Terms and conditions
for the loan of works from the
Berlinische Galerie collection

Our general policy
The Berlinische Galerie is supportive wherever possible towards exhibition projects undertaken by other museums and related establishments, as long as the usual requirements with regard to conservation and legal status are met. Unfortunately we cannot loan out exceptionally fragile works or works indispensable to our own collection.

Time frame
Loan enquiries must be sent in writing by the director of the requesting institution at least six months or, if originating from abroad, at least nine months before the exhibition begins to the Director of the Berlinische Galerie (Berlinische Galerie, Dr. Thomas Köhler, Alte Jakobstr. 124–128, 10969 Berlin). If the exhibition is to travel between different venues, every exhibiting institution must send a separate loan enquiry to the Director of the Berlinische Galerie. Any advance information issued by our departments/collections is not binding. An official loan enquiry with due regard for the deadlines is essential. Additions to the loan request will be considered for individual works up to four months before the loan commences.

Your enquiry
Your loan enquiry must contain precise data for the works you are requesting. Detailed information about many works in the Berlinische Galerie collections, together with their inventory numbers and often accompanied by images, can also be found on our website: sammlung-online.berlinischegalerie.de

The decision to accept or reject the request will follow a review by the departments/collections concerned. Under some circumstances this can take up to four months with no obligation on our part to give reasons.

Costs borne by the loaning institution
All costs and expenses in connection with the loan must be borne by the requesting institution. These include inter alia:
- an administration fee of € 250 per work (exempt from VAT under Section 4 (20) German VAT Act [UStG])
- transportation costs and costs incurred by appropriate professional packing, including packaging operations
- courier costs (out and back, overnight stays and all incidental expenses)
- insurance cover, to be taken out by the requesting institution
- costs incurred by any conservation or restoration measures required by the loan, to be communicated to the requesting institution in advance
- costs of the frame and framing, unless standard frames from Berlinische Galerie stock are used.

Reproductions of works
Work reproductions are managed at the BG by:
Christian Tagger, +49 (0)30 789 02 603, tagger@berlinischegalerie.de

The BG is furthermore entitled to two copies of the publication for its library and archives. This fee does not include any licence to reproduce the work, which must be sought directly from the rightsholder(s). The image(s) provided by the BG (digital, 300 dpi) may only be used for the designated project (the catalogue and project-related press and marketing purposes) and must be deleted after use. For online purposes the images may only be used at low resolution (max. 1024 x 768 pixels).