

Arts Council Collection

Head of Arts Council Collection, Caroline Douglas Senior Curator, Jill Constantine
Southbank Centre, London, SE1 8XX Tel.(+44) 020.7960.5218 / Fax 020.7921.0700

EXHIBITION LOAN SCHEME

CONDITIONS OF LOAN

Application for Loan

Applications for loan should be made to the Head of the Arts Council Collection (ACC), Southbank Centre, London SE1 8XX.
Telephone : 020 7921 0875.

Borrowers must request loans at least four months before work is needed, giving details of the artist, title of work, title of exhibition, venue, dates of showing and if touring, a list of **ALL** venues with dates of each.
Facility reports of each venue and details will normally be required.

The Senior Curator of the Arts Council Collection should be notified of any subsequent alteration to this schedule. If during the exhibition, the tour is extended, permission must be sought from either the Head of the Collection or the Senior Curator and full details supplied.

Insurance

Unless Government Indemnity is applicable, borrowers must take out 'nail to nail' All Risks insurance cover for the values specified on the loan form.

We also require proof that insurance has been taken out to cover 'minimum liability' under the terms of Government Indemnity.

In the event of a total write-off the borrower will also be required to meet any VAT costs incurred.

Borrowers must return one copy of the loan form together with proof of insurance cover. **WORK CANNOT BE RELEASED UNTIL THIS IS DONE.**

Collection and Return

Borrowers must provide appropriate transportation for works.

- The vehicle must be alarmed and lockable.
- The cargo area should be separate from the passenger compartment.
- Two people must always accompany the vehicle.
- The vehicle must not be left unattended at any time.
- If the journey cannot be completed in one day – secure, approved overnight parking is required.

Borrowers must let the Senior Curator know the day on which each collection is to be made (whether from the Hayward Gallery store or a place of long loan) and when each work is to be returned at the close of the exhibition.

Borrowers must also be responsible for making arrangements to hang work or re-site sculpture, if required, when returning works to long loan venues.

The 'return form' should be sent to the Loans Coordinator at the close of the exhibition, stating confirmation that loans have been returned to long loan sites.

In the case of overseas loans, arrangements for condition checking of the loan in London both before despatch and after return from abroad may be required.

Damage

Borrowers must notify the Head of the Collection or the Senior Curator **IMMEDIATELY** if a work is damaged in transit or during the exhibition.

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Security	<p>No repairs or surface cleaning should be carried out without first consulting the Senior Curator. Framed pictures should not be unframed or the perspex/glass removed without prior permission from the Senior Curator.</p> <p>The borrowers must ensure that the work is handled only by professional personnel. Works must be unpacked and installed in secured areas at all times. Invigilation of loans is required during opening hours.</p> <p>Security and fire precautions must be approved by the borrowers insurance company, local police and Government Indemnity regulations.</p>
Conditions of Display	<p>Paintings and works on paper must be protected from direct sunlight (watercolours, drawings and photographs not more than 50 lux) and must not be placed near radiators or any other heating or air conditioning device. Barriers must be provided for works that are vulnerable. (Please consult Senior Curator for advice). In the case of outdoor sculpture, every effort must be made by the borrower to ensure that the work is adequately installed.</p>
Acknowledgements	<p>The Collection must be credited in the catalogue, all publicity material, leaflets, wall labels etc. The credit should read: Arts Council Collection, Southbank Centre, London.</p>
Photography	<p>The taking of photographs for non-commercial purposes is permitted. Permission to take photographs for commercial purposes must be obtained from the artist. Permission to film any work on loan must be sought from the Senior Curator.</p>
Audio/Visual Works of Art	<p>The copying of any video, cassette, slides or disc belonging to the Arts Council Collection is not permitted.</p>

Senior Curator : Loans Coordinator:	<p>Jill Constantine Christie Coutin/ Monika McConnell</p>	<p>020 7960 5217/jill.constantine@southbankcentre.co.uk 020 7960 5218 /christie.coutin@southankcentre.co.uk or monika.mcconnell@southbankcentre.co.uk</p>
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