

## **GENERAL CONDITIONS FOR LOANS FROM THE STATE COLLECTIONS OF LOWER AUSTRIA**

This information sheet addresses all parties interested in loaning items from the State Collections of Lower Austria. It will inform you about key data, modalities, and procedures. The comprehensive loan agreement to be signed for the loan determines and controls the conditions in detail.

### **1. Loan request**

Loan requests are to be addressed exclusively to:  
Office of the Provincial Government of Lower Austria  
Department of Arts and Culture  
c/o Armin Laussegger  
Landhausplatz 1  
3109 St. Pölten  
Austria

The loan request is to contain the following details:

borrower's name, address, telephone number, and e-mail address, information about the curator in charge, exhibition title, exhibition location (institution, building, hall) opening date and duration of the exhibition, duration of the loan (scheduled date of delivery and return transport) definition of the loan(s): artist, title, inventory number

### **2. Contact Person**

If you have any questions about the loan procedure, please contact our registrar, Alexandra Leitzinger; phone: +43/(0)2742/9005-13098, e-mail: [noelandessammlungen.registrar@noel.gv.at](mailto:noelandessammlungen.registrar@noel.gv.at)

### **3. Loan Agreement**

Only use the agreement form provided by the Office of the Provincial Government of Lower Austria, Department of Arts and Culture for loans from the State Collections of Lower Austria. The agreement is drawn up in two copies.

### **4. Deadline**

Generally, only agreements that have been submitted to the Department of Arts and Culture 6 months prior to the scheduled first day of the loan will be processed. For

conservational, administrative, and organizational reasons, shorter deadlines are not possible.

## **5. Possible Denial of a Loan Request**

A loan request may be denied if the State Collections need to use the item themselves during the scheduled period. The request may also be denied for conservational or security reasons or if the item is still on loan in a different institution.

## **6. Special Conditions**

Special conservational and/or security conditions may apply to certain loan items in terms of transport and handling and/or storage and/or exhibition with regard to preservation or for other reasons. Representatives of the Federal Province of Lower Austria must be able to check at all times whether these conditions are met. Special conditions will be specified in the loan agreement and are therefore binding.

## **7. Manipulationsgebühren**

For the processing and handling of the loan transaction, a loan fee will be charged EUR 270,- per loan. All fees are without any tax.

## **8. Versicherung**

If the Lower Austrian State Collections do not agree to state liability, the NÖ Versicherung AG, Neue Herrengasse 10, 3100 St. Pölten is to be charged with covering the insurance risk from nail to nail and against all risks by the borrower. The original insurance policy must be received by the Department of Arts and Culture at least 5 working days prior to transport.

## **9. Transport**

For loans from the art collection, one of the following forwarders is to be commissioned with the transport to the lender and back to the lender:

### **hs art**

service austria GmbH  
Grossmarktstrasse 6  
A-1230 Wien  
Tel: +43 (0)1 614 250

### **Kunsttrans Spedition GmbH**

Bertl-Hayde-Gasse 4  
A-1110 Wien  
Tel: +43 (0)1 748 55 44-0

### **Museumspartner GmbH**

Sebastian-Kneipp-Weg  
17  
A-6020 Innsbruck  
Tel: +43 (0)512 562 800