

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 Please supply the following details about your exhibition project:

- organising and requesting institution
- duration, title of the exhibition, venue (address, precise designation)
- content and objectives of the exhibition project (short informative concept) and reasons why the work is relevant to the exhibition
- names of responsible contacts: exhibition curator, registrar, conservator
- facility report
- proposed publications (exhibition catalogue and any other accompanying publications)

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]); € 750 each for works from our permanent display
- transportation costs and costs incurred by appropriate professional packing, including packaging operations
- courier costs (out and back, overnight stays and all incidental expenses) as well as organisation and handling of courier trips
- 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 the Berlinische Galerie stock are used.

The terms and conditions set out in each specific loan agreement are binding.

Reproductions of works

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

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The BG is furthermore entitled to two copies of the publication for its library and archives.

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