

Conditions for the loan of objects from the collections of the National Gallery Prague to applicants from abroad

A. Regarding an application for the lending of objects from the collections of the National Gallery Prague for exhibition purposes

The National Gallery Prague can lend art works (objects of collections) for exhibition purposes only to institutions engaged in exhibition activities such as museums, galleries, exhibition rooms, etc. Borrowing a work of art for decorative purposes is totally ruled out.

The National Gallery Prague will not normally approve a loan application for art works exhibited in its permanent exhibitions (it can reach an agreement with the loan applicant to make an exception to this rule, such as for an agreement on the mutual exchange of art work from the applicant's collection which could fully replace an art work on loan from the permanent exhibition of the National Gallery in Prague). No artwork loan application can be approved if the handling of the artwork could pose a risk to its physical matter, just as a loan application concerning an artwork that is being restored or reviewed, etc.

A loan application is submitted exclusively in writing to the central address of the National Gallery Prague, i.e. the following address:

Národní galerie Praha
Palác Kinských
Staroměstské náměstí 12
110 15 Praha 1

The written loan application for an artwork of the National Gallery Prague **is submitted at least 12 months prior to the exhibition abroad**, for which the application of the artwork is intended. The National Gallery Prague may request a reciprocal offer of an artwork from the collection of the application from abroad.

Any changes in the loan application (supplementing the application, changes to the dates, exhibition venue and further conditions) **must be notified 6 months prior to the exhibition.**

The NG requires that for loans abroad all necessary administrative lending costs are covered associated with the loan of the sum of EUR 350 per 1 work.

The National Gallery Prague is prohibited by law to lend an artwork abroad if insufficient legal guarantees are provided for its return to the Czech Republic.

A legal guarantee (immunity against confiscation) must be delivered to the National Gallery Prague within 3 months at the latest prior to the planned state of the lending period.

If an applicant for the lending of an artwork will also request photographic documentation of the artwork, he will attach a documentation application to the loan application. Information on providing photographic documentation is found in a separate file "[Conditions for providing photographic material of objects of the collections of the National Gallery Prague](#)" (*in Czech*).

The written artwork loan application must contain:

1. applicant's identification details (name, registered capital and identification number of the legal entity, designation of its statutory body)
2. data on the exhibition project for which the artwork of the National Gallery Prague will be lent,
3. data on the venue (address) and exact date of the planned exhibition of the artwork, security, climate and further parameters (so-called Facility Report) building and room where the artwork will be exhibited, *
4. identification of the requested artwork of the National Gallery Prague (author and name of the artwork, inventory number, any dimensions, material, technique of the produced art work); if the application concerns more than one art work, their list with the identification details of each artwork, *
5. signature of the applicant's statutory body.

* Notes to points 3 and 4 of the written loan application:

- Protection of painting work objects of collections normally requires a 50 – 60% relative air humidity, temperature of 18 – 21° C, illumination up to 150 lux, for work on paper 45 – 60 % relative air humidity, temperature of 18 – 21° C, illumination up to 50 lux, exhibition period of a maximum of 3 months. You can find a specification of the conditions stated [here](#).
- Loan applicants can use the options provided by the Research Rules of the National Gallery Prague to identify the artwork of the National Gallery Prague.

The favourable settlement of a loan application from the National Gallery Prague is not legally enforceable.

B. Conditions for lending an artwork if approved by the National Gallery Prague:

If an artwork loan application is approved, the National Gallery Prague will draw up a loan agreement.

In the loan agreement for an artwork – object of a collection further facts are stated which the National Gallery Prague expressly points out:

1. **The insurance company is chosen by the borrower and approved by the National Gallery Prague. The borrower covers the insurance costs. The National Gallery Prague may express its approval of the so-called state indemnity, in exceptional cases also of the commercial insurance proposed by the borrower.**
2. For loans abroad the National Gallery Prague requires insurance for “all risks” and “nail-to-nail” coverage with additional cover against a terrorist attack. **The insurance terms and conditions will be delivered to the National Gallery Prague 3 months prior to the start of the exhibition.** The type of insurance must be notified on time because it forms part of the loan agreement.
3. The National Gallery Prague specifies the form of packaging and delivery of the artwork and specifies the requirements for its transport from the National Gallery Prague to the borrower and return.
4. As well as the insurance, **the borrower also covers all further expenses of the loan of the artwork, i.e. such as its possible restoration, packaging and transport.**
5. **The borrower also covers all the costs of the person accompanying the artwork by courier**, who is a member of staff of the National Gallery Prague (accommodation, travel expenses, food allowance).
6. The borrower must report **the cancellation of the artwork loan agreement** sufficiently in advance otherwise **the borrower will cover all the costs expended for the preparation of the works.**