

LOANS OF COLLECTION ITEMS FROM THE OLOMOUC MUSEUM OF ART TO FOREIGN COUNTRIES

A. Terms and Conditions when filing an application for a Loan

- The Olomouc Museum of Art is legally prohibited from lending works of art to foreign countries unless sufficient legal guarantees for their return to the Czech Republic are provided. The documents concerning the legal guarantee of immunity from seizure must be delivered to the Olomouc Museum of Art by the borrower **at least 3 months before the date of implementation of the loan.**

- In accordance with Act no. 122/2000 Sb. and subsequent regulations, the Olomouc Museum of Art (hereinafter MUO) may lend any collection items **only for exhibition purposes.**

- For exhibition purposes, the collection items may be lent only to institutions holding exhibitions, such as museums, galleries, exhibition halls, etc. MUO usually does not grant an application for a loan if the required collection item is part of a permanent exhibition or if it is to be presented in an exhibition as a part of a museum project in the near future. The loan also cannot be granted if any manipulation with the work of art may endanger its corporeity or if the collection items are in the process of being restored, undergoing an examination, etc.

- An application for a loan must be filed in writing to the address of MUO **at least four months before the implementation of the exhibition.**

- If the applicant for a loan of collection items requires that the relevant photo-documentation is also provided, an application for such photo-documentation should be attached to the application for the loan.

A written application for a loan of a work of art must include:

1. identification of the applicant (name, registered office, identification number of the legal entity, specification of its statutory body),
2. information about the exhibition project for which the collection item is to be lent,
3. information about the place (address) and the exact dates of the exhibition, security, climatic and other parameters (Facilities Report) of the building where the collection item is to be exhibited,
4. basic identification of the required collection item (author and name of the work, dimensions, material, technique and inventory number), if more works of art are applied for, the list must identify each item,
5. the signature of the statutory representative of the applicant.

Notes to clauses 3 and 4 and the written application for a loan:

The protection of the collection items usually requires observation of the following conditions:

paintings: 50 - 60% relative humidity of air, temperature of 16 - 18°C, light level up to 150 lux; works on paper: 45 - 50% relative humidity of air, temperature up to 18°C, light level up to 50 lux, period on display, 24 weeks maximum.