

LOAN TERMS OF FINNISH NATIONAL GALLERY (OUTGOING LOANS)

Borrowing works from the collections of the Finnish National Gallery ("FNG") – Ateneum Art Museum, Museum of Contemporary Art Kiasma and Sinebrychoff Art Museum.

General terms

These terms concern short-term or temporary loans. FNG lends only to museums and exhibition organizers with professional museum staff or a similar level of expertise, as well as appropriately secure and climate-controlled facilities. Loan requests must specify the works to be lent and the loan period, as well as provide an account of the environmental conditions, security and surveillance arrangements in the exhibition galleries.

Loan requests must be made in writing to the director of the museum in question – Ateneum Art Museum, Museum of Contemporary Art Kiasma or Sinebrychoff Art Museum – at least eight months prior to the loan period for international loans. Each loan request is assessed separately. When deciding on a loan, the things considered include the condition of the work, display conditions particularly in the case of sensitive works, the status of the work in the FNG collections, and other relevant matters such as possible reservations for other exhibitions. Any deviation from these loan terms must be agreed in writing.

There is always a loan agreement signed also for media art, whether original works or copies.

Insurance

Borrowed works of art must be insured against all risks for values determined by FNG. The insurance must run nail to nail, from the moment FNG gives the works over to the Borrower or their representative, up until the moment the works are returned to FNG. FNG reserves the right to require that an insurance certificate is presented before shipping. Government indemnity is accepted in place of commercial insurance

Security

The Borrower undertakes to ensure that the exhibition venue complies with fire safety regulations and is equipped with a fire alarm system and fire extinguishers, and that museum guards are fully prepared for action in the event of danger. The Borrower also undertakes to ensure that adequate safety and security measures are taken both at the exhibition galleries and in other facilities where the works are stored or handled. No smoking, food or beverages are allowed in the exhibition galleries.

The borrowed works of art are to be handled only by qualified staff. The works should be handled only in conjunction with packing, unpacking, installation and de-installation. If works of art need to be moved during the exhibition, FNG must always be consulted in advance. The Borrower shall ensure that museum visitors do not touch the works of art. No work is to be removed from its frame or encasement without permission from the FNG Conservation Department.

Environment

Conditions required by the Finnish National Gallery:

Temperature	Relative humidity	Maximum limit for UV radiation	Illuminance
20±2 °C	in summer 52 ±5 % in winter 42 ±5 %	10 uW/lm	Works on paper (watercolours, drawings, prints, photographs etc.), no exposure to daylight, duration of exposure max 3 months 50 lx Paintings in oil, tempera, acrylics (on wood, canvas etc.) depending on the technique and condition of the work 100–200 lx Sculptures and installations depending on the material of the work 50–600 lx

Any deviation from the conditions above must be agreed in advance with FNG. FNG will furnish detailed instructions if special conditions are required for a particular work. FNG requires the climate conditions to be monitored, and the readout to be supplied to FNG Conservation Department upon request.

Packing, transport and couriers

Requirements for transport and courier accompaniment are specified in the *Shipping requirements* of FNG (appendix 3).

Crates and packing materials are to be stored in secure and warm indoor storage. They must be retained for return transport, and the works must be repacked using the same or similar methods and materials. Any storage of the works must be separately agreed upon with FNG.

Installation and care for works of art

Before unpacking the crates, an acclimatization period of 24 hours must be respected. FNG may send a technician(s) to take part in the installation of complex works on Borrower's expense when agreed upon in advance.

FNG Conservation Department shall provide the Borrower with conservation reports, which are mutually binding. Work(s) are condition checked at the exhibition venue in cooperation with the courier appointed by FNG and conservator appointed by the Borrower upon the beginning and closing of the exhibition. The Borrower shall be responsible for monitoring the condition of the work(s) during the time they are on display.

Condition of the installation fixtures must be checked, and any special instructions followed. Small sculptures or paintings must be secured as instructed (inside a showcase or fixed to a wall). Touch sensitive works require special protection. The Borrower must ensure the works are kept out of the public's reach.

Course of action in case of damage

FNG must be immediately informed of any damage noticed by the Borrower. Damage is verified and its extent determined by a conservator authorized by FNG. Regardless of the kind or amount of damage, the work of art remains the property of FNG.

Costs

Covering the costs related to this loan is specified in the loan agreement between FNG and the Borrower. The Borrower is accountable for all costs related to the loan, including but not limited to insurance, shipping, forwarding and courier's and/or technician's travel expenses and per diem for every travelling day. The amount of per diem is based on the Finnish tax administration's guidelines. The Borrower will compensate the courier if he/she is needed to travel on a weekend or a holiday. This compensation is 150 €. See *Shipping requirements* for further information on courier practice (appendix 3).

FNG charges a 200 € handling fee per work of art for all international loans.

Where necessary, frames, glazing, stands, customized crates and other packing materials are invoiced separately. Works on paper are never lent without a frame, which may give rise to additional costs. Conservation expenses and other extra costs arising from the loan are agreed upon separately.

The Borrower shall not inflict FNG with any costs or other commitments unless agreed upon in writing in advance. The Borrower is responsible for clearing all copyright issues with the artist or other copyright holder relating to the exhibition. The Borrower is also responsible for clearing all copyright permits and recompense relating to any publications or products. The Borrower is liable for any possible copyright claims.

Reproductions

Reproductions of the borrowed works will be delivered to the Borrower exclusively by FNG Picture Collections. Please contact: picturecollections@fng.fi, tel. +358 294 500 234. Use of the images is subject to the terms and conditions of a separate license agreement between the buyer and the National Gallery Picture Collections. A usage fee is charged for the images based on the FNG's pricing policy.

One (1) copy of a resulting publication must be sent to the Library of the Finnish National Gallery, address: Kaivokatu 2, 00100 Helsinki, Finland.

The FNG museum shop offers products for resale, reproducing works of art from the collections. Inquiries and price information available from museoshop@fng.fi.

Photographing in the exhibition

Visitors may photograph and film the works without a tripod, flash or selfie stick for private use. The borrower and press may photograph the works as part of the exhibition and works may be filmed for television for exhibition publicity. Any other use only by permission from FNG Picture Collections: picturecollections@fng.fi, tel. +358 294 500 234.

All professional forms of reproduction – videos, documentary photography etc. – require special permission from the Picture Collections, and may also require permission from the copyright holder(s).

Visitor numbers

After the exhibition has closed, the Borrower shall inform FNG of the total number of visitors, which is to be sent to the contact person at FNG.

Agreement

Any changes to this agreement must be made in writing. Any disputes or differences which may result from the present agreement shall be settled by means of negotiations. Should this fail, they should be decided by the current laws and statutes of Finland in the District Court of Helsinki.