

LOANS

The Exhibitions | Loans Department is the central point of contact for all outgoing and incoming loans at Salzburg Museum:

Contact

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Loan requests

Loan requests must without exception be submitted in writing to

Salzburg Museum GmbH
Attn: Director Hon.-Prof. Mag. Dr. Martin Hochleitner
Mozartplatz 1, 5010 Salzburg.

Please contact the respective [Heads of Collections](#) for advance information.

Salzburg Museum GmbH would like to point out that any loan request must in all cases be submitted in good time.

The loan request must contain the following specifications:

- Borrower (referred to in the following as the Borrower): name, address, legal representation
- Contacts responsible for the project: name, address, telephone number, e-mail address (curator/contact/registry)
- Exhibition title and project description
- Duration of the exhibition (in the case of light-sensitive items, the duration of the loan will be limited in accordance with the sensitivity of the item)
- Exhibition location
- Facility report
- List of the required objects: title, artist/manufacturer, material/execution, inventory number

Processing period and loan agreement

Loan requests must be made at the latest six months before the exhibition starts. Short-term requests will not be processed on organisational grounds. The loan agreement will be drawn up by Salzburg Museum GmbH. Early loan requests are appreciated in case of large numbers of items.

Export licence

Salzburg Museum GmbH will ensure that the required measures or forms are implemented and completed with the relevant authorities.

The museum shall not be liable for official export refusals.

Conservation / restoration / preventive protective measures

Loans of items involve increased risk for each item. In order to minimise all risks, the restoration experts at Salzburg Museum GmbH will specify the exhibition conditions (climate – temperature and relative humidity, lighting, any necessary mounting brackets, special display cases, etc.) and transportation conditions for all loans. The need for action with regard to conservation / restoration measures will be determined and presented from a cost perspective.

Reasons for rejection

- Own use
- On conservation grounds (e.g., if the item is too fragile to be transported or in a poor state of preservation overall)
- Failure to meet the required museum-related standards
- Official requirements

Salzburg Museum GmbH would like to point out that loan requests submitted on time may still not be able to be processed due to our own high workload – thank you for your understanding.

Transport

The items loaned must be transported from the Lender to the Borrower and back at the Borrower's expense using a professional or certified art shipping company (e.g., [hs art service austria](#), [Kunsttrans](#), [MuseumsPartner](#)).

The Borrower will appoint the shipping company but this will require the consent of Salzburg Museum GmbH.

Items loaned may also be transported by employees of Salzburg Museum GmbH in exceptional cases (in-house transportation subject to a charge).

Insurance

All loans will be insured by Salzburg Museum GmbH at the Borrower's expense. The insurance value will be determined by Salzburg Museum GmbH.

Reproduction

Salzburg Museum GmbH will provide high-resolution image data to the Borrower that is suitable for reproduction at the Borrower's request and expense, and will grant the Borrower the right to professional reproduction of the items loaned in the exhibition catalogue. Furthermore, the image data may be used for public relations/advertising related to the exhibition and for cultural mediation purposes related to the exhibition.

If images are subject to any other third-party terms of use, the latter must be clarified by the Borrower under their own responsibility. [Photograph orders | Rights of use - Salzburg Museum](#)

General exhibition conditions

The general exhibition conditions for loans of Salzburg Museum form part of the loan agreement.

The condition of the items will be documented in a condition report before the start of the loan and will be reviewed at the end of the term of the loan. No changes may be made to the items during the term of the loan.

Costs

The Borrower will be responsible for the following costs for loans of items from Salzburg Museum's inventory:

- Insurance for the loaned items for the term of the loan as well as transportation of these to and from the loan location
- Any costs incurred for conservation / restoration measures
- Professional packaging tailored to the items
- Transportation and couriers
- Any specially manufactured installation aids, pre-assembly of items, frames and framing work, Track&Slide hanging systems for paintings and graphics, preparation of condition reports, item checks and reviews (travel costs, time required)

Prior to entering into the loan agreement, the Borrower will receive an overview of the costs incurred and must provide written confirmation that they will cover these costs.

Salzburg Museum GmbH will endeavour to keep the costs as low as possible for the Borrower.

Please note that Salzburg Museum GmbH will not charge any loan fees.