A Case Study in Exhibition Loans: Northwestern University Library

Hosted by ALCTS, the Association for Library Collections & Technical Services
Sara Stigberg
Acting Art Collection Public Services Librarian
Northwestern University Library
Overview

- How we got started
- What we did
- How it works
- Advice from a Library perspective
How we got started


En mettant en perspective le phénomène du bohémianisme avec la fascination séculaire pour celui que l’on nomme bohémien, gitan, ou tzigane, cette exposition propose une relecture inédite de quatre cents ans de production artistique. Elle révèlera au grand public une source essentielle pour l’élaboration du mythe moderne de l’artiste, tout en éclairant l’apport fondamental des peuples nomades à la construction de l’identité européenne. En privilégiant des œuvres de très haute qualité, cette exposition montrera comment les plus grands artistes, de Callot à Vouet, de Turner à Corot, de Courbet à Manet, de Van Gogh à Casas, de Matisse à Mueller, ont été inspirés par cette figure à la fois insaisissable et fascinante.

Nous vous avions fait parvenir un courrier daté du 25 mai 2010, dans lequel nous vous demandions le prêt de l’œuvre suivante appartenant aux collections de votre musée pour la présentation aux trois étapes :


Sauf erreur de notre part, nous n’avons pas encore reçu de réponse à cette demande de prêt.
What we did

- Consult and Plan
- Collaborate
- Gain Approval
- Implement
Northwestern University Library
Registration Policies and Procedures for Outgoing Exhibition Loans

Sara Stigberg, Administrative Assistant for Special Libraries
Tonia Grafakos, Conservation Librarian
Susan Russick, Special Collections Conservator

DRAFT

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How it works

• Loan Application
• Workflow
• Forms and Paperwork
Loan Guidelines and Application

NUL must receive a *formal letter of request* to borrow objects from the collections. This letter will serve as the borrowing application. It should be addressed to the Curator(s) and copied to the Registrar, who will be responsible for processing it for approval by the necessary departments. *The letter should include the following and be accompanied by:*

- the proposed exhibition title
- the proposed loan dates
- relevant contact information
- a clear description of the proposed exhibition
- a list of the objects requested, including names and call numbers or accession numbers, or an indication of the type and quantity of objects requested
- standard facilities report of the location(s)/venue(s)
- borrower’s certificate of fine-arts insurance policy
- the specific location(s) within the museum(s) or library(ies) where materials will be displayed
- the proposed plan for display: e.g. framed on a wall, flat in an exhibition case, supported by book cradles, or other conventional installation positions
- loan fee (please contact the Registrar for more information)
Borrower Requests Item for Loan
- Provides Item Identification
- Provides Facilities Report
- Application Fee

Curator
- Agrees or disagrees to the loan in concept, having been informed of caveats by Preservation staff
- Documents appraisal of object for Item File
- Provides exhibit history for Item File

Preservation
- Examines object for loan suitability
- Evaluates Facilities Report
- Recommends light levels, mounts and any other special conditions of loan or shipping
- Estimates costs for conservation and mounting

Risk Management
- Consult regarding insurance and the need for a courier

Registrar
- Provides Curator and Preservation with Borrower information as needed
- Compiles and maintains Item File
- Incorporates Curator and Preservation concerns into Loan Agreement
- Establishes Insurance as needed with Risk Management
- Estimates courier costs, as needed
- Coordinates Approval of Loan Agreement by Librarian and Borrower

Borrower conceptually approves Loan Agreement
- Provides additional information regarding exhibit specifics such as the page opening of a book, mat color or framing specifications, etc.

Registrar
- Negotiates conditions of drafted Loan Agreement, with consultation of Curator, Preservation and others as needed

Preservation
- Adjusts cost estimates based on Borrower’s exhibit desires, mount type, etc.

NU Legal
- Consult regarding contractual obligations

NU Librarian formally approves Loan Agreement
- Returns signed document to NU Librarian
# Outgoing Loan Agreement Form

**Borrower:** Rmn-Grand Palais  
**Address:** Département des expositions, 254-256 rue de Bercy, F-75577 Paris cedex 12, France  
**Exhibition:** Bohèmes  
**Venues and dates:** Paris Galeries nataionales, Grand Palais: 9 September 2012 – 14 January 2013  
**Telephone:** 33 (0)1.40.13.49.49  
**Main contact:** Agathe Salgon  
**Contact’s telephone:** (see above)  
**Fax:** 33 (0)1.40.13.49.54  
**E-mail:** agathe.salgon@rmngrp.fr

## OBJECT INFORMATION

**Artist/Maker:** Ramón Casas  
**Bio/Origin:** Catalan; Spanish, 1866-1932  
**Title/Name:** Le bohème poète de Montmartre [Portrait d’ Erik Satie]  
**Object date:** 1891  
**Medium and support:** Oil on canvas  
**Value:**  
**Dimensions:** 59.8 x 99.7 cm; 21.8 x 39.1 cm framed  
**Credit line:** Courtesy Northwestern University Library

## ENVIRONMENT AND DISPLAY CONDITIONS

Relative Humidity must be maintained at 50% (+/- 3%)  
Temperature must be kept at 70 degrees F. (+/- 3 degrees)  
Light levels will be kept between 7-5 footcandles

## SHIPPING REQUIREMENTS

Courier required for unpacking, condition reporting and installation.  
Shipping must be via fine arts shipper.  
Pick up and deliver to Northwestern University Library, 1970 Campus Drive, Evanston, IL 60208.

## TERMS AND CONDITIONS GOVERNING LOANS

**Parties:** This Outgoing Loan Agreement (“Agreement”) is entered into by and between Northwestern University Library (hereinafter, the “Library”) and Rmn-Grand Palais (hereinafter, the “Borrower”) as of December 15, 2012 (the “Effective Date”).  
**Official Name:** The legal designation of the Library for insurance and similar purposes is Northwestern University (Library).  
**Conditions Governing loans:** All loans of works of art are subject to the conditions listed in this document. Any change in schedule, venue, or other conditions of this loan must be approved in writing by the Library.  
**Care and Preservation:** Objects borrowed shall be given proper care to insure against loss, damage or deterioration. The Borrower agrees to meet any special requirements for installation and handling. The Library certifies that to the best of its knowledge the objects lent are in condition to withstand ordinary strains of packing, transportation and handling. The Library must be notified immediately, followed by a full written and photographic report, if damage or loss is discovered. If damage occurs in transit, the Borrower will also notify the carrier and will save all packing materials for inspection. No object may be altered, cleaned, repaired or fumigated without the written permission of the Library, nor may framing, matting, mounting or glazing be changed without the Library’s written permission. Objects must be maintained in a fireproof building under 24-hour physical and/or electronic security and protected from unusual temperatures and humidity; from excessive light and
Packing and Transportation:
Objects shall be insured at the Borrower’s expense for the value stated on the face of this Agreement under an all-risk wall-to-wall policy. The Library shall determine whether the Borrower insures the objects or whether the Library insures them and invoices the Borrower for the premium. If the Borrower is insuring the objects, the Library must be furnished with a certificate of insurance or a copy of the policy made out in favor of the Library prior to shipment of the objects. Any lapses in coverage, any failure to secure insurance and/or inaction by the Library will not release the Borrower from liability for loss or damage.

Insurance:
The Borrower shall defend, indemnify and hold harmless the Library, Northwestern University, its trustees, officers, agents and employees from and against any damages, claims, demands, suits, judgment, penalties and costs (including reasonable attorneys’ fees and expenses) and all liability imposed by law resulting from any negligent or wrongful acts or omissions of the Borrower, its employees, agents or subcontractors.

Indemnification:
The Library will make available photographs of objects lent, which may be used for catalog, routine non-commercial education uses, publicity and registrarial purposes. No further use of such photographs can be made and no reproduction of objects lent can be made without the written permission from the Library. Each object will be labeled and credited to the Library in the exact format provided on the face of this Agreement, both for display labels and for publication credits.

Reproduction and Credit:
The Borrower will assume responsibility for all expenses incurred by the Library in work by conservators to prepare the objects for loan, in packing, crating, transportation, couriers, insurance, photography and any and all other related costs. The Library will make good faith to provide the Borrower with non-binding estimates of all applicable costs in advance.

Costs:
The loan is made with the mutual understanding that the object will be on view during the entire exhibition period for which it has been requested. Any intention by the Borrower to withdraw the loan from the exhibition at any time must be communicated to the Library immediately. The Museum reserves the right to recall the loan or cancel the loan for good cause at any time, and will attempt to provide reasonable notice thereof. Objects lent must be returned to the Library by the stated return date. Any extension of the loan period must be approved in writing by the University Librarian or her designee and must be covered by written parallel extension of the insurance coverage.

Cancellation/Return/Extension:
In the event of any conflict between this Agreement and any forms of the Borrower, the terms of this Agreement shall be controlling. This Agreement shall be construed in accordance with the laws of the State of Illinois, without reference to its rules governing choice of law and conflicts of laws.

Interpretation:
The Borrower must adhere to all applicable government regulations including without limitation all regulations related to international shipments. Unless otherwise stated herein, the Borrower is responsible for adhering to its country’s import/export requirements. The Borrower will protect objects from possible damage during its customs inspections and will make every effort to ensure that customs examinations are made only on the Borrower’s premises. If the nature of the material to be exported falls within the types addressed by the UNESCO Conventions, its status in the importing country should be verified before this loan Agreement is signed by the Borrower. The Library requires a declaration of indemnity from the Borrower. The provisions of this loan Agreement are subject to the discipline of force majeure. If U.S. Government indemnity is secured, the amount payable by indemnity is the sole recovery available to the Library in event of loss or damage, and objects will be insured in U.S. dollars at their value as of the application date. Current fluctuations affecting value of claims at a later date are not recognized under indemnity.

Additional Conditions for International Loans:

ACCEPTED AND AGREED:

Signed for the Borrower
Name and title
Today’s date

Signed for Northwestern University Library
Name and title
Today’s date
EXHIBITION INFORMATION

Half a Wind Show
January 2013-September 2014
Schirn Kunsthalle Frankfurt

Music Library Folder A-78
Yoko Ono
Japanese-American
9 Concert Pieces for John Cage
15 December 1966
Flat - Ink on paper (13 of 15 loose leaves)
Each leaf is 26 H x 20 cm W

DESCRIPTION

Support: 26 cm H x 20 cm W x 0 cm D
Leaf 1: Title page (A)
Leaf 2: Letter to John Cage (B)
Leaf 3: Wind Piece
Leaf 4: Cut Piece
Leaf 5: Clock Piece
Leaf 6: Question Piece
Leaf 7: Touch Piece
Leaf 8: Fly Piece
Leaf 9: Breath Piece
Leaf 10: Hide Piece
Leaf 11: Promise Piece
Leaf 12: Whisper Piece
Leaf 13: Disappearing Piece
Leaf 14: Sweep Piece (J)
Leaf 15: Boat Piece (N)

Media: Hand applied black ink appears to have been applied with a fountain pen or similar device. Graphite pencil is used very lightly on the back of each sheet to indicate order, however the current order was maintained and numbers used to identify sheets on labels for exhibit.
Binding cm H x cm W x cm D
No binding.

Housing and Packing
Each leaf is backed with mat board and wrapped in polyester film. Do not remove leaves from this exhibit mount.

Environment and Display Conditions
Relative Humidity must be maintained at 45% +/- 5%.
Temperature must be kept at 70 degrees F +/- 2 degrees.
The object may not be displayed in an overlapping or partially shadowed position.
Light shall be filtered to reduce UV and IR wavelengths and shall not exceed 5 footcandles.
The object will be loaned in a mount. Please do not remove the object from the mount.
Each leaf or opening may be displayed for a maximum of 4 months. If the exhibit period is longer, the leaf or page
must be rotated out and another displayed.

CONDITION
All leaves have been folded horizontally, dividing each leaf into three roughly equal sections. There are some
additional fold lines. There are scattered stains on leaves 1, 2, 6, and 15. No tears are present. The ink is in good
condition. If the condition of the object, housing or packing do not match this summary, please contact Northwestern
University Library immediately.

EXAMINED BY
<<Conservator(s)>>
#### Condition Summary of Object

**Upon Arrival at Venue 1**

-

Examined by:

Date:

**Upon Departure from Venue 1**

-

Examined by:

Date:

**Upon Arrival at Venue 2**

-

Examined by:

Date:

**Upon Departure from Venue 2**

-

Examined by:

Date:

**Upon Arrival at Venue 3**

-

Examined by:

Date:

**Upon Departure from Venue 3**

-
Proforma Invoice for Outgoing Loan

Delivered To: Réunion des musées nationaux, Paris
Borrower: Réunion des musées nationaux, Paris
Address: 3 avenue du Général Eisenhower – F-75008 Paris
Telephone: 33 (0)1.40.13.49.40
Fax: 33 (0)1.40.13.49.54
Date Shipped: Monday, September 10, 2012
Shipped Via: Masterpiece International
Owner: Northwestern University Library
Address: 1970 Campus Dr., Evanston, IL 60208, USA
Telephone: 847-467-5675
Fax: 847-467-7300
Insured by: AXA / Art

ACKNOWLEDGMENT OF OBJECTS RECEIVED

Object(s) described below are subject to the conditions printed on the back of this receipt. Please read the conditions printed on the reverse and sign at the bottom. Return one signed copy to Northwestern University Library within 30 days of the receipt of the work(s). Retain one original copy for your records. If this receipt is not returned within 30 days, it is assumed that the shipment has been received in good condition.

OBJECT INFORMATION

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description of Objects</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>Casas, Ramón, Catalan Spanish, 1866-1932. <em>Le bohème poète de Montmartre (Portrait d’ Erik Satie)</em>. 1891. Oil on canvas. 198.8x99.7 cm; 218.4x114.9 cm framed.</td>
</tr>
</tbody>
</table>

The object(s) listed above were received in good condition unless otherwise noted.
TERMS AND CONDITIONS GOVERNING LOANS

This Ongoing Loan Agreement ("Agreement") is entered into by and between Northwestern University Library (hereinafter, the "Library") and Kim-Quan Huynh (hereinafter, the "Borrower") on December 15, 2012 (the "Effective Date").

Official Name:
The legal designation of the Library for insurance and similar purposes is: Northwestern University (Library).

All loans of works of art are subject to the conditions listed in this document. Any change in schedule, venue, or other conditions of this loan must be approved in writing by the Library.

The Library reserves the right to recall an object for good cause at any time and will attempt to provide reasonable notice thereof.

Conditions Governing loans:
In the event of any conflict between the terms of the Borrower’s loan Agreement form and the terms and conditions set forth in this Agreement, this Agreement shall prevail.

Objects borrowed shall be given proper care to insure against loss, damage or deterioration. The Borrower agrees to meet any special requirements for installation and handling. The Library certifies that to the best of its knowledge the objects lent are in condition to withstand ordinary strains of packing, transportation and handling. The Library must be notified immediately, followed by a full written and photographic report, if damage or loss is discovered. If damage occurred in transit, the Borrower will also notify the carrier and will save all packing materials for inspection. No object may be altered, cleansed, repaired or defaced without the written permission of the Library, nor may framing, mounting, glazing be changed without the Library’s written permission. Objects must be returned in a fireproof building under 24-hour physical and/or electronic security and protected from unusual temperatures and humidity; from excessive light and from insects, vermin, dirt or other environmental hazards. Objects will be handled only by experienced personnel. Repacking must be done with either original or similar materials and boxes and using the same methods as were used when the object was received.

Care and Preservation:
Packing and transportation arrangements for the loan must be approved by the Library. The Borrower agrees to meet any special requirements for packing and shipping. Unpacking and repacking must be performed by experienced personnel. Repacking must be done with either original or similar materials and boxes and using the same methods as were used when the object was received.

Insurance:
The Borrower shall defend, indemnify and hold harmless the Library, Northwestern University, its trustees, officers, agents and employees from and against any damages, claims, demands, suits, judgment, penalties and costs (including reasonable attorneys’ fees and expenses) and all liability imposed by law resulting from any negligent or wrongful acts or omissions of the Borrower, its employees, agents or subcontractors.

Indemnification:
The Library shall make available photographs of objects lent, which may be used for catalog, routine non-commercial education uses, publicity and registrarial purposes. No further use of such photographs can be made and no other reproduction of objects lent can be made without the written permission from the Library. Each object will be labeled and credited to the Library in the exact form provided on the face of this Agreement, both for display labels and for publication credits.

Reproduction and Credit:
The Borrower will assume responsibility for all expenses incurred by the Library in works by conservators to prepare the objects for loan, in packing, crating, transportation, couriers, insurance, photography and any and all other related costs. The Library will make good faith efforts to provide the Borrower with non-binding estimates of all applicable costs in advance.

Costs:
The loan is made with the mutual understanding that the object will be on view during the entire exhibition period for which it has been requested. Any intention by the Borrower to withdraw the loan from the exhibition at any time must be communicated to the Library immediately. The Museum reserves the right to recall the loan or cancel the loan for good cause at any time, and will attempt to provide reasonable notice thereof. Objects lent must be returned to the Library by the stated return date. Any extension of the loan period must be approved in writing by the University Librarian or her designate and must be covered by written parallel extension of the insurance coverage.

Cancellation/Return/Extension:
In the event of any conflict between this Agreement and any forms of the Borrower, the terms of this Agreement shall be controlling. This Agreement shall be construed in accordance with the laws of the State of Illinois, without reference to its rules governing choice of law and conflicts of laws.

Interpretation:
The Borrower must adhere to all applicable governmental regulations including without limitation all regulations related to international shipments. Unless otherwise stated herein, the Borrower is responsible for adhering to its country’s import/export requirements. The Borrower will protect objects from possible damage during its customs inspections and will make every effort to ensure that customs examinations are made only on the Borrower’s premises. If the nature of the materials to be exported falls within the terms addressed by the UNESCO Conventions, its status in the importing country should be verified before this loan Agreement is signed by the Borrower. The Library requires a declaration of immunity from seizure if available. The provisions of this loan Agreement are subject to the doctrine of force majeure. If U.S. Government indemnity is secured, the amount so secured will be in U.S. dollars at their value as of the date of signing of this Agreement.

Additional Conditions for International Loans:
<table>
<thead>
<tr>
<th>Description of Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conservation work performed on the painting <em>Le bohème poète de Montmartre (Portrait d’Erik Satie)</em> by Ramón Casas, to prepare painting for shipment to Rmn-Grand Palais, Paris, France</td>
</tr>
</tbody>
</table>

**PAYMENT INFORMATION**

*Make check payable to:* Northwestern University

*Please mail to:* Sara Stigberg  
Northwestern University Library  
1970 Campus Drive  
Evanston, Illinois 60208
Advice from a Library Perspective

- Be thorough
- Be in communication
- Be patient
- Be flexible
Recommended Resources

• Northeast Document Conservation Center (NEDCC)’s guide to *Protecting Paper and Book Collections During Exhibition*

• ACRL/RBMS Guidelines For Interlibrary And Exhibition Loan of Special Collections Materials (from the Association of College and Research Libraries & the Rare Books and Manuscripts Section of the American Library Association)
  http://www.ala.org/acrl/standards/specialcollections

• American Alliance of Museums: *Standards Regarding Collections Stewardship*

• Registrars Committee, American Alliance of Museums (RCAAM): *Forms and Policies Sample Documents*, including Standard Facility Report
  http://www.rcaam.org/resources/sample_documents/