

## Loan requests for exhibitions – information sheet

The Staatsbibliothek zu Berlin – Preußischer Kulturbesitz aims to approve, as far as resources allow, loan requests for exhibitions with a cultural or scholarly purpose. Not all requests may be granted – for conservation and other reasons. For conservation reasons the State Library grants a loan period up to a maximum of three months. For especially precious items and for items in a fragile state of preservation special conditions apply.

In general, loans are only lent to official institutions, in no case to private individuals. When preparing your exhibition project you should already contact the department of the State Library which holds the objects you wish to lend.

The borrower should observe the following advices, which will help make the loan as easy as possible.

1. Loan requests have to be submitted **in written form**. They should be submitted as early as possible, however they must reach us **a minimum of eight weeks (special collections: twelve weeks) before the start of the exhibition**. This time limit must be strictly adhered to, because the loan objects generally require preservation and conservation care. The loan request must include the following details:
  - a. Exhibition title
  - b. Duration of the exhibition
  - c. Requested loan period
  - d. Host of the exhibition
  - e. Place of exhibition (full address)
  - f. Contact person in case of inquiries (Phone and E-Mail)
  - g. List of requested materials, if possible, including information like shelf marks and the pages which are to be shown
  - h. Short exposé on the exhibition
  - i. Facility report (or description of the exhibition room)
  - j. Information if loans from other departments of the State Library have been requested
2. Loan items may only be exhibited in locked display cases or (for wall hanging) must be securely framed. Possible damages resulting from high humidity or exposure to light must be excluded by appropriate protection measures. The temperature in the display cases should be kept between 18° and 22°C, the relative humidity should be maintained between 45 and 55%. Loan items must not be exposed to direct sunlight. Lighting in the display cases must not exceed 50 Lux. In case of especially fragile and sensitive objects a reduced lighting is necessary.
3. The exhibition rooms must be secured against fire, water, theft, and burglary. The installation and de-installation of the exhibition may only be carried out by professionally competent staff. Interventions and restoration work by the borrower or third parties are admissible only with the consent of the State Library.
4. The borrower assumes full liability. The borrower will insure the loans (from nail to nail) on the basis of the insurance values specified by the library. The insurance company will also be appointed by the library. It is not allowed to include the loans in an insurance policy which also covers loans from other lenders. In particular instances exceptions (e.g. a state indemnity) may be negotiated.
5. The agreed loan periods are binding. Extension requests must be received **in time** – at least 4 weeks before the end of the exhibition.
6. It is only possible to use the loans for the purpose and period specified in the loan agreement. It is not allowed to give the loan items to third parties. Reproductions of any kind, including film and TV, require prior formal agreement by the State Library. Orders for reproductions **have to be announced at least 12 weeks before the start of the loan period**.
7. The State Library sends the borrower two copies of the loan agreement. One copy bearing the signature of the borrower has to be sent back to the State Library. Exceptionally, the agreement may be returned when the borrower comes to pick up the loan object.



8. The costs of transportation including packing, courier charges and related costs must be met by the borrower. The State Library specifies the transport arrangements (art transport company, courier or in person).
9. If the loan agreement stipulates that the borrower has to collect and return the loans in person, an appropriate date within the agreed loan period must be arranged in time.
10. When the borrower or his authorized agent receives the loan, he has to pack the loans according to the specifications of the State Library. Packing and transport materials must be provided by the borrower. The borrower agrees to cover the respective costs.
11. Should any preservation work (treatment or restoration) on the loan objects become necessary, the borrower must pay for the expenses. The borrower also agrees to meet the costs of passepartouts or book cradles, if necessary.

Please submit your loan request to the relevant department (in case you need loan objects from various library departments, e.g. for a large exhibition, your loan request may be submitted to the "Generaldirektion der Staatsbibliothek zu Berlin – PK"):

*Printed books and materials from the special collections of the Department of Early Printed Books:*

Staatsbibliothek zu Berlin - PK  
Abt. Historische Drucke  
Unter den Linden 8  
10117 Berlin  
Tel. (Sekretariat) +49 30 266-436501  
Tel. (Bearbeiter) +49 30 266-436571  
bernhard.anderassen@sbb.spk-berlin.de

Staatsbibliothek zu Berlin - PK  
Benutzungsabteilung  
Potsdamer Str. 33  
10785 Berlin  
Tel. (Sekretariat) +49 30 266-433501  
Tel. (Bearbeiter) +49 30 266-433965  
andreas.lotz@sbb.spk-berlin.de

*Manuscripts, literary remains, autographs, single sheet material, incunabula, archival documents and works of art:*

Staatsbibliothek zu Berlin - PK  
Handschriftenabteilung  
Potsdamer Straße 33  
10785 Berlin  
Tel. (Sekretariat) +49 30 266-435001  
handschriftenabt@sbb.spk-berlin.de

*Printed music, music manuscripts:*

Staatsbibliothek zu Berlin - PK  
Musikabteilung  
Unter den Linden 8  
10117 Berlin  
Tel. (Sekretariat) +49 30 266-435201  
musikabt@sbb.spk-berlin.de

*Maps, atlases, globes:*

Staatsbibliothek zu Berlin - PK  
Kartenabteilung  
kartenauskunft@sbb.spk-berlin.de

*Old maps:*  
Unter den Linden 8 (Mitte)  
10117 Berlin  
Tel. +49 30 266-435511

*New materials:*  
Potsdamer Straße 33 (Tiergarten)  
10785 Berlin  
Tel. +49 30 266-435512



*Oriental prints, manuscripts and more special materials:*

Staatsbibliothek zu Berlin - PK  
Orientabteilung  
Potsdamer Straße 33  
10785 Berlin  
Tel. +49 30 266-435801  
orientabt@sbb.spk-berlin.de

*East Asian materials, manuscripts and more special materials:*

Staatsbibliothek zu Berlin - PK  
Ostasienabteilung  
Potsdamer Straße 33  
10785 Berlin  
Tel. +49 30 266-436001  
ostasienabt@sbb.spk-berlin.de

*Newspapers:*

Staatsbibliothek zu Berlin - PK  
Zeitungsabteilung  
Westhafenstraße 1  
13353 Berlin  
Tel. (Sekretariat) +49 30 266-436401  
Tel. (Bearbeiter) +49 30 266-436300  
zeitungsabteilung@sbb.spk-berlin.de

*Children's and youth books:*

Staatsbibliothek zu Berlin - PK  
Kinder- und Jugendbuchabteilung  
Westhafenstr. 1  
13353 Berlin  
Tel. +49 30 266 -436401  
carola.pohlmann@sbb.spk-berlin.de

*Professional advice regarding Slavic materials (no loan agreements):*

Staatsbibliothek zu Berlin - PK  
Osteuropaabteilung  
Potsdamer Straße 33  
10785 Berlin  
Tel. +49 30 266-435600  
osteuropaabt@sbb.spk-berlin.de