

Loan Policies and Procedures for Artwork from the Sharjah Art Foundation Collection

Introduction

Sharjah Art Foundation is dedicated to engaging in cultural exchange through the exhibition of the Collection. Loans of its significant works of modern and contemporary art can be arranged internally (within the Foundation), regionally (within the GCC) and internationally.

Loan requests first undergo a thorough evaluation to ensure their alignment with the Foundation's mission. Then each request is assessed against the available external and internal resources to realise the most secure and faithful presentation of the artwork under discussion.

1. Loan Terms and Conditions

1.1. Lead Time for Loan Requests

Loan request lead times vary by region and type:

For international loans (i.e., Europe, Africa, Oceania and the Americas), requests must be submitted at least 6 months in advance (9 months for larger installations, 2 months for video work).

For GCC and Asia, the timeline is 4 months (6 months for larger installations, 2 months for video).

UAE loans (non-Foundation) require 3 months' notice (6 months for larger installations, 2 months for video).

Internal Foundation loans for both object and video works must be submitted 2 months in advance.

Loan requests by estates are managed and handled individually according to terms and conditions specific to each entity.

1.2. **Insurance Requirements:** The Borrower must secure comprehensive insurance coverage against all risks for the full value of the loaned artwork throughout the loan period, including transit from pick-up to delivery (nail-to-nail insurance).

1.3. **Shipping Requirements:** The Borrower shall coordinate and provide all door-to-door artwork shipping costs, including packing and shipping of the artwork for the intended exhibition.

- 1.4. **Artwork Condition Assessment:** Sharjah Art Foundation must provide the Borrower with a detailed condition report before shipping the artwork. In return, the Borrower must conduct a comprehensive Upon Receipt Report when the artwork is initially received and prepare a Pre-Return Report at the end of the exhibition prior to returning the artwork.
- 1.5. **Display Requirements:** Sharjah Art Foundation shall provide the Borrower with the necessary display instructions for the artwork. Any request to change or modify the original setup of an artwork (whether a video or object) requires the artist's approval.
- 1.6. **Environmental Requirements:** The Environmental Control Guidelines outline lighting and climate requirements for the artwork that adhere to international museum standards. The Borrower shall receive specific environmental parameters and conditions for individual artwork and/or groups of objects.
- 1.7. **Damage Responsibility:** The Borrower assumes responsibility for any damage to the artwork incurred during the loan period. The Borrower must cover the cost of any repairs, which must be carried out by an approved conservator agreed by Sharjah Art Foundation. The Foundation may request environmental readings or other proofs (e.g. temperature and humidity levels) during the loan period to ensure the object is being maintained under appropriate conditions.
- 1.8. **Emergency Procedures:** In the event of damage, theft or other emergencies affecting the loaned artwork, the Borrower must immediately notify Sharjah Art Foundation. The Borrower should also provide a detailed incident report and cooperate with the Foundation in assessing and addressing the situation.
- 1.9. **Digital Access and File Transfer:** Viewing links shall be available to Borrowers upon request before loan confirmation. The final selection of works must be confirmed promptly to facilitate the file transfer process. All final full-resolution digital files shall be transferred via a secure link (e.g. Dropbox) no later than 10 working days from the date of the signed loan agreement.
- 1.10. **Hi-Res Images:** If the Borrower requires high-resolution images of the loaned artwork, these images must be requested prior to the shipment. The request should be made with sufficient notice to ensure adequate time for processing.
- 1.11. **Credit and Labeling Requirements:** The Borrower must acknowledge and follow all agreed credit lines as per the loan agreement, displaying 'Courtesy of the Sharjah Art Foundation Collection' in all exhibition materials, including labels, catalogue entries and promotional materials.
- 1.12. **Confidentiality and Privacy in the Loan Process:** All parties involved in the loan process must protect sensitive information. Personal data and details related to the artwork must be safeguarded to ensure privacy and confidentiality.

2. Loan Request Procedures

2.1. Checking Artwork Availability:

To check the availability of artwork from the Sharjah Art Foundation Collection, the prospective Borrower should contact collections@sharjahart.org, mentioning the requested artwork as well as information about the proposed exhibition theme, venue, dates and loan period. This request must adhere to the time frames outlined in the Foundation's Loan Terms and Conditions section above. Please note that confirmation of availability does not imply loan approval.

2.2. Placing an Official Request for Loan Approval:

Once artwork availability is confirmed, the prospective Borrower should submit an official loan request letter and facility report to receive loan approval. Following approval, a Loan Agreement shall be provided. Further details regarding the required information and all necessary forms shall be communicated in subsequent correspondence.

3. Sharjah Art Foundation's Commitment to Preserving and Enhancing Cultural Engagement

Sharjah Art Foundation aims to facilitate significant cultural engagement opportunities while ensuring the best possible preservation and accessibility practices for the Collection. By maintaining precise standards in condition checks, exhibition spaces, environmental controls and handling procedures, the Foundation aims to safeguard the integrity and longevity of the artwork for the broadest possible public to experience and enjoy.