



## Borrowing from the M+ Collections

### Overview of the M+ Collections

The M+ Collections are focused on twentieth- and twenty-first-century visual culture, encompassing the disciplines of design and architecture, moving image, and visual art, and the thematic area of Hong Kong visual culture. We have been building the collections since 2012.

Current holdings include paintings, photographs, installations, architectural models, drawings and studies, printed matter, and electronic media. M+ cooperates with other institutions through a loan programme that increases access to objects in the collections.

### Who can borrow

Priority will be given to other public institutions that follow international museum standards. Loans to private institutions will be considered on a case-by-case basis.

### Submitting a loan request

Loan requests must be submitted in the form of a letter, at least twelve months prior to the exhibition start date. This notice period does not include preliminary enquiries and will only be considered once the loan request is submitted. Applicants are advised to submit their requests as early as possible to allow sufficient time for M+ to review and approve the loan, as well as to draft an agreement. The letter should include the following information:

- list of requested works from the M+ Collections
- exhibition title
- exhibition start and end dates
- exhibition curator
- exhibition organiser
- loan contact details
- exhibition venue (including any potential touring venues)
- curatorial rationale

A facility report of the exhibition venue(s) must accompany the request, to determine the suitability and conditions for displaying and storing work from the collections.

The loan request letter should be addressed to:

Ms Suhanya Raffel  
Museum Director, M+  
38 Museum Drive, Kowloon, Hong Kong



If you wish to send the loan request via email, please forward the letter and any supporting documents to [loans@mplus.org.hk](mailto:loans@mplus.org.hk).

### **Loan approval process**

Outgoing loans are carefully reviewed and discussed by the M+ Loans Group. Borrowers can expect to receive a decision within four weeks from the date the loan request is received. Requests will be evaluated for the availability of the works in question and the following considerations:

- exhibitions that demonstrate innovative ways of increasing knowledge, understanding, and appreciation of visual culture for a wide public
- exhibitions that demonstrate original research and that will make a contribution to historical or other cultural knowledge
- exhibitions that show works by artists or makers that have not been exhibited in a particular geographical area, or significant solo exhibitions that enhance knowledge of the work of an artist or maker
- group or thematic exhibitions that add to the understanding of artists, makers, and other creative practitioners

### **Loan agreement**

Loans must be governed by written loan agreements between M+ and the borrower that will include any special loan requirements. M+ will issue their own outgoing loan agreement to the borrower, which must be signed by both parties before making any loan arrangements. The outgoing loan agreement shall include the following information:

- borrower and lender address and contact details
- purpose of the loan
- period of the loan
- exhibition dates
- detailed inventory of loaned objects
- insurance values and arrangement
- any special conditions, such as exhibit and courier requirements, special handling, or packing instructions
- provisions for shipping
- permissions for photography
- lender acknowledgements / credit lines to be used in exhibition-related catalogues, labels, and/or publicity
- dated signatures of borrower and lender



### **Expected costs**

All expenses related to an outgoing loan shall be covered by the borrower such as, but not limited to, the following:

- loan fee
- packing and crating
- shipping
- customs formalities
- any necessary framing, mounting, matting, or glazing
- duplication or migration of media
- insurance
- conservation (when required)
- courier costs (when required)
- obtaining copyright permissions from any third parties (when required)

### **Loan fee**

A standard loan fee of HKD 1,500 applies to each loaned work. A 50 per cent discount will be applied for loans to institutions in the Hong Kong Special Administrative Region and other parts of the People's Republic of China.

In exceptional cases, M+ may approve 'late' requests that do not comply with the established notice period. In these instances, a late loan fee may apply.

If the borrower cancels the loan, the loan fee will not be refunded and any expenses already incurred will be charged to or reimbursed by the borrower.

### **Insurance**

Objects shall be insured at the borrower's expense for the value stated by M+ under an 'all risks, wall-to-wall' fine arts policy. The borrower's insurance policy must be submitted to M+ for prior review, to determine whether the level of coverage is acceptable. Otherwise insurance shall be arranged by M+, and the borrower will pay the broker directly for the premiums. If the borrower is insuring the objects, M+ requires a certificate of insurance prior to the dispatch of any loans.

### **Packing and transportation**

The borrower is responsible for arranging the packing and transportation of the loaned works. Arrangements need to be approved by M+ prior to shipping. It is the responsibility of the borrower to ensure that unpacking and repacking are always performed by experienced art handlers.



### **Couriers**

A courier is an M+ representative responsible for overseeing the safe packing, transportation, de/installation, condition reporting, and/or handling of the loaned works. The M+ registrar will notify the borrower if a courier is required once the loan is approved.

### **Reproductions**

Where possible and subject to copyright laws, M+ will make available photographs of loaned objects, which may be used for catalogue, routine non-commercial educational purposes, publicity, and record purposes. No further use of such photographs can be made, and no other reproduction of objects can be made without written permission from M+. An adequate credit line will be provided and must be used both for display labels and publication credits. Where M+ cannot provide copyright permissions, the borrower is responsible for obtaining those permissions from any third parties.

M+ may also request images of the loaned works during their de/installation and whilst on display.

### **Condition report**

A condition report includes information (written and photographic) to document the physical condition of the loaned works. It is prepared by experienced staff such as conservators, registrars, or collection managers. M+ will complete an initial condition report of the works prior to shipping. The borrower will be required to complete the condition report upon receipt of the loan and before or after any further transportation takes place. In some instances, M+ may request additional condition checking to be undertaken throughout the loan period.

### **Contact**

If you have any queries regarding loans from the M+ Collections, please email [loans@mplus.org.hk](mailto:loans@mplus.org.hk).