

INTERNAL DIRECTIVE ON LOANING & REPRODUCING COLLECTION ITEMS

The following conditions must be met in order for the Nitra Gallery, operated by Nitra Self-governing Region, to approve loans of its collected artworks and provide related services. The conditions are valid from **1 June 2018**.

LOAN CONDITIONS:

1. A loan request for any part of the Nitra Gallery collection must be delivered at least a month before the scheduled pickup of the requested items. Submitting the request at a later date will result in a refusal of the request.

2. In the case of international loans, a request must be delivered at least 3 months before the scheduled pickup of the requested items. The request must include:

>> photographic documentation of the exhibition space

>> transport vehicle specifications, including its modifications for the purpose of transporting works of art

>> exhibition space specifications, including its temperature conditions and security specifications - e.g. IP, CCTV cameras, sound alarm, fire alarm, etc.

The loan request must also include an Exhibition Space Equipment Form. Any collection item is to be installed under the supervision of the custodian of the Nitra Gallery collection fund whose travel (and possibly dietary and accommodation) expenses will be covered by the loanee.

3. A request to extend a loan must be submitted at least 14 days before the loaned items are scheduled to be returned. Submitting the request at a later date will result in a refusal of the request. In the case of international loans, a request must be submitted at least a month before the loaned items are scheduled to be returned.

4. A request to create digital reproductions of any collection items by an NG's photographer must be submitted at least a month before its scheduled pickup. Submitting the request at a later date will result in a refusal of the request. In case the provided reproduction is reproduced in a publication, NG must be provided with 2 copies of the publication for its library archives.

Nitra, 5 May 2018

Mgr. Renáta Niczová