



UPPSALA
UNIVERSITET

Uppsala University Library
Carolina Rediviva
Dag Hammarskjölds väg 1
Box 510, 75120 Uppsala
Sweden

Dnr. XXXXXXXX

Appendix containing loan list, insurance value and loan fee.

Loan Agreement

Between Uppsala University, acting through Uppsala University Library (UUL) and the
Borrowing institution,

Concerning loan of objects listed in the appendix for the exhibition,

The exhibition will be presented in, (Date to date)



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1. Insurance and guarantees

The objects are to be insured or indemnified by the Borrowing institution against all risks from the time of their departure from UUL until they are returned and received by UUL following the closure of the exhibition(s). If the same objects are loaned to several Borrowing institutions in succession, the primary Borrowing institution shall be responsible to UUL for the fulfilment of this Agreement from the time the objects leave UUL until they are returned, whether the objects are in the primary Borrowing institution's possession or not. The primary Borrowing institution must therefore ensure that subsequent lending institutions are bound by the corresponding conditions as in the current Agreement.

The Borrowing institution must send a copy of the indemnity or the insurance policy to UUL not less than six (6) weeks before the objects leaves UUL.

If the indemnity or the insurance policy between the Borrowing institution and the insurance company or Government authorities contains clauses limiting the Borrowing institution's liability, the Borrowing institution is nevertheless responsible for guaranteeing that UUL is fully indemnified according to the sum specified in the Agreement.

During the loan period the Borrowing institution guarantees that the objects will have immunity from jurisdiction and immunity from seizure or from any corresponding legal instrument that may be applied by national or international legislation or regulation.

2. Costs

The loan carries a fee (please see appendix). All other costs arising in connection with the loan shall be borne by the Borrowing institution.

3. Loan cancellation

If the Borrowing institution abstains from the loan, UUL should be informed accordingly in writing, not less than six (6) weeks before the exhibition opens. If not, the Borrowing institution will be charged with the loan fee and for other expenses incurred by UUL.



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4. Packing and crating

The objects will be packed at UUL by or under the supervision of in-house preservation staff. Packing and crating costs will be charged to the Borrowing institution. Crates and, if possible, packing materials should be kept for outgoing shipment, and the objects should be repacked using the same methods and materials.

5. Transportation

The Borrowing institution must consult with their designated UUL contact prior to making any arrangements for the sending, forwarding, or returning of the objects.

Specialized transportation companies agreed upon by both Parties will carry out the transportation. All expenses related to it will be borne by the Borrowing institution.

6. Courier

Unless otherwise agreed upon, one or two couriers from UUL will accompany the loan in both directions. The Borrowing institution agrees to cover all shipping costs, including courier travels to and from UUL, courier accommodation and courier per diem allowances, which are to be paid in cash to the courier upon arrival. The per diem follows the prescribed Swedish government subsistence allowance for the country in question.

Business class transport is required for courier on the accompanying leg. To long-haul locations (6 hours and above), business class is required inbound and outbound.

The courier has UUL's authority to solve problems concerning the loan, but not to cancel the loan without first contacting UUL.

7. Installation

On arrival at the exhibition venue the transport crates may only be opened under supervision of the UUL courier. If the object has been in transit for more than 8 hours, it may be required to remain in its crate to acclimatise for 24 hours before unpacking. The courier will unpack, handle and install the loaned object. Staff from the Borrowing institution trained in object handling may handle UUL loans with the agreement of the courier. The courier must be present at all times.



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On unpacking, the condition of the loaned object must be agreed and signed off by both the courier and the Borrowing institution with reference to the condition report prepared by UUL prior to departure. A copy of the condition report will be left with the Borrowing institution. The loan will be left in the care of the Borrowing institution when the courier are content that all agreed conditions are in place, the loan is installed and the display case locked, or items are secured as agreed.

8. Security

All objects must be exhibited in a secure display case which meets the UUL specifications for security and environmental conditions. Exceptions may be made for framed and glazed material, which must be secured to a wall with mirror plates and security screws, or other agreed fittings. Oversized items, too large to fit in a display case, require special considerations.

Twenty-four-hour invigilation of the loan by security staff is normally required, although use of intruder-detection alarm systems during closed hours may be considered acceptable. Staff trained in security must be in attendance whenever the exhibition is open to the public, and during installation and de-installation.

The borrower must notify UUL promptly of any theft, or attempted theft, at the venue, which occurs while UUL items are on loan, even if UUL items are not affected.

If the security is found to be inadequate, UUL has the right to terminate the Agreement without any obligations whatsoever and immediately withdraw the objects from the exhibition.

9. Care

The Borrowing institution must protect the objects at all times against direct or indirect sunlight, precipitation, excessive humidity or excessively dry conditions, strong artificial light, proximity to heating systems or cold air sources, pests, or any other conditions that may damage the objects. The Borrowing institution must also maintain constant and adequate protection against theft, vandalism, fire, and flooding and other disasters caused by nature or by human activities.



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10. Climate and light

The Borrowing institution must be able to provide a stable climate for the objects within the following ranges:

Materials	Temperature*	Relative Humidity RH*
Paper	18 – 22 °C	35 – 45 %
Parchment	18 – 22 °C	40 – 50 %
Photographs	14 – 18 °C	35 – 40 %
Mixed media	18 – 22 °C	35 – 45 %

**With reservations for changes dictated by the demands of specific objects.*

Daily variations of the above measurements must not exceed ± 3 °C and 5 % RH within the given spectrum.

Illumination of the objects must not exceed 50 lux and annual light exposure levels must be kept below 50,000 lx.h. Ultraviolet radiation levels must be kept to 0 μ W/lumen at all times. Incandescent light or any other heat-generating light sources must not be used inside or close to a display case or a wall-mounted object.

If the climate is found to be inadequate, UUL has the right to terminate the Agreement without any obligations whatsoever and immediately withdraw the objects from the exhibition.

11. Photography

The objects may not be photographed or in any other way reproduced by the Borrowing institution without special permission from UUL, except for the purpose of condition reports or general installation views. Other photographs may be obtained from UUL at ordinary price (please see appendix), not less than six (6) weeks before the beginning of the loan.

12. Reference

The Borrowing institution is obliged to refer to UUL on exhibition signs and in exhibition catalogues.



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13. Extension of the loan period

Any extension of the loan period must be applied for in writing to UUL, not less than six (6) weeks before the ending of the exhibition. If UUL agrees with the request, the Borrowing institution must extend the insurance coverage in accordance with the new loan period and send a copy of the new insurance policy to UUL. This Agreement will be automatically extended to cover the new loan period.

14. Modification of the Agreement

For modifications of the Agreement to apply, they shall be made through written correspondence between the Parties concerned, not less than six (6) weeks before the beginning of the loan. The modification must be signed by both Parties and be enclosed with this Agreement.

All notices, inquiries, and communications between UUL and the Borrowing institution must be sent to:

Uppsala University Library
Box 510
751 20 Uppsala
Sweden
Tel: +46 18 471 3900
Email: maria.berggren@ub.uu.se

The Borrowing institution:
(Institution, contact person, department, address, telephone and e-mail)



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15. Governing Law and Arbitration

The laws of Sweden govern this Agreement.

Any dispute, controversy, or claim arising out of, or in connection, with this Agreement, or breach, termination or invalidity thereof shall be settled by arbitration in accordance with the Rules for Expedited Arbitration of the Arbitration Institute of the Stockholm Chamber of Commerce.

This Agreement has been executed in two copies, of which each Party has taken one.

Uppsala University,

Acting through Uppsala University Library

Borrowing institution

Date _____

Date _____

Signature

Signature

Print signature

Print signature

Title

Title



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Appendix

Loan list and insurance values

Objects	Insurance value

Loan fee: **400 €**

For prices and order on reproductions please contact Uppsala University Library.
E-mail: fraga.biblioteket@ub.uu.se

Uppsala University, acting through Uppsala University Library (UUL),

Date _____

Signature

Print Signature