

# AGNES ETHERINGTON ART CENTRE AT QUEEN'S

## LOAN POLICY

The Agnes Etherington Art Centre lends works of art from its permanent collection as part of its mandate and normal activities, in the spirit of sharing its resources with national and international audiences and contributing to knowledge in the field. Loan requests are vetted by the appropriate Curator, who measures the request against the work's availability, condition, the borrower's museological standards, and the benefit of the loan in terms of outreach and scholarship. Curatorial recommendations are vetted by the Director; final decisions rest with the Director or the Director's designate.

Loan requests will generally not be considered if made less than 6 months before the required shipment date; exceptions will be subject to an additional administrative fee ("see Loan Fee and Related Costs", below). All loans from the collection are made subject to the Agnes Etherington Art Centre's "Outward Loan Agreement", duly executed, and the terms and conditions contained therein, generally summarized as follows:

**Insurance:** The Agnes Etherington Art Centre (AEAC) requires the borrower to maintain coverage at its expense, at the amount indicated by the AEAC, from the time the object leaves the AEAC until the time it returns. The AEAC may require evidence of insurance from the borrowing institution.

**Loan Fee and Related Costs:** A loan fee of \$200.00 for domestic loans and \$400.00 for international loans, per work of art, as well as costs of crating or packing and any special matting, framing, or photography are payable by the borrower. Loans requested less than 6 months before the required shipping date, if accepted, will be charged an additional administrative fee of \$100.00.

**Shipping:** All shipping charges, including customs charges and brokerage fees, will be paid by the borrower, including couriering charges when deemed necessary by the lender.

**Acknowledgement:** The loan shall be acknowledged in all labels, publications and publicity in the manner stipulated by the AEAC.

**Photography and Reproduction:** The loan may be reproduced in the borrower's publicity and education materials only. Photographs/scans are available from the AEAC at the borrower's expense. The object may be photographed if it is done under the supervision of the borrower, and with the express written permission of the AEAC. However, works may not be unframed or unmatted for the purpose of photography. Copyright permission for reproduction must be obtained from the copyright holder by the borrower.

**Condition and Care:** Each work of art shall at all times be given special care to protect it against loss, damage or deterioration. Exhibition conditions, including but not limited to lighting, environmental and security, must conform to standards set out in the "Outgoing Loan Agreement". Any loss or damage or change in condition to the object is to be reported to the AEAC immediately.

**Conservation:** The object is not to be cleaned, repaired or retouched without the written permission of the AEAC. Any conservation required to prepare the work for display will be at the borrower's expense.