



**National Gallery
of Canada**

**Musée des beaux-arts
du Canada**

LOAN POLICY

The Policy was approved by the Board of Trustees on 15 September 2020.

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1. GENERAL INFORMATION

- 1.1 Works of art in the collection of the National Gallery of Canada (NGC) may be made available for loan to art galleries and museums.
- 1.2 The criteria and conditions for loan are set forth in Sections 3 and 4 respectively of this Policy.
- 1.3 Works of art whose physical condition or properties make them particularly vulnerable to damage or deterioration will be inscribed on the NGC's Restricted Loans List.
- 1.4 Long-term loans involve artworks that are borrowed by art galleries and museums for a duration of three or more years.
- 1.5 Government Loans involve artworks borrowed by departments and agencies of the Government of Canada, including loans to the government offices and official residences (i.e. Prime Minister's Office or Residence, the Residence of the Governor General or offices of Cabinet Ministers).
- 1.6 Artworks loaned in the context of an exhibition co-organized jointly by the NGC and other Canadian and/or foreign art gallery or museum, are subject to the same criteria and conditions as all other loans. An official loan request must be presented by the borrower within the established timelines if a work owned by the NGC is desired by the co-organizer for the exhibition.
- 1.7 Any loan from the NGC collection that constitutes 25 per cent or more of the borrowing institution's exhibition project may be considered as a contributing partnership between the borrowing institution and the NGC, subject to suitable organizational recognition and other considerations as appropriate, to be stipulated in a separate agreement.

2. POLICY OBJECTIVE

The objective of this Policy is:

- a) To set forth guiding principles and provide direction to all NGC staff for the management of the art loans program at the National Gallery of Canada; and
- b) To outline general guidelines for external stakeholders interested in borrowing works of art from the NGC's collection.

For detailed information regarding loans of works of art, the NGC's Exhibitions and Loans Programs Department should be contacted.

3. CRITERIA FOR LOANS

- 3.1 Loans may be made to art galleries and museums subject to the conditions as per section 4 of this Policy if, in the opinion of the Director and CEO, or their delegate, upon the recommendation of the NGC Loan Committee, the project has merit because:

- a) the works of art will be subjected to study, contributing to a greater understanding, appreciation and knowledge of art; and/or
- b) the recognition of Canada's national collection will be furthered; and/or,
- c) the loan will result in benefit to programs of both, the lender and the borrower.

3.2 Loans will be made only to reputable art galleries and museums that meet the following requirements:

- a) have a staff with demonstrated ability to handle works of art safely;
- b) possess systems for environmental controls (including temperature, humidity and lighting) that meet the conservation standards required by the NGC; and
- c) have security and fire protection systems in place that meet the standards required by the NGC.

4. CONDITIONS OF LOANS

The approval of a loan request is made by the Director and CEO, or their delegate, upon the recommendation of the NGC Loan Committee. The borrowing institution agrees to be governed and bound by the Conditions of Loan set out in the authorized Loan Agreement of the National Gallery of Canada.

4.1 A letter of request to borrow a work(s) of art will be considered if it is received at the NGC:

- a) at least twelve (12) months in advance of the required date indicated by the borrowing institution if fewer than ten (10) works are requested; or
 - b) at least eighteen (18) months in advance of the required date indicated by the borrowing institution if ten (10) or more works are requested.
- or
- c) with sufficient lead time for more complex works of art, which may require more than (12) months for staff to properly assess and prepare for loan.

4.2 Any additional requests for loans, which follow after the original letter, must also be made in compliance with the above stated lead times.

4.3 An Administrative Loan Fee, set by the NGC Loan Committee and revised from time to time, will apply to all approved loans. Failure to request a loan within the timeframes outlined at section 4.1 may be grounds for refusal of a loan. Alternatively, if approved, additional costs, including an administrative surcharge, set by the NGC Loan Committee and revised from time to time, will apply.

4.4 The period for which the works are requested must be stated in the loan request and, in the case of a loan for a travelling exhibition, the names of all institutions in which the artwork will be shown and the dates of the respective showings must be indicated in the request.

4.5 To facilitate decisions on loan requests, the borrowing institution and all proposed tour venues must demonstrate their capacity to meet the NGC's requirements for environmental conditions, security arrangements, and art handling/technical expertise.

- 4.6 Each participating venue will be subject to an environmental assessment and is required to provide a current Standard Facility Report, as well as relative humidity and temperature readings taken from the spaces in which the artwork(s) is/are to be exhibited. The readings provided must be for a period similar to that of the proposed dates of the exhibition, and must be taken within one year prior to the actual dates of the show. Readings must be presented in graph format only; other formats will not be accepted. It is the responsibility of the requesting institution to obtain all necessary documents for each of the touring venues. This documentation will be assessed against the particular requirements of the objects requested for loan.
- 4.7 An official notice of acknowledgement, along with information on the applicable administrative fees and other pertinent information will be issued to the borrower by the Manager, Loans and Art Transit shortly after the loan request is received at the NGC. A formal response with a decision to the loan request will follow within twelve (12) to sixteen (16) weeks from the date the request was received by the NGC, unless otherwise advised.
- 4.8 The approval of loans, especially loans to multiple venues, will take into account widely-accepted standards for maximum allowable exposure for various categories of artworks. The approval of a loan request may be granted for a period that is shorter than requested where concerns about maximum allowable exposure exist. In general, loans that will be showcased in touring exhibitions will be restricted to four venues. The exposure times for works of art on paper and photographs in particular, will be strictly applied. Prior exposure of requested objects will be a decisive factor. Guidelines are available in the Appendix of this Policy.
- 4.9 A loan may be withheld if:
- a) the condition of the work will be threatened by travel;
 - b) the work has exceeded recommended limits for exposure in the last few months;
 - c) the work is exceptionally rare or unique;
 - d) the permanent display of the NGC would be seriously impaired by the removal of the work(s) that is(are) being requested;
 - e) the borrowing institution fails to meet NGC requirements for environmental conditions, security arrangements, and art handling/technical expertise;
 - f) a significant change in political/environmental circumstances occurs that might impede the safe dispatch of the loan; or
 - g) the work is registered on the NGC Restricted Loan List.
- 4.10 Loan requests will normally be refused if the requested work is already on loan, scheduled for loan, or on the Restricted Loans List. Under exceptional circumstances, a request to borrow an artwork registered on the Restricted Loans List may be possible: the approval of the Acquisitions Committee of the Board of Trustees is required for all such loans.
- 4.11 The performance history of the borrower will be considered when reviewing a loan request, with particular regard to art handling and shipping, overall loan management, adherence to the conditions of the loan agreement, and unpaid and/or outstanding loan invoices.

- 4.12 The NGC Exhibitions and Loans Program Department is responsible for managing the review process for loan requests and for processing approved loans.
- 4.13 Art transit arrangements must be made by the borrower, in consultation with, and subject to the approval of the Loans and Art Transit Division of the NGC Exhibitions and Loans Programs Department. The NGC will only accept reputable fine art transit, freight forwarding, and customs/brokerage service providers who have been previously approved by the NGC, and with whom an established history and proven track record exists.
- 4.14 If the borrower wishes to use a non-NGC approved company, the borrower will be required to supply to the NGC for review, with sufficient lead-time and no less than three (3) months prior to the proposed dates of transit, a copy of the service provider's company profile, museum references, and a listing of recent exhibition projects in which the service provider was involved. The Loans and Art Transit Division, in consultation with Conservation, Technical Services and Protection Services staff, will review the material provided and formally reply to the borrower, ideally within four (4) weeks.
- 4.15 The NGC reserves the right to refuse any service provider that does not meet its minimum requirements or standards. The NGC also reserves the right to refuse a request to approve a new service provider if sufficient lead-time is not available to complete the review prior to the proposed dates of transit.
- 4.16 All loans leaving the NGC must be insured by the NGC or protected through indemnification by the Canada Travelling Exhibitions Indemnification Program or an acceptable foreign government indemnification program at values established by the NGC. Under exceptional circumstances, permission may be given to insure the loan under the borrower's insurance policy. The borrower must submit their insurance policy for review, along with their request for loan no less than six (6) months prior to the start of the loan. If the policy is approved, a certificate of insurance must be issued and provided to the NGC prior to shipment.
- 4.17 The borrowing institution will be required to pay all costs related to the processing, preparation and transportation of loans and, where necessary, travel expenses for a courier to accompany the loan. International borrowers will be charged for costs associated with framing, glazing and crating. Canadian borrowers will be charged for crating costs and, in the case of large loan requests such as those exceeding ten (10) works, additional production costs may apply.
- 4.18 The borrowing institution is required to monitor the condition, safety and security of the loan at all times and to complete cumulative condition reports at each venue. Any change in the condition of the artwork must be documented and reported to the NGC Loans and Art Transit Division upon discovery.
- 4.19 The NGC reserves the right to carry out a periodic examination of any work on loan and to withdraw it for any reason at any time. Long-term loans and loans to Canadian government institutions will be inventoried on an annual basis and, if deemed necessary, an examination of the work will be scheduled.
- 4.20 Photography, filming or televising of NGC works of art on loan must not be undertaken

except with the written permission of the NGC and only then, according to the NGC guidelines.

5. ROLES AND RESPONSIBILITIES

Loan requests are presented to the NGC Loan Committee - composed of the curatorial, conservation, and loan registration staff - for recommendation to and final decision of the Director and CEO, or their delegate.

6. INQUIRIES

Questions concerning the interpretation of this Policy should be addressed to the NGC Manager, Loans and Art Transit.

Appendix: Environmental Parameters for the Display of Objects from the NGC Collection

Note that these specifications are considered optimal for general types of objects within the listed categories. More stringent conditions may be required for some works.

Medium	Temperature	RH set-point, between (see clause A below)	RH fluctuation away from set-point in a 24 hour period	Max illumination (UV Less than 75 μ W/L)	Loan duration maximum total (see clause B below)	Max. venues	Reciprocity (see clause E below)
contemporary installation	18-22°C.	43-50%	See clause C below	200 LUX	See clause C		
paintings	18-22°C.	43-50 %	±5%	200 Lux	N/A	4	
photographs, gelatin silver	18-22°C.	43-50%	±10%	150 lux	11 months	4	X
photographs, other than gelatin silver	18-22°C.	43-50%	±10%	50 lux	11 months	4	X
prints, drawings	18-22°C.	43-50%	±10%	50 lux	11 months	4	X
sculpture, wood, bone, ivory	18-22°C.	43-50%	±5%	200 lux	See clause C		
sculpture, ceramic, unpainted plaster stone	18-22°C.	43-50%	±10%	1000 lux	See clause C		
sculpture, metal	18-22°C.	30-50 %	±10%	1000 lux	See clause C		
silver	See clause D		±10%	1000 lux	See clause C		
textiles	18-22°C.	43-50%	±10%	50 lux	See clause C		X

- A. If the borrowing institution practices seasonal shifting of RH (relative humidity) within this range, and the loan period is during a transition, the set point must be adjusted incrementally, and as slowly as reasonably possible.
- B. This figure represents the accumulated display time.

- C. Given the diversity of the objects comprising these categories, objects within these categories will be considered individually.
- D. Silver objects are normally only displayed in sealed and conditioned vitrines. Stable temperature and relative humidity are required in the rooms where the vitrines are placed.
- E. Reciprocity here refers to the consequent dark-time engendered by display. Traditional objects in these categories usually have a reciprocity factor of 3X, i.e., 11 months of display will require 33 months of dark-time. Some reciprocity factors can be much higher, and therefore more restrictive. Accumulated dark-time for the previous five years can be factored into the calculations, as can projected accumulated dark-time for the subsequent five years in exceptional cases. In no instance, may an object's accumulated dark-time from a period of exhibition exceed five years into the future.