

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

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

Für die Bearbeitung und Abwicklung des Leihverkehrs wird pro Leihgabe eine Manipulationsgebühr von EUR 270,- verrechnet. Alle Gebühren gelten zuzüglich der gesetzlichen Umsatzsteuer.

8. Versicherung

Sofern seitens der Niederösterreichischen Landessammlungen keiner Staats- oder Landeshaftung zugestimmt wird, ist die NÖ Versicherung AG, Neue Herrengasse 10, 3100 St. Pölten mit der Deckung des Versicherungsrisikos von Nagel zu Nagel und gegen alle Risiken vom Leihnehmer zu beauftragen. Die Versicherungspolizze muss mindestens 5 Werktage vor dem Transport im Original bei der Abteilung Kunst und Kultur eingelangt sein.

9. Transport

Für Leihgaben aus der Kunstsammlung ist mit dem Transport zum Leihnehmer und retour

an den Leihgeber vom Leihnehmer eine der folgenden Speditionen zu beauftragen: 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