

## Loan requests for exhibitions | leaflet

The Berlin State Library offers museums and other institutions the opportunity to support exhibition projects with a cultural or scientific objective with loans from their holdings. The materials in question are subjected to a detailed check in advance. If there are conservational or other reasons for not accepting a loan request, it can be rejected. Special conditions apply to particularly valuable and conservation-endangered objects.

Loans are only given to institutions, never to private individuals.

The loan period is usually a maximum of three months.

When preparing your loan project, please contact the department of the State Library from which you will need items on loan. In addition, you should note the following information to ensure smooth processing of your loan request:

1. The loan request must be made in writing. It should be received by us as early as possible, but no later than eight weeks (twelve weeks for special materials) before the start of the exhibition. It is essential to observe this deadline, since the items on loan usually have to be looked after in terms of conservation. The loan request must contain the following information:

- Organizer
- Name of the exhibition
- Duration of the exhibition
- Desired loan period
- Venue (with address)
- Contact person for queries (telephone and e-mail)
- List of the requested materials, if possible with call numbers and with details of the pages to be shown
- Short expose of the exhibition
- Facility report (or corresponding description of the exhibition space) with display case dimensions
- Notification as to whether items on loan from other departments of the State Library are also being requested

2. The items on loan are only to be exhibited in locked showcases or (when hanging on the wall) in an appropriately secured frame. Possible damage caused by excessive humidity or the effects of light must be ruled out by taking appropriate protective measures. The temperature in the showcases should be between 18 and 22 °C, the relative humidity between 45 and 55%. The items on loan may not be exposed to direct sunlight. The lighting in the showcases should be below 50 lux. The State Library can specify other values for particularly sensitive objects or materials.

- 3.** The exhibition rooms must be secured against fire, water, theft, vandalism and burglary. The construction and dismantling of the exhibition is only to be entrusted to qualified persons. Interventions and restoration measures by the borrowing institution or third parties are not permitted.
- 4.** The borrowing institution assumes full liability. The items on loan must be insured (nail to nail) by the borrowing institution and at their expense based on the insurance values set by the State Library. The insurance company is determined by the State Library. The items on loan may not be insured with the items on loan from other lenders in a lump sum insurance. Exceptions (e.g. state liability) can be negotiated in individual cases.
- 5.** The agreed loan periods must be observed. Requests for extensions must be submitted in time – at least 4 weeks before the end of the exhibition.
- 6.** Loans may only be used for the approved purpose and period. Use or disclosure to third parties is not permitted.  
If necessary, the State Library will provide chargeable reproductions of the items on loan. The terms of use for digital copies and reproductions of the State Library apply. Orders for reproductions must be registered at least 8 weeks before the start of the loan period.
- 7.** The State Library sends the loan agreement in duplicate to the borrowing institution. One copy is to be returned to the State Library with the signature of the borrowing institution.
- 8.** Transport is at the expense of the borrowing institution, including costs for packaging, courier costs and additional costs. The modalities of transport (art forwarding agency, courier etc.) are determined by the State Library. The transport company or courier commissioned by the borrowing institution must be informed of the modalities as soon as possible so that arrangements can be made with the State Library in good time.
- 9.** When the items on loan are taken over, they must be packed by the borrowing institution or its representative in accordance with the specifications of the State Library. Packaging and transport material must be provided by the borrowing institution. Any costs incurred will be borne by the borrowing institution.
- 10.** If a conservational treatment or restoration of the items on loan is necessary, the costs are to be borne by the borrowing institution. Should it be necessary to use passe-partouts or book cradles, the costs will be borne by the borrowing institution.

## Contact

Please address your loan request directly to the relevant department (in the case of large exhibitions with loan requests from several departments, you are welcome to address your loan request to the General Directorate of the State Library).

**Department of Manuscripts and Early Printed Books** (Occidental manuscripts, incunabula, estates and autographs, graphic collections, Early Printed Books from 1501)

Berlin State Library - PK

Unter den Linden 8

10117 Berlin

Immanuel Reisinger

Email: [leihgaben@sbb.spk-berlin.de](mailto:leihgaben@sbb.spk-berlin.de)

Phone: +49 30 266 436571

**Reader Services Department** (General publications, Newspapers)

Berlin State Library - PK

Unter den Linden 8

10117 Berlin

Immanuel Reisinger

Email: [leihgaben@sbb.spk-berlin.de](mailto:leihgaben@sbb.spk-berlin.de)

Phone: +49 30 266 436571

**Music department** (music supplies, music manuscripts)

Berlin State Library - PK

Unter den Linden 8

10117 Berlin

Dr. Martina Rebmann

Email: [musikabt@sbb.spk-berlin.de](mailto:musikabt@sbb.spk-berlin.de)

Phone: +49 30 266 435201

**Map department** (maps, atlases, globes)

Berlin State Library - PK

Unter den Linden 8

10117 Berlin

Holger Scheerschmidt

Email: [kartenauskuft@sbb.spk-berlin.de](mailto:kartenauskuft@sbb.spk-berlin.de)

Phone +49 30 266 435511

**Orient department** (Oriental prints, manuscripts and other special materials)

Berlin State Library - PK

Potsdamer Straße 33

10785 Berlin

Christoph Rauch

Email: [orientabt@sbb.spk-berlin.de](mailto:orientabt@sbb.spk-berlin.de)

Phone +49 30 266 435801

**East Asia Department** (East Asian materials, manuscripts and other special materials)

Berlin State Library - PK

Potsdamer Straße 33

10785 Berlin

Matthias Kaun

Email: [ostasienabt@sbb.spk-berlin.de](mailto:ostasienabt@sbb.spk-berlin.de)

Phone +49 30 266 436001

**Department of Children's and Young Adult Literature**

Berlin State Library - PK

Unter den Linden 8

10117 Berlin

Carola Pohlmann

Email: [carola.pohlmann@sbb.spk-berlin.de](mailto:carola.pohlmann@sbb.spk-berlin.de)

Phone +49 30 266 436401

**Eastern Europe department** (professional advice on Slavica, no loan contracts)

Berlin State Library - PK

Potsdamer Straße 33

10785 Berlin

Olaf Hamann

Email: [osteuropaabt@sbb.spk-berlin.de](mailto:osteuropaabt@sbb.spk-berlin.de)

Phone +49 30 266 435600

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