

Loans Policy

The Südwestdeutsches Archiv für Architektur und Ingenieurbau (Archive for Architecture and Engineering in Southwest Germany) | saai welcomes requests to lend items from its collection to scientific exhibitions of public museums and displays, provided that the physical condition of the items allows this.

Request Terms

We welcome early contact to discuss the procedure of borrowing. We recommend to contact us six months before the planned collection. A shorter request term is possible when borrowing a small number of pieces and in exceptional cases only. In this case, we have to charge double compensation. Loan requests with a term of less than six weeks will be rejected.

Compensation

To cover the expenses associated with the loans, we have to charge a lump sum of EUR 100.00 per venue plus a fee of EUR 150.00 per item borrowed.

Other Costs

All costs associated with the preparation of the items for loan, including potentially required restoration, passe-partouts and frames, transportation and packaging, customs clearance, etc. are to be borne by the borrowers. Packing materials provided by saai, such as crates, are to be returned as received.

Packing and Transportation

The borrowers shall be responsible for packing and transportation. The way of how the transport is to be carried out will be determined by saai alone. In particular, saai will provide details regarding the necessity of own staff to accompany the loans at the expense of the borrower. saai reserves the right to demand or refuse a forwarding agent.

Conservational Conditions

During transportation and at the venue, permanent surveillance and unobjectionable conservation conditions have to be guaranteed. For objects made of or with paper or fabric and photographs, maximum light intensity must not exceed 50 Lux. As regards the exhibition climate, a relative humidity of room air of 45 – 55% at a temperature of 20 – 22°C should not be exceeded.

Insurance

Borrowers are expected to conclude an all-risk, nail-to-nail insurance contract for all loans based on the values given by saai.

Loan Agreement

Before the loan agreement is signed, the borrower is asked to provide the following details:

- Name and address of the borrowing institution and contact person.
- Title of the exhibition, exhibition period, loan period.
- Venue and facilities report.
- List of exhibits desired.