

Conditions for loans

Loan number: TEKUTLÅÅÅÅ/NNNN

Case number: NNN/ÅÅ-202

Borrower:	Name of institution Street address Postal address
Point of contact:	Name: telephone, email address
Lender:	Tekniska museet (TM) Box 27842 SE-115 93 Stockholm
Point of contact:	Name: telephone, email address
Loan period:	From (incl.) – Until (incl.)
Purpose/exhibition:	<i>Exhibition/project</i> Display location, From (incl.) – Until (incl.)
Loaned item(s):	The borrower undertakes to take responsibility for the items listed in Annex 1.
Fees and insurance:	An administrative fee is charged at the beginning of the loan period (any costs for special packaging, significant conservation work, courier travel, etc. are not included). The fee for loans within Sweden is SEK 1,000 per item, and for international loans the fee is SEK 2,000 per item. In the event of a possible extension after two years, an administrative fee of SEK 1,000 is charged per loan and per year, regardless of the number of items. The borrower is responsible for ensuring that all items are insured during the entirety of the loan period as part of a comprehensive insurance policy and at the insurance value specified by TM. A copy of the insurance certificate must be sent to TM in good time before items are handed over.
Conditions:	The borrower undertakes to comply with TM's conditions for loans from the museum's collections – see the reverse side of the agreement.

The conditions for the loan as described above have been accepted:

.....
Place and date

.....
Borrower's signature, position

.....
Name in block letters

CONDITIONS FOR THE LOAN OF ITEMS FROM THE COLLECTIONS OF TEKNISKA MUSEET (TM)

Use

Borrowed items may not be used in any other context than that stated in the loan application.

To prevent any damage, items must be placed and handled in accordance with the instructions provided by TM's staff. Any thorough cleaning, examination, disassembly or restoration may only take place under the auspices of TM or with the expressed consent of the museum.

Climate and security

When exhibited, items must be protected in accordance with TM's instructions. Unless otherwise stated, items must be stored in locked display cases in monitored exhibition premises, away from direct sunlight and in an environment with a humidity of between 35-55 % RH and at a temperature of 15-25°C. In certain cases, there may be a need for alarmed display cases/premises or pest control, which will be written into the specific conditions for the loan.

Reporting and inspection

Each January, the borrower is responsible for providing an annual report showing the number of visitors to the exhibition premises where the borrowed items are displayed. A copy of any catalogue of exhibits shall be sent to TM.

In the event of any damage or loss during the loan period, TM must be informed immediately.

The borrower is responsible for keeping TM updated as to any changes concerning the contact person, contact information or anything else affecting the conditions of the loan.

Longer loans include a standard procedure by which – every third year – TM inspects the condition of the loaned item as well as the climate and security conditions in which it is stored. The borrower will be invoiced for the cost of travel involved in these inspections.

Transport

The borrower is responsible for ensuring that transportation complies with TM's instructions and that TM is kept updated. The borrower is responsible for all costs involved in the transportation, such as the cost of boxing, packaging/wrapping, any preservatives, customs duties and, where appropriate, courier travel including food, accommodation and expenses. For courier travel, TM appoints the courier who will accompany the object all the way 'from door to door'. In the case of transport by courier, both the borrower and TM's courier shall jointly check the condition of the item upon unpacking/packing at the borrower's premises, and both parties shall sign the item-condition report.

Insurance

The borrower is responsible for ensuring that all items are insured during the entirety of the loan period (incl. transportation to/from TM) as part of a comprehensive insurance policy and at the insurance value specified by TM. A copy of the insurance certificate must be sent to TM in good time before the items are handed over. The borrower will be held liable for compensation in the event of any damage or loss.

Exposure

In the event of exhibition or any other exposure of the item, the fact that the item comes from TM must be clearly stated on exhibit signs, in exhibition catalogues, on websites or in any other form of publication. TM's pictorial material can be freely downloaded as high resolution picture files with open licences from <https://www.tekniskamuseet.se/en/collections/order-images/>. If no appropriate picture can be found, new photographs can be ordered.

Extension of the loan period

An initial loan period is usually two years, which can then be further extended by increments of one year. The borrower must contact TM with a request for an extension no less than two months before the end of the original loan period. TM will then conduct a new assessment and inform the borrower of the decision. In the case of extensions to the loan period, an administrative fee of SEK 1,000 is charged per loan and per year, regardless of the number of items.

Returns

Borrowed items must – without delay and at the expense of the borrower – be returned to TM when the loan period expires. TM must be notified in good time of when the borrower intends to return the borrowed item(s). Returning items must be packed in a similar way to when they were transported from TM.

Termination of the loan

TM reserves the right to immediately – and at the expense of the borrower – reclaim the item(s) if any of the above rules have been disregarded.