

The Instruction for Borrowing the Exhibits at the Centre for the Documentation of the Art of Tadeusz Kantor Cricoteka in Cracow

General information

This Instruction is intended to support the entities interested in borrowing an object or objects from Cricoteka's collection in an effective application for their loan by our institution. Cricoteka lends objects from its collection to the institutions in Poland, as well as the museum and cultural institutions outside of the country.

Cricoteka provides the objects always when the loan is feasible, which means that the object has to be in the physical condition enabling its transport and exhibition, as well as not be included in our own exhibition plans.

The final decision regarding the eventual loan of the object depends on many factors that will be explained below.

When the application for the loan is pre-approved, the applicant has to comply with a number of conditions. The requirements regarding the loan, the loan policy and the conditions that have to be met by the environment, have been placed at the end of this Instruction, wherein they can be a subject of change depending on the specific case.

The objects in Cricoteka's collection are protected by copyright. Lending the object is not equivalent to granting to the applicant copyright to use the object on loan as a part of the exhibition, event, project, or exposition. For granting copyright in the necessary scope, please contact Tadeusz Kantor's Foundation, ul. Tytoniowa 24a/15 04-228 Warsaw.

The rules of lending the objects (in the country and outside the borders of the Republic of Poland) – loan applications

Cricoteka considers loan applications from all museums, galleries and other institutions of culture. The objects are not rented to private individuals. The objects are loaned for public display, specialised research, or to have conservation work performed.

Loan applications in Poland should be submitted at least 6 months before the opening date of the exhibition, and the loan applications outside of Poland one year in advance.

The decision regarding the loan depends on a number of factors, in particular on determining:

- if the objects that the loan application applies to are not included in Cricoteka's exhibition plans or were previously submitted for loan by another institution,
- if the storage and exhibition conditions meet the requirements of Cricoteka,
- if the security at the place of the proposed exhibition is adequate and meet the requirements of *the Regulation of 15.05.2008 on the conditions, manner and mode of transferring museum objects and the Regulation of the Minister of Culture and National Heritage from 02.09.2014 on securing museum collections against fire, theft and other hazards that threaten their destruction or loss,*
- if the objects that the loan application applies to will be made available to the public,

- if the physical condition of the objects that the loan application applies to enables their transport and exhibition,
- if the plan or the script of the exhibition corresponds to the rank of the objects that the loan application applies to.

All loan applications must be directed in writing to the Director of Cricoteka and must contain:

- the dates and title of the exhibition or the project, under which the loaned object is to be used,
- the list of objects with Cricoteka's inventory numbers,
- scope and substantive plan of the exhibition or project,
- contact details of the organiser and/or the place/places of the exhibition, entry into the National Court Register (KRS), entry into the Cultural Institution Register or other corresponding documents.

In case of lack of knowledge about the inventory number of the chosen object or the need of information on what objects does Cricoteka possess in its collection, please contact the collection curator, from whom you can get the necessary help, at the e-mail address: ujma@cricoteka.pl.

The application can be approved under the circumstance that the borrower will meet all the loan conditions provided. Then, Cricoteka's Collection Cataloguer will check the place of the exhibition in terms of security, environmental conditions and the possibilities of displaying the object. In case of any doubts, an in-situ visit of conservators and security specialists will take place. In the above situation, the cost of the inspections carried out by the specialists, regardless of their effect, is covered by the loan applicant. It is recommended, that the Facility Report of the institution requesting the loan will be sent at the same time as the loan application. In case of any questions or doubts, please contact Cricoteka's Collection Cataloguer at the e-mail address: gajko@cricoteka.pl.

The approval of lending the object by the Director of Cricoteka requires issuing by the appropriate employees of the Museum of Tadeusz Kantor an opinion, if the objects that the loan application applies to are in a good enough condition to be loaned, and if they are not intended for own exhibitions, or previously reserved by another institution. After getting positive feedback, Cricoteka's Collection Cataloguer will inform the applicant in writing, which of the objects listed in the loan application are eligible for loan. If the items are not suitable for loan the applicant will also be informed as soon as possible. If the objects are eligible to be displayed at the exhibition, the required environmental conditions and packaging and transport requirements will be presented, in addition, condition reports of the objects, that will always travel with the objects, will be prepared. The cost of issuing those opinions shall be borne by the party applying for the loan.

All of the loans must be covered by insurance. The cost of such insurance is covered by the party applying for the loan.

The detailed loan conditions will be specified in the loan agreement of the objects, issued between Cricoteka and the loan applicant.

The rules of lending the objects (in the country) – costs

Cricoteka does not charge for borrowing the objects. However, we will charge you the costs of loan preparation, including:

- the costs of the necessary conservation procedures,
- possibly, the costs of making specialised crates needed for transport,
- the costs of Cricoteka's courier's stay, in case of lending particularly valuable or sensitive objects,
- the costs of preparing the documentation, if the object does not have a visual documentation,
- the costs of preparing the conservation opinion – the state of preservation of the object.

Please, remember that usually the most expensive element of borrowing is the cost of specialised transport. Please, do include these costs in your loan budget.

The rules of lending the objects (beyond the borders of the Republic of Poland) – costs

In case of foreign loans, all costs resulting from the rental of the object rest on the party applying for borrowing the object. This party is obliged to bear the costs of:

- all insurance premiums,
- all administrative fees related to the export of the objects outside of the territory of the Republic of Poland,
- transport,
- forwarding fees,
- travel and diet expenses for the accompanying courier and installing/disassembling of the objects,
- packaging, display elements,
- photographs for catalogues,
- any special conservation and preparatory work necessary to bring the objects to the condition that allows them to be available for borrowing.

Cricoteka charges for the preparation of the objects for loan within 500-2000 Euros, depending on the number and type of the procedures required. In case of particularly valuable works, the fee may be determined individually. If possible, the estimated costs will be presented in advance.

Rules for borrowing objects – a summary

- choose the objects,
- send a formal application to Cricoteka,
- specify objects, dates and title, and the main idea of the exhibition or project,

- meet the terms of the loan,
- cover the costs.

Rules of borrowing the objects – responsibilities of the party to which the object was loaned

The party that the object or objects will be loaned to will be bound by the terms and conditions set out in our loan agreement, taking into account the current Regulation of the Minister of Culture and National Heritage on the protection of collections in museums against fire, theft and other hazards that threaten the destruction or loss of collections and ways of preparing collections for evacuation in the event of a threat and the Regulation of the Minister of Culture and National Heritage on the conditions, manner and mode of transferring museum objects.

The takers are obliged to inform Cricoteka about any changes that affect the loaned objects.

The loaned objects cannot be moved without Cricoteka's permission outside the places specified in the loan agreement.

All labels and captions should contain information about the owner of the object, i.e. the "Centre for the Documentation of the Art of Tadeusz Kantor CRICOTEKA".