

## Checklist for borrowers

1. The negotiation of a loan starts with a discussion of the exhibition project with the division responsible for the scientific documentation of the collection that the borrower is interested in (Ethnography, History of the Colonial Period, etc.).
2. The borrower needs to apply for an **agreement in principle** by sending to the Director General the following documents, **six months** before the opening of the exhibition:
  - (1) a brief statement about the exhibition project
  - (2) a signed copy of the General Loan Conditions for Temporary Exhibitions
  - (3) a completed Information Form
  - (4) a Facilities Report
  - (5) a preliminary list of inventory numbers (optional)
3. After obtaining an agreement in principle, the borrower will be contacted by the Division of Collection Management which will organise all administrative and practical aspects of the loan.
4. Conservation staff at the Division of Collection Management will inspect the requested objects, see if they can be loaned, see if they need conservation treatment before, and see if particular conditions will be stipulated. Conservation staff will also wish to get in touch with local conservators to discuss conditions for packing, transport and presentation. The borrower will be informed about insurance values and about costs that may not be detailed in the General Loan Conditions.
5. If the borrower wishes to obtain **photographic reproductions** of the loaned objects, a specific request needs to be addressed to the Reproductions Secretariat no later than **four months** before the opening of the exhibition.
6. The final selection of objects will be determined by mutual agreement and formalised in the **loan contract** no later than **three months** before the opening of the exhibition. The loan contract will stipulate the particular conditions that are not detailed in the General Loan Conditions.
7. With the loan contract, specific information about the objects, such as precise measurements, climate requirements, etc. will be provided with a view to their presentation and the overall scenography of the exhibition.
8. The specific arrangements for **packing** and **transport** and for the **courier** will be determined by mutual agreement between the borrower and the Division of Collection Management.
9. A copy of the **insurance certificate** must be delivered to the Division of Collection Management at least ten working days prior to the departure of the objects. Within the same period of time all applicable **fees** must be paid to the RMCA Tervuren.
10. The borrower will send three invitations to the opening of the exhibition, three access cards and three posters to the Division of Collection Management. Two copies of the catalogue, in each of the languages in which it is produced, will also be provided free of charge.

*We wish you best of luck with your exhibition !*