

## **Guidelines concerning loaning museum items in the Centre for the Documentation of the Art of Tadeusz Kantor Cricoteka in Kraków**

### **General guidelines**

The following guidelines are addressed at the institutions interested in loaning one or several items from the collection of the Centre for the Documentation of the Art of Tadeusz Kantor Cricoteka in Kraków (hereinafter referred to as Cricoteka), assisting them in submitting successful applications. Cricoteka loans museum items to museums and other cultural institutions in Poland and abroad.

Cricoteka loans museum items under certain conditions. Firstly, the state of preservation of the item must allow for its safe transportation and exhibiting; secondly, the item in question cannot be included in any current exhibition projects.

The final decision as to whether to loan the item or not depends on several factors explained below.

Cricoteka collections and all individual items are protected by copyright. Loaning an item does not entail granting the copyright for using the item as part of an exhibition, event or project. To obtain such permission, a separate application must be submitted to the Tadeusz Kantor Foundation, ul. Tytoniowa 24a/15, 04–228 Warszawa.

### **Regulations concerning loans (national and international) – loan applications**

Cricoteka reviews loan applications submitted by any museum, gallery and other cultural institution. Loans cannot be granted to private persons. Items can be loaned for exhibition purposes, specialised research or conservation.

Applications for loans to institutions based in Poland must be made no less than 6 months before the date of the planned exhibition or event; applications from abroad must be submitted no less than a year in advance.

The decision to grant the loan depends on a range of factors, including especially determining:

- that the items listed in the application are not included in Cricoteka's current exhibition plans nor have they been previously applied for by another institution,

- if the conditions of storage and exhibition offered by the applicant institution meet Cricoteka's requirements,
- if security conditions at the site of the proposed exhibition meet the requirements laid down in the Regulation of the Polish Minister of Culture and National Heritage of 2 September 2014 on protecting museum collections against fire, theft or danger that might result in their damage or loss,
- if the items listed in the application would be on public display,
- if the condition of the items listed in the application permits their safe transportation and exhibiting,
- if the plan or script of the exhibition is suitable to the rank of the items listed in the application.

All loan applications must be submitted in writing to the Director of Cricoteka, and they must include the following information:

- dates and the title of the exhibition or project in which the loaned object is to be used,
- a list of items with Cricoteka inventory numbers,
- range and description of the exhibition/project,
- contact information concerning the organiser and/or venue(s), National Court Register entry, Cultural Institutions Register entry or equivalent documents.

If the applicant institution does not know the inventory number of the item(s) in question, or requires any additional information concerning Cricoteka's collection, please contact the Inventory Manager for assistance. E-mail: [panic@cricoteka.pl](mailto:panic@cricoteka.pl).

The loan can be granted provided that the borrowing institution meets all the requirements. Before shipping, Cricoteka's Inventory Manager reviews the venue of the planned exhibition with respect to security, environment and conditions of display. Should any doubts arise, conservation staff and security specialists may need to perform an inspection *in situ*. If this is the case, the cost of evaluation is covered by the applicant institution, regardless of the result. It is recommended to include the applicant institution's Facility Report to the application. For additional inquiries, please contact Cricoteka's Inventory Manager at [panic@cricoteka.pl](mailto:panic@cricoteka.pl).

Following a positive evaluation with respect to all the categories listed above, Cricoteka's Inventory Manager will inform the applicant institution in writing as to which items may be loaned. If the loan is not granted, the applicant institution will be notified without delay.

If the items are deemed suitable for loaning, the applicant institution will receive the list of requirements concerning display conditions as well as conditions of packing and transportation; additionally, condition reports will be made for each item to be taken into transport. The cost of preparing the condition reports will be covered by the borrowing institution.

All borrowed items must be insured. The insurance cost will be covered by the borrowing institution.

Detailed conditions of the loan will be listed in the Loan Agreement made between Cricoteka and the borrowing institution.

#### **Terms and conditions of loaning objects (in Poland) – costs.**

Cricoteka does not charge any fee for loaning items from its collection. Nevertheless, the borrowing institution will be charged with the cost of preparing items for loaning, including:

- the cost of necessary conservation,
- the cost of specialised containers for transportation (if needed),
- accommodation costs of Cricoteka's staff member supervising the delivery (applies to especially valuable or fragile items),
- documentation cost (if the loaned item lacks visual documentation),
- the cost of preparing conservation report concerning the state of preservation of the loaned item.

Please bear in mind that in most cases the largest expense is the cost of specialised transport. Remember to include it in your budget.

#### **Terms and conditions of loaning objects (internationally) – costs.**

With international loans, all costs of loaning the item are covered by the borrowing institution. The borrower covers especially the cost of:

- all insurance fees,
- all administration fees resulting from shipping the item outside the Polish territory,
- transportation cost,
- shipping cost,
- travel and accommodation expenses of the Cricoteka staff member supervising the installation/removal of the item,
- packaging, exhibition elements,
- catalogue photography,
- any special preparation and conservation procedures required to prepare the item for loaning.

### **Terms and conditions of loaning – step by step guide.**

- Select the items,
- send a formal application to Cricoteka,
- specify the items, dates, title and main concept of the planned exhibition/project,
- meet the requirements,
- cover the costs.

### **Terms and conditions of loaning – responsibilities of the borrowing institution**

The borrowing institution will be required to comply with specific terms and conditions listed in the loaning agreement, in compliance with the current Regulation of the Polish Minister of Culture and National Heritage on protecting museum collections against fire, theft or danger that might result in their damage or loss and preparing museum collections for evacuation in case of emergency, as well as the Regulation of the Polish Minister of Culture and National Heritage on the conditions, ways and procedures of handling and transport of museum collections.