

General Terms and Conditions of Delivery
Oberösterreichisches Landesmuseum /
Upper Austrian State Museum



Loan requests entail a certain expenditure of work and time: verification and documentation of the condition statuses, determination of loanability, security photographs, any necessary cleaning, conservation and restoration measures, consultations with the borrower, transport preparations and more.

Processing time for loan requests is approx. **6 months**. For more extensive requests, loans abroad, necessary conservation and restoration measures etc. this process shall be correspondingly extended.

Changes or amendments to the loan request must be announced **3 months** prior to the exhibition date at the latest.

If you **cancel** the loan **within two weeks prior to the loan start date**, we reserve the right to charge **processing fees**.

We require an **address (contact person)** from all borrowers, as well as a **telephone number (fax number if available), email address, title, place and duration of exhibition, as well as a brief concept** of the planned exhibition.

All items on loan shall be clearly identifiable by **author, title of the work and if possible by stock number**. We are unable to process general enquiries. We are however quite willing to support research.

Photo requests for publications must be already listed in the loan request, and labeled with information on type, size and purpose of use of the photos (loan or manufacturing costs!).

The Oberösterreichische Landesmuseen shall take out an **insurance policy** for the items on loan (incl. transport and exhibition) to be borne by the borrower. The items on loan will be packed and available for collection only when the payment of the insurance premium has been made.

The Oberösterreichische Landesmuseen will commission an art transportation company to **transport** the items on loan and the borrower shall be invoiced for this.

The **accompanied transport** of the items on loan shall be carried out as needed by a professionally competent employee of our museum. The costs for this shall be borne by the borrower.

The borrower shall be obligated to send three specimen copies of the exhibition documentation (catalog) to the Oberösterreichisches Landesmuseum, Leihverkehr Department, free of charge.

We are pleased to respond to any enquiries: leihverkehr@landesmuseum.at
Phone: +43 732 77 44 82 27.

Director of the Oberösterreichisches Landesmuseum