

### Insurance

Unless Government Indemnity is applicable, borrowers must take out 'nail to nail' All Risks insurance cover for the values specified on the loan form.

**We also require proof that insurance has been taken out to cover 'minimum liability' under the terms of Government Indemnity.**

In the event of a total write-off the borrower will also be required to meet any VAT costs incurred. Borrowers must return one copy of the loan form together with proof of insurance cover. **WORK CANNOT BE RELEASED UNTIL THIS IS DONE.**

### Collection and Return

Borrowers must provide appropriate transportation for works.

- Transport agent must be approved by ACC in advance
- The vehicle must be alarmed and lockable
- The cargo area should be separate from the passenger compartment
- The vehicle must be solid sided (not curtain sided)
- The vehicle must have air ride suspension and temperature control
- Two people must always accompany the vehicle
- The vehicle must not be left unattended at any time
- If the journey cannot be completed in one day, secure, approved overnight parking is required
- Borrowers must return (via email) a signed copy of the ACC loans receipt to the Loans Coordinator within 24 of receiving artworks

Borrowers must let the Loans Coordinator know the day on which each collection is to be made (whether from the ACC store or a place of long loan) and when each work is to be returned at the close of the exhibition. The ACC reserves the right to send a member of staff to accompany the vehicle and oversee installation and de-installation and condition reporting. All costs must be met by the borrower including travel, accommodation and per diem if required. A per diem of £34.98 is required for UK venues or 70 euros (or equivalent) for International venues.

Borrowers must also be responsible for making arrangements to hang work or re-site sculpture, if required, when returning works to long loan venues.

At the close of an exhibition, borrowers must provide exhibition attendance figures, installation images and press coverage within 2 weeks of the exhibition closing.

The borrower is responsible for all transportation and (where required) casing costs. On occasions the borrower may be asked to contribute towards framing and preparation costs.

### Fees for non-UK borrowers

The ACC will charge venues outside the UK a fee based value per work per venue. Details of these fees can be found in the ACC Loans Policy available on our website- [www.artscouncilcollection.org.uk](http://www.artscouncilcollection.org.uk)

### Tour

The originating venue must provide details of any tour and contact details at least three months in advance of the commencement of the tour

### Damage

Borrowers must notify Head of Collection or the Loans Coordinator **IMMEDIATELY** if a work is damaged in transit or during the exhibition. No repairs or surface cleaning should be carried out without first consulting the Head of Collection. In case of damage or theft the Collection has the right to review CCTV footage for duration of loan. Framed pictures should not be unframed or the plexiglass/glass removed without prior permission from the Head of Collection. All conservation costs including those of examination by a conservator approved by the ACC must be borne by the borrower. The borrowers must ensure that the work is handled by professionals at all times.

### Security

Inigation of loans as outlined by the terms of Government Indemnity is required during opening hours. Security and fire precautions must be approved by the borrower's local police and fire service and comply with Government Indemnity regulations.

### Health and Safety

It is the responsibility of the borrower to ensure all health and safety requirements pertaining to ACC works are met throughout the exhibition and installation/deinstallation processes.

### Conditions of Display

Very light sensitive objects such as works on paper must be protected from direct sunlight with light levels no more than 60 lux.

Paintings should be displayed with lux levels no more than 200 lux.

Works should not be placed near radiators or air conditioning devices.

The following guidelines for conditions should be followed:

- Relative humidity 50% (with +/- 5% within a 24 hour period)
- Temperature 20°C (with +/- 2°C within a 24 hour period)
- Barriers must be provided in front of unglazed work and smaller works such as sculpture must be displayed under secure acrylic covers or lockable display cabinets
- Fixings attached to artworks by the ACC must not be removed without prior consent from a member of ACC staff. Please note you will be charged for any fixtures and fittings which are not returned with the artwork
- Packing cases must be stored by the borrower in clean, dry, secure conditions
- Venues must supply three months worth of environmental readings prior to works being released

### Acknowledgements

The Collection must be credited in the catalogue, all printed and digital media. The credit should read:

**Arts Council Collection, Southbank Centre, London.**

For image hire and reproduction fees please contact Grace Beaumont, Acquisitions Coordinator e-mail:

[Grace.beaumont@southbankcentre.co.uk](mailto:Grace.beaumont@southbankcentre.co.uk)

Press enquires for images should be directed to the Southbank Centre, Press Officer, Harriet Black e-mail: [harriet.black@southbankcentre.co.uk](mailto:harriet.black@southbankcentre.co.uk)

Where an exhibition comprises of 20% or more ACC works, the following text must be on display:

**This exhibition has been supported with loans from the Arts Council Collection. Founded in 1946, the Arts Council Collection is a national loan collection of modern and contemporary British art. Operating as a 'museum without walls', the Collection includes important examples of the UK's prominent artists acquired at an early stage of their careers. For more information visit [artscouncilcollection.org.uk](http://artscouncilcollection.org.uk)**

**Arts Council Collection is managed by Southbank Centre, London on behalf of Arts Council England**

### Copyright

The borrower is responsible for clearing copyright and any related costs.

### Photography

The taking of photographs for non-commercial purposes is permitted. Permission to take photographs for commercial purposes must be obtained from the artist. Permission to film any work on loan must be sought from the Acquisitions Coordinator.

### Audio/Visual Works of Art

The copying of any video, cassette, slides or disc belonging to the Arts Council Collection is not permitted.

### Illicit Trade

In accordance with current UK Department for Culture Media and Sport guidelines, the ACC requires the borrower by this agreement to confirm that no items in their exhibition or displays are known to have been stolen, illegally imported or exported or illegally excavated as defined in the 1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property.

### General

Any publication produced in connection with the exhibition will be sent free of charge to the Head of Collection.

The ACC reserves the right to recall at any time any loan and disclaim any liability arising from such action.

The ACC reserves the right to waive or add to the above conditions with reasonable notice to the borrowers

Any queries on the conditions of loan should be addressed to the Head of Collection or Loans Coordinator.