

## **CHECKLIST FOR LOAN OUT AND TOURING OF EXHIBITIONS**

1. Who is the correct lender?
2. Who is the correct borrower?
3. Title of the exhibition?
4. Which works are subject to the agreement?
5. Describe the exhibiting schedule?
6. Travel Arrangements:
  - (i) Who will be responsible for the organising the delivery.
  - (ii) Who will be responsible for the paying for the delivery.
  - (iii) Mode of transport?
  - (iv) Will a courier accompany the works for all-any transport?
7. Packing and Unpacking:
  - (i) When delivered, who will unpack the works? Who will supervise?
  - (ii) Who repacks the works at the end of the show? Who will supervise?
  - (iii) Are there packing and unpacking instructions?
8. Condition Reports
  - (i) Who prepares the initial condition report? Will a dated and signed copy of each report be made available to the recipient Museum.
  - (ii) Who will provide the conservation personnel to prepare a condition report on the Works upon unpacking at the Museum and prior to repacking, noting any changes in the condition of any Work?

- (ii) Will a dated and signed copy of each report shall be countersigned by the Museum?

9. Damage

What is the procedure If a Work is damaged in transit, during unpacking or during the show?

10. Exhibition Security

11. Standard of Care:

- (i) Temperature range, relative humidity range and light levels?
- (ii) Framing and reframing: is it permissible? If so, procedures?
- (iii) Duty to protect the works from the hazards of fire, theft, insects, dirt, foodstuffs, drink, smoking or handling by unauthorised or inexperienced persons or members of the public.
- (iv) Cleaning and maintenance of the exhibition display area is done under supervision of the Museum's staff.
- (v) Right of lender to withdraw works if any breach of standard of care.

12. Is conservation or restoration work permissible? Procedure?

13. Insurance arrangements?

14. Photography/Copyright / Reproduction

- (i) Who controls copyright of works?
- (ii) What photographs can be taken; by whom; for what uses?

15. Credits?

- (i) Lenders?
- (ii) Artists?

16. Catalogue

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- (i) Who prepares? Who pays?
- (ii) Free copies?
- 17. Promotion?
- 18. Education Services?
- 19. Exhibition Merchandise?
- 20. Fees and Expenses:
  - (i) Fees to artists?
  - (ii) Fees to lenders/organisers?
- 21. Exclusion of Liability by lender.
- 22. Reporting

Will a report will be furnished on the exhibition? By whom? When? It should contain:

- (i) attendance figures (which shall be broken down into school groups, other special tours and general public);
- (ii) press clippings relating to the exhibition;
- (iii) details of any radio or television promotion, publicity or other coverage of the exhibition;
- (iv) copies of all printed promotional and publicity material;
- (v) details of the education program and any other services that the Museum associated with the exhibition;
- (vi) sales figures of exhibition merchandise.

23. Miscellaneous:

- (i) Disputes mechanism?
- (ii) Other?

**SCHEDULE OF WORKS/OBJECTS**

ARTIST

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TITLE

.....

DATE OF WORK

.....

MEDIUM AND SUPPORT

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EXACT FORM AND LOCATION OF INSCRIPTION

.....

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DIMENSIONS

.....

INSURANCE VALUE

.....  
**AVAILABILITY OF PHOTOGRAPHS OF WORK**  
.....  
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**TOURING SCHEDULE**

**DATES**

DELIVER : .....

INSTALLATION : .....

OPENING : .....

CLOSING .....

DEMOUNTING : .....

REPACKING : .....

PICKUP : .....

**VENUES**

DELIVERY .....

EXHIBITION .....

PICKUP .....

**SCHEDULE OF FEES AND EXPENSES**

FEE:

EXPENSES:

**CONSERVATION GUIDELINES**