **Registrar:**

Please address questions about loan objects to our registrar,

Ms Karen Klein, Tel.: +49-(0)30-20304 861 or [klein@dhm.de](mailto:klein@dhm.de).

### **Supervision:**

The German Historical Museum assumes that the exhibition will be regularly supervised as long as it is running.

### **Paintings:**

Humidity: 50 %, +/- 5%, constant

Temperature: 18-22 °C, constant

Lighting strength: max. 250 Lux

Hanging: In general we assume that the works will be hung on the wall. If there is no hanging system on the frame of the Lender's object, please use old holes in the frame in mounting your hanging system. If only a wire hanging is possible, this must be communicated before the loan is approved and agreed upon.

Glass, framing and reverse side protection must not be removed.

If possible, Loaned Objects should be transported vertically and handled with gloves, particularly in the case of gold and silver frames. For very heavy objects, leather gloves are recommended.

### **Wood:**

Humidity: 50 %, +/- 5%, constant

Temperature: 18-22 °C, constant

Lighting strength: max. 250 Lux

In general, objects may only be presented in showcases which are free of dust and hazardous materials.

Constant climate conditions must be ensured during shipping, storage and exhibition. For painted or gilt wood objects, the same conditions apply as for paintings.

### **Textiles:**

Humidity: 50 %, +/- 5%, constant

Temperature: 18-22 °C, constant

Lighting strength: 50 Lux. Only artificial light should be used.

As a rule, textile objects can be displayed for a maximum of three months, depending on their condition.

In general, objects may only be presented in showcases which are free of dust and hazardous materials.

Assembly instructions must always be followed.

Textile objects which are displayed on busts, figurines or similar exhibition elements may not be exposed to tension caused by excessively heavy bodies, shaped hangers or other presentation elements.

None of the Objects may be drilled or sewn with nails, needles, synthetic string, threads, etc. Interventions of any kind, e.g. sewing on straps or other mounting aids, may occur only after prior consultation and coordination. Under no circumstances may the objects come into contact with paste, glue or adhesive tape.

If the Objects are presenting in a lying position, a base of polyester foil ("Melinex," "Hostaphan," etc.), cotton tissue, acid-free cardboard or wrapping paper is necessary.

All installation and assembly work must be performed and supervised by restorers.

Acid-free tissue paper, PE foil, Tyvek or possibly glassine wrap is to be used as packing material that comes in contact with the object.

In the case of objects that have been treated with **biocides** in the past, it is necessary to meticulously heed the special guidelines provided by the textile restoration department.

### Metal:

Humidity: 50 %, +/- 5%, constant  
(in exceptional cases below 45%)  
Temperature: 18-22 °C constant  
Lighting strength: 50 Lux for objects containing textiles or organic components

The Objects may generally be presented only in showcases which are free of dust and hazardous materials. Stands, mounting aids, pedestals, platforms etc. should only be fabricated after consultation with the Lender's restorer. In individual cases, weapons should be secured with an alarm, in addition to the pin tumbler lock. Please follow the assembling instructions in each individual case. Silver or silver-plated objects are to be presented in showcases containing contaminant absorbers. Metals may not come into direct contact with other metals, e.g. with stands or mounting aids such as organic support materials. Bases and/or linings, e.g. polyester linings like "Melinex" or heat-shrink tubes, are necessary. Metals should only be handled with clean gloves.

### Craft materials:

<b>Porcelain, ceramics</b>	Humidity: 50 %, +/- 5%, constant Temperature: 18-22 °C, constant Lighting strength: max. 1000 Lux	In order to avoid tears and breaks to handles, knobs, etc.; please hold only by the body
<b>Glass, enamel</b>	Humidity: 50 %, +/- 5%, constant Temperature: 18-22 °C, constant Lighting strength: max. 1000 Lux  "Weeping glass" not over 40% humidity	In order to avoid tears and breaks to handles, knobs, etc.; please hold only by the body
<b>Stone</b>	Humidity: 50 %, +/- 5%, constant Temperature: 18-22 °C, constant Lighting strength: variable	
<b>Plaster</b>	Humidity: 50 %, +/- 5%, constant Temperature: 18-22 °C, constant Lighting strength 250 Lux for painted plaster, otherwise variable	
<b>Dry and wet preparations</b>	Humidity: 50 %, +/- 5%, constant Temperature: 18-22 °C, constant Lighting strength: max. 250 Lux	
<b>Cosmetics, foodstuffs</b>	Humidity: 50 %, +/- 5%, constant Temperature: 18-22 °C, constant Lighting strength max. 250 Lux	
<b>Wax</b>	Humidity: 50 %, +/- 5%, constant Temperature: 18-22 °C, constant Lighting strength max. 100 Lux	- no warming in the showcase - constant climate control absolutely necessary during transport and presentation
<b>Plastics</b> Casein	Humidity: 50 %, +/- 5%, constant Temperature: 18-22 °C, constant Lighting strength max. 250 Lux	- careful handling, easily breakable - latex, nitril or vinyl gloves

<p>Duroplastics (<i>amino plastics, phenolic resin, bakelite, melamine resin, urea formaldehyde resin</i>)</p> <p>Thermoplastics and cellular/foamed materials (<i>CN, CA, PE, PA, PC, PMMA, ABS, PVC etc.</i>)</p>	<p>Humidity: 50 %, +/- 5%, constant Temperature: 18-22 °C, constant Lighting strength max. 250 Lux</p> <p>Humidity: 50 %, +/- 5%, constant Temperature: 18-22 °C, constant Lighting strength max. 50 Lux</p>	<p>- direct contact only with tissue paper, Tyvek, glassine or PE bags</p> <p>- careful handling, easily breakable</p> <p>- latex, nitril or vinyl gloves</p> <p>- direct contact only with tissue paper, Tyvek, glassine or PE bags</p> <p>- careful handling</p> <p>- no cotton gloves, only latex, nitril or vinyl gloves</p> <p>- direct contact <b>only</b> with tissue paper</p> <p>- <b>PMMA</b> = no mechanical loads, no contact with materials containing softening agents (e.g. air cushion foil)</p> <p>- <b>CN, CA</b> and <b>plasticized PVC</b> = require air circulation in the showcase; strongly decomposed objects require an individual showcase</p> <p>- <b>CN</b> = acidic components damage other adjacent materials such as metals; no acidic materials and objects in the showcase</p> <p>- <b>PVC</b> = no contact with suction materials, preferably presentation on glass, good air circulation required; no cardboard as a base, colours can stain contact surfaces</p> <p>- <b>PU flexible foam</b> = mechanical loads can cause deformation and pressure marks</p>
<p><b>Rubber, elastomers</b></p>	<p>Humidity: 50 %, +/- 5%, constant Temperature: 18-22 °C, constant Lighting strength max. 50 Lux</p>	<p>- careful handling</p> <p>- no cotton gloves, only latex, nitril or vinyl gloves</p> <p>- direct contact <b>only</b> with tissue paper</p> <p>- presentation only on non-adherent bases (silicon foil/glass)</p>
<p><b>Organic materials</b> (<i>Ivory, bone, amber, tortoise shell, pearl, leather</i>)</p>	<p>Humidity: 50 %, +/- 5%, constant Temperature: 18-22 °C, constant Lighting strength max. 250 Lux</p>	

Objects should generally be placed only in showcases which are free of dust and hazardous materials. Technical equipment and models may not be put into operation. Objects should be handled only with clean gloves and assembly instructions must be followed in each individual case. A separating layer, e.g. of

polyester, should be placed between the object and the showcase/stands. It is not allowed disassemble the objects..

### **Paper in general:**

Posters and graphics are only lent out framed and the frames may only be removed by the Lender.

**For all paper objects, the maximum duration of display is 3 months.**

### **Graphic sheets, documents and posters:**

Humidity: 50 %, +/- 5%, constant  
Temperature: 18-22 °C, constant  
Lighting strength: max. 50 Lux

In exceptional cases, these objects may be presented without a frame. In these cases, the objects may only be presented in showcases. Especially sensitive objects are to be protected from sunlight and dust using melinex foil. All objects must be mounted on acid-free "museum cardboard" so that they do not come into contact with unsuitable bases. Cardboard and paper with colored lamination are unsuitable for direct contact between the object and the colored surface since for such mounts the manufacturer does not guarantee "museum quality." Use of colored mounts in the exhibition should be limited because the quality of coloured cardboard is inferior and places the objects at risk. Paper objects may not be shown in overlapping fashion, since otherwise fading in the margins could result.

Brochures, documents, etc. must be displayed in showcases; proper assembly must be performed by a conservator.

Since posters and graphic prints in general and documents in some cases may only be lent out framed, the following rules must be observed:

- The Borrower shall pay for custom-made frames (dimensions and materials).
- The Borrower must only pay for standard frames if there are not enough frames in stock, so that an additional order must be placed.
- Should it be impossible, due to DHM's own exhibition activity, to have framing performed by a DHM employee, the Borrower must assume the cost of a temporary employee to do this. All frames paid for by the Borrower shall remain in the latter's possession, unless the Borrower waives possession and confirms the waiver to DHM in writing. If the frame remains with DHM a compensation payment will not be made. Such frames will not be kept longer than 8 weeks.
- Framed objects must be shipped in picture crates. If DHM does not have any such picture crates available, one must be borrowed from the shipping firm. The Borrower shall bear the cost thereof, as for the shipping of empty frames.

### **Books:**

Humidity: 50-55 %, constant  
Temperature: 18-22 °C, constant  
Lighting strength: max. 50 lux

**Objects such as books, brochures, booklets, albums, etc. may remain on display for a maximum of 3 months.**

Such book objects should generally be presented only in flat-lying showcases.  
An incline of 15% is sometimes possible according to prior agreement.  
Thin objects can be displayed in frames, if requested.

In general, every book object has been previously mounted for presentation on a base of acid-free museum cardboard by the Lender and delivered to the Borrower. This base should not be removed.  
All book objects must be mounted on acid-free museum cardboard so that they do not come in contact with unsuitable base materials.

If the Borrower plans to present the book object open to a certain page, they should inform the DHM in good time so that the desired page can be prepared for presentation in advance.

In the case of open presentation, a book holder of museum cardboard will be provided. Please note that the open pages can only be displayed for a maximum of 3 months.

A book restorer must see to it that the object is properly mounted for display.

### Please heed the following guidelines and recommendations for dealing with objects containing biocides

You have requested the loan of textile objects from the collection of the Stiftung Deutsches Historisches Museum that were treated with various biocides a long time ago and are therefore contaminated. These biocides are in some cases bonded with contact dust or are present in a volatile form. To avoid likely dangers to the health of staff members working with these objects and possible interaction with other cultural goods we urge you to employ the following protective measures and modes of behaviour:

In case you are unpacking or packing – or installing or taking down – our loaned objects without the aid of our couriers, you should limit contact with the objects to the shortest time possible. All staff members or visitors spending a longer period of time near such objects should be informed of a possible danger to health, and if necessary the objects should be provided with protective fittings.

Appropriate protective clothing should be worn, consisting at least of a long-sleeved smock or overall, nitril gloves of category III to protect against chemicals and a special combined mask such as type RD40 with a type P3 particle filter to filter out dust of up to particle class 3 as well as a gas filter of type A1 to filter out noxious gases such as lindane, DDT or naphthalene.

Due to possible cross-contamination between the objects treated with biocides and previously uncontaminated organic materials, including exhibition objects or architecture, possible presentation together in the same showcase must be agreed upon by all lenders or owners or at best avoided as a precaution.

These objects must also be packed separately and in any case kept separate from uncontaminated objects, and consequently packed for return transport in the packing material they were delivered in.

Please make sure that the packing materials of these objects are also stored separately from other packing materials and objects.

Berlin, 30 June 2019