

Outgoing Loan Guidelines

2013



Guidelines for Borrowing Collection Objects

The following is meant to assist you, the borrower, in meeting the Zimmerli Art Museum's requirements and in planning your own exhibition and budget. For further information regarding the loan procedure, please contact the Registrar's Department at 848-932-7237, ext. 26168.

Loan Requests: A written request on institutional letterhead, addressed to the Director, must be submitted at least six (6) months in advance of your opening date. Please include a complete description of the exhibition in your request. Only exhibition venues with specific locations and dates will be considered. Any change in the schedule, venues or other conditions of the loan must be requested in advance and in writing to the Registrar. Approval by the Zimmerli Art Museum will be confirmed in writing.

To facilitate the loan process, it is strongly recommended that two copies of a signed loan agreement accompany the written request. When the loan is approved, the agreement will be counter-signed by the Registrar and a copy returned to the Borrower.

Facility Reports: In order to process your loan request, we require a recent facility report from all institutions on the exhibition tour. Approval of a loan request is granted only to those facilities which meet our standards. If possible, please submit the American Alliance of Museums (AAM) standard facility report when you submit your original request.

- We have your facility report on file.
- Please send a facility report with at your earliest convenience to the Registrar
- Please ask the travel venues to forward facility reports

Fees and Expenses: The borrower shall bear all expenses of the loan, which may include but are not limited to: administrative and preparation fees, packing and crating, photography, courier expenses and transportation. When needed, conservation and framing costs may also be included. An itemized list of associated expenses will be sent with the loan agreement. An outgoing loan fee schedule for in-house costs is appended.

Insurance: Unless otherwise notified, the borrower will insure the loan wall-to-wall and will provide the museum with a certificate of insurance prior to shipment. In some instances, the Zimmerli may provide insurance coverage and ask the Borrower to cover the cost of the policy. No object will be released for shipment without receipt of the certificate of insurance. Please note that we require earthquake protection for venues located in earthquake prone areas.

Packing and Crating: All packing and crating will be completed to the Zimmerli Art Museum's specifications. Packing and crating will be done by the Registrar's staff or by a fine-arts crater of the Zimmerli Art Museum's choice.

Transportation: The Zimmerli Art Museum must approve all transit arrangements including sending, forwarding, and returning. International shipments must be supervised by forwarding agents approved by the Zimmerli Art Museum.

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Couriers: A Zimmerli Art Museum staff member will accompany international loans. Domestic loans may also require a courier due to high value, special handling or installation requirements. If shipping arrangements can assure the safe transit of an object, the Zimmerli Art Museum may waive the courier requirement. Requests to waive a courier requirement must be made in writing and include a complete description of the transit arrangements.

Courier expenses: A courier for an international loan shall receive a minimum of three night hotel accommodation and four days expenses of US\$150 per day. A courier for a domestic loan shall receive up to two night hotel accommodations and three days per diem at US\$100. Necessary expenses beyond these costs will be billed to the borrower. Business class seating is required for hand-carrying, or if the flights are longer than six hours.

Photographs: The Zimmerli Art Museum will supply slides, digital images and/or 4 x 5 color transparencies. The Borrower will be charged for rental and new photography. Photographs/transparencies may be used for catalog, publicity and educational support purposes. You may request photographs by contacting the Rights and Reproductions department at ext. 26169 or photography@zim.rutgers.edu.

Publications: Please send three complimentary copies of any publication related to this exhibition directly to the Zimmerli Art Museum to the attention of the Registrar.

Credit Line: The loan should be credited in all publications, signage, and publicity as: **Collection Zimmerli Art Museum at Rutgers University**. The museum should be presented as **Zimmerli Art Museum at Rutgers University** and listed under **Z**.

Cancellations: If an approved loan is canceled less than **90 days** prior to the exhibition opening date, the Borrower will be responsible for the loan and preparation fees and any accrued expenses.

Billing: Invoices will be prepared by the Registrar's Department and will be sent to the Borrower/organizer named on the loan agreement. The Zimmerli Art Museum will not divide charges among participating institutions.

Exhibition report: The Zimmerli requests a report on the exhibition including attendance and essential press for all venues which should be sent to the attention of the Director within 90 days of the exhibition closing.

Outgoing Loan Fee Schedule - In-house Expenses

Administrative Fees

Administrative fees are charged for the time spent by the Zimmerli's staff in processing the loan. This includes, but is not limited to: loan approval and loan agreement preparation, gallery de-installation and re-installation, condition reports, packing and shipping preparation.

US\$200 for the first object

US\$150 per additional object

Packing Fees:

The Zimmerli, based on cost of materials and labor, determines in-house packing fees.

In-house Object Preparation Fees:

Preparation fees may include, but are not limited to: cleaning, mount-making, matting and framing. The Zimmerli, based on costs of materials and labor, determines fees.

ZIMMERLI ART MUSEUM

APPROVED FINE ARTS PACKERS AND SHIPPERS

Current as of March 27, 2013

Crating and Shipping:

Boxart
79 North 5th Street
Brooklyn, NY 11249
(718) 782-6100

Artex Fine Art Services
635 West 27th Street
New York, NY 10001-1105
(212) 244-0999
Toll Free: (888) 422-7839
Fax: (212) 244-9819

Shipping Only:

U.S. Art Company, Inc.
66 Pacella Park Drive
Randolph, MA 02368
(781) 986-6500
Toll Free: (800) 872-7826
Fax: (781) 986-5595

Crozier Fine Arts, Inc.
525 West 20th Street
New York, NY 10011
(212) 741-2024
Toll Free: (800) 822-2787
Fax: (212) 243-5209

F.A.S.T.
45 Sherwood Drive
Prospect, CT 06712
(800) 255-2421

FedEx Custom Critical
(800) 255-2421

Customs Brokers:

Masterpiece International
39 Broadway, 14th Floor
New York, NY 10006
(212) 825-4800
Fax: (212) 825-7010
nyc@masterpieceintl.com

Racine Berkow Associates, Inc.
37-05 Greenpoint Avenue
Long Island City, NY 11101
(718) 482-8384
Fax: (718) 482-8385
rba@racineberkow.com

Rigging:

More Specialized Transport
145 Myer Street
Hackensack, NJ 07601
(201) 678-0060
Fax: (201) 678-1635