

INFORMATION PERTAINING TO OUTGOING LOANS

The following information is intended to assist art galleries and museums that wish to borrow artworks from the National Gallery of Canada (NGC).

LOAN REQUEST

Loan requests should be submitted to the Director and CEO via email at jfbelisle@gallery.ca, or by mail to the address below, and include the following information: exhibition title and dates, exhibition description, associated publications, additional venue locations and dates if applicable, artwork information (artist, title, date, media, etc.), and staff contact information.

ADVANCE NOTICE

Borrowing institutions are advised to submit loan requests well in advance of the exhibition opening date. The minimum request time for each loan is:

1–10 works: 12 months
10+ works: 18 months

If a request is not received within the prescribed deadline, a rush fee will apply.

Rush Fees:

Canadian Museum: \$250 (per work)
International Museum: \$500 (per work)

LOAN FEE

Canadian Museum: \$125 first work and
\$75 for each additional work
International Museum: \$250 (per work)

If the borrower cancels the loan after the assessment process has begun, a \$150 fee per work may be charged to the borrower on top of all materials and labour costs incurred (ie. packing/crating, restoration work, etc.).

INSURANCE

It is the NGC's policy to insure works of art under our fine arts insurance program, for which the borrower will be charged a fee.

SHIPPING, CRATING, COURIER AND EXTRAORDINARY EXPENSES

All arrangements for the shipping of NGC works to and from the borrower must be approved, in advance, by the NGC. All costs related to transportation, customs brokerage, security escorts, crating, courier, and any other extraordinary expenses are the borrower's responsibility.

FACILITY REPORT

Museums submitting loan requests will kindly provide the NGC with a copy of their current Facility Report. The borrower will also be asked to provide copies of humidity and temperature readings taken from the galleries in which the artwork(s) are to be exhibited. Readings in graph form only will be accepted. The NGC will not accept readings in table form. The graphs should reflect a period similar to that being requested for loan. For touring loans, the institution making the request is responsible for providing the NGC with Facility Reports and humidity and temperature graphs for all subsequent venues.

REPRODUCTION REQUESTS

Reproduction requests for images are handled by the NGC's Copyrights Office (reproductions@gallery.ca). Charges for these services are handled exclusively by this department and are independent of other loan costs.

LOAN AGREEMENT

It is standard policy for the NGC to issue its own Outgoing Loan Agreement.