

The Royal Swedish Academy of Sciences,
Center for History of Science.

TERMS AND CONDITIONS FOR LOANS

Loan requests concerning exhibition loans of objects will be processed when the borrowing institution has read and accepted the terms and conditions stated below.

The borrowing institution should in the loan request **specify how** the conditions stated in the sections below concerning “handling”, “climate and light”, “transport”, “Security” and “Insurance” will be upheld.

A signed confirmation of the stated conditions must be attached to the loan request that should be addressed to Center for History of Science, The Royal Academy of Science (from here on called the RSAS). The request should be sent at least three months before the exhibitions opens. If the request is granted a separate loan agreement will be set up.

General

Items are loaned for a specific exhibition and for the period of time specified in the loan agreement. Borrowed items may not be used in any other context than what is stated in the application and agreement.

The RSAS decides on each single occasion what measures should be undertaken regarding mounting, packing, transportation and if needed courier trips.

Time period for the loan

Objects are lend for a specified period of time that starts when the object leaves the RSAS and ends when the objects are back at the RSAS premises.

The stated period of time could be shortened or extended if both parties agree. No changes can be made without a written agreement.

Handling of borrowed objects

It is the borrower’s responsibility to follow the RSAS guidelines for handling of the objects.

If no other agreement has been made, the following applies:

- RSAS shall in advance be informed of and approve where and how the borrowed objects should be displayed in the exhibition, e.g. interior and material in display cases, wall hanging devices for framed objects and any other objects and props that will be on display in the same display case.
- The borrowed objects may only be handled by staff approved by the RSAS. After the object is installed in the display the display cases must not be opened and the objects not handled further without approval from the RSAS, with the exception of emergency situations as fire, flooding etc. In case of such emergency the objects must be transferred to a safe surrounding and the RSAS immediately informed.

- Framed or in other ways mounted objects must not be disassembled without approval of the RSAS. Needles, tape or adhesive may not be used on the exhibited objects. The Borrower may not conserve, clean or otherwise take action on loaned objects without written permission from RSAS.

Exposure

In the exhibition or any other exposure of the item, the fact that the object belongs to the collections of the RSAS must clearly be stated on exhibit signs, in catalogues, on websites or in any other form of publication. Reference to our institution should be written as “Center for History of Science, The Royal Swedish Academy of Sciences.

Photography

The objects may only be photographed after approval from RSAS. General overview pictures of the exhibitions and photos for inspection reports are permitted. Photos of borrowed object must only be used for exhibition catalogues, press material and vernissage cards. For all other use approval from RSAS is required.

Costs

The borrower pays all cost for material (frames, passe-partouts, book support etc.), packing, transports, courier travels or expertise consulting (framing, conservator services etc.) associated with the loan. Any customs duties or other external adjacent to transports are paid for by the borrower.

An additional administrative fee of 2000 SEK is charged for all international loan requests.

Climate and light

The borrower guarantees:

- That the borrowed objects are not exposed to light that exceeds 50 LUX.
- That the objects are not exposed to UV radiation that exceeds 75 microwatt/Lumen.
- That the relative humidity in the premises where the objects are stored and/or displayed is held at a stable level between 45-55% and with daily fluctuation that does not exceed 5%.
- That the temperature in the premises where the objects are stored and/or displayed is held at a stable level between 18-20°C.

The borrower must immediately inform RSAS if any changes of the conditions stated above occurs.

Transport

All transport and travel bookings shall be made by the Borrower. The transport company must be approved in advance by RSAS. The borrower shall inform RSAS of the plan for the entire transport chain. The vehicles used for the transport must have a lockable cargo space and, if needed, suitable clamping device for the transport box. Couriers must be either appointed or approved in advance by the RSAS.

Security

The objects must be stored and displayed in a safe and secure context. Before the loan is granted the RSAS must be informed about and approve of the design of the premises. The borrower must also provide information on opening hours, fire protection, security system and how the exhibition rooms are supervised.

All items that are not framed should be kept in locked display cases. Framed objects must be hanged with reassuring security devices.

Liability

The borrower bears liability for personal injury and property damage that is caused by the borrower's fault. The borrower's liability covers only compensation for direct expenses as a result of such injuries or damages.

The borrower assumes full responsibility for any losses or damage incurred with respect to the objects that has been borrowed from the collections of the RSAS. The responsibility applies from the time the objects leaves the RSAS until the time they are returned to the RSAS.

Insurance

The borrower must keep all objects insured against all risk at the insurance value specified in the loan agreement. The insurance shall apply from the time the objects leaves the RSAS until the time they are returned to the RSAS.

Termination of the loan agreement

If the borrower fails to uphold any of the conditions of the loan agreement the RSAS reserves the right to instantly terminate the agreement. The borrowed objects must then be returned immediately at the borrower's expense.

Transfer of agreement

The borrower cannot transfer the agreement, not completely nor partially, on a third party.

Amendments of the agreement

Amendments of and additions to the agreement must be in writing and signed by both parties.

GDPR

The RSAS processes personal data according to the General Data Protection Regulation (EU 2016679, GDPR) and the Data Protection Act and other supplementary national legislation. Personal data that are gathered are name and contact information that are required for the handling of the loan. Name and contact information are registered and saved both in printed and digital format.

The borrower hereby undertakes to comply with the terms and conditions that apply for loans from the collections of the Royal Swedish Academy of Sciences at the Center for History of Science.

If the loan request is approved, we will allocate the necessary resources to meet the stipulated conditions for loan.

Borrowing institution

Place and date

Signature

Name in block letters

Title/profession