

Loans Information Sheet - 2015

- The loan request must be submitted a minimum of six months before the start of the exhibition period.
- A loan request is dealt with after a formal written request has been submitted to the General Director of the Nationaal Museum van Wereldculturen. A detailed object list and an up-to-date facility report of the intended loan venues should be sent together with the request.
- On receipt of the detailed object list and the facility report, the borrower will be informed as soon as possible as to whether the loan has been agreed to and under what terms and conditions..
- An estimate of the loan costs will be sent to the borrower once the condition of the loan selection has been assessed. The estimated costs shall be discussed with the borrower and specified in the loan agreement.
- The Nationaal Museum van Wereldculturen charges a **handling fee** (the loan preparation costs incurred by the NMVW) and a **loan fee** (an amount in addition to the handling fee).
- The waiving of the **loan fee** may be considered on various grounds, for example for:
 - Museums and institutions
 - that fall under the remit of the Netherlands Register of Museums or that belong to the overseas territories of the Kingdom of the Netherlands;
 - that, together with the Nationaal Museum van Wereldculturen, participate in international cooperative organizations (such as CIE, ASEMUS etc.);
 - that have signed a Memorandum of Understanding or other form of cooperative agreement with the Nationaal Museum van Wereldculturen or part thereof;
 - with limited financial resources and are located in the countries of origin of the collections.
- The **handling fee** includes: loan administration costs; the making of object condition reports; the limited cleaning of objects and basic object packing (incl. packaging material).
The **handling fee** does not include: the cost of active conservation treatment if more than half an hour per object; the making of display supports; mounting and framing; specialized packing and material; photography for publicity purposes; insurance; transport to and from the borrower; transport between the museum's storage depots related to the loan request; interim checks and the exchange of objects during the loan period. These costs are always charged to the borrower in accordance with the rates specified overleaf.

- The **handling fee** is set at €230 for the loan of the first object; €65 for the second to tenth object and €40 for each subsequent object.
- The **loan fee** is calculated as follows:
 - €100 per object per venue for objects with an insurance value of less than €10,000.
 - 1% of the insurance value per object per venue for objects with an insurance value of €10,000 or more.
 - If the loan fee based on the insurance value is exceptionally high, alternative agreements can be negotiated.
- The waiving of this **loan fee** may be considered on various grounds, for example for:
 - a) Museums and institutions
 - That are members of the Dutch Museum Register or that belong to the overseas regions of the Kingdom of the Netherlands;
 - That, together with the Nationaal Museum van Wereldculturen, participate in international cooperative organisations (such as CIE, ASEMUS etc.);
 - That have signed a 'Memorandum of Understanding' or other form of cooperative agreement with the Nationaal Museum van Wereldculturen;
 - That have limited financial resources and are situated in the countries where the collections originate.
- No rights can be derived from any verbal agreements made prior to the written loan request. The loan will be secured by means of a countersigned loan agreement.
- Invoicing: the estimated loan costs must be paid before the loan is transported, for which the Nationaal Museum van Wereldculturen will issue an invoice. The Nationaal Museum van Wereldculturen reserves the right to revise the invoice should the loan circumstances change.
- For more information please contact the loans coordinator:

Leiden location, Museum Volkenkunde:
Ms Fiona MacKinnon | E fiona.mackinnon@wereldculturen.nl | T +31 (0)88 0042 951

Amsterdam location, Tropenmuseum:
Ms Floortje Timmerman | E floortje.timmerman@wereldculturen.nl | T +31 (0)88 0042 912

Locatie Berg en Dal, Afrikamuseum:
Ms Marit Jacobs | E marit.jacobs@wereldculturen.nl | T +31 (0)88 0042 847
- The Conditions of Loan of the Nationaal Museum van Wereldculturen are applicable.
- This loans information sheet may be amended in accordance with any new developments. The version which is valid at the time of signing is binding in terms of the loan agreement. The latest version, together with the museum's general loan conditions sheet, can be obtained from the museum or via the museum's website, www.volkenkunde.nl.

Rates (all prices are exclusive of VAT)

1. Active conservation treatment (if more than half an hour per object):

Costs for treating an object are calculated according to the actual duration of the treatment, including 30 minutes for writing up the treatment documentation. Materials are included in this hourly rate. The price may be higher when conservators who have a higher hourly rate are hired in, when an extensive conservation treatment is necessary or if it is necessary to use unusual or expensive materials.

- *Conservator* (hourly rate): € 80

2. Making supports

- *Mount maker* (hourly rate): € 70
- *Cost of materials*: cost price

3. Mounting and framing of prints and drawings

- *Conservation framer* (hourly rate): € 70
- *Cost of materials for mounts*: cost price

4. Packing of objects

'Standard' object packaging (box up to circa 50x50x50 cm, including. up to 5 hours labour)

- *per packaging*: € 195
(if packaging is already available for an object, there will be no extra charge.)
- *Transport crate - new*: cost price
- *Transport crate - reused*: € 275
(excluding special modifications but including disposal costs)

5. Insurance

In principle, the Nationaal Museum van Wereldculturen will arrange "all-risks", nail to nail insurance cover for the loan and charges the cost of the insurance premium thereof to the borrower.

cost price

6. Couriers

The Nationaal Museum van Wereldculturen pays a per diem allowance (to cover expenses incurred for meals, local transport etcetera) directly to the courier in accordance with a set tariff list (issued by the Dutch Ministry of Foreign Affairs). These costs are charged to the borrower by the Nationaal Museum van Wereldculturen. In principle no direct financial transaction should take place between the borrower and the courier. Other courier expenses, to be arranged by and paid directly by the borrower, include:

- *Travel expenses* cost price
- *Accommodation* cost price

last revised February 2015

7. Interim checks and exchange of objects

In the case of long term loans, objects that are sensitive to the effect of light and climate must sometimes be exchanged after a certain period of time. If necessary this shall be agreed in advance with the borrower and the costs charged to the borrower on the basis of this price list, including costs for couriers and any necessary materials (mounts, supports, packaging etc.). The Nationaal Museum van Wereldculturen reserves the right to check the conditions of the loan or the loaned objects at any time during the loan period, in so far that this can be considered reasonable, and in agreement with the borrower.

8. Photography

If the borrower requires photographs of the objects, a professional photographer shall be hired to produce them. The cost of photographs is dependent on the quality and type (digital, prints, transparencies etc.) requested. Prices are available on request from the photography coordinator: Ms Ingeborg Eggink | E ingeborg.eggink@wereldculturen.nl | T +31 (0)88 0042 925 (stating that the enquiry is related to a loan request)

cost price

9. Catalogues

The borrower shall provide the Nationaal Museum van Wereldculturen with a minimum of three copies of any catalogue produced which includes the loaned objects. The borrower shall provide the Nationaal Museum van Wereldculturen with at least one copy of any other publication or printed material which includes the loaned objects. All publications should be sent for the attention of the General Director of the Nationaal Museum van Wereldculturen – PO Box 912 – 2300 AE – Leiden – The Netherlands