



Request for the loan of works = procedure

LaM is a museum with modern art, contemporary art and Art Brut spanning from the 19th century to modern day. A "Musée de France", the LaM is dedicated to loaning the works that it conserves for temporary exhibitions hosted by cultural institutions in France and abroad.

All requests for the loan of works must be submitted in writing to the Director of LaM:

The Director

LaM – Lille métropole musée d'art moderne, d'art contemporain et d'art brut

1 allée du musée

59650 Villeneuve d'Ascq

France

This paper request may be coupled with an email to the Director, addressed to Laetitia Gaspar, Management and Conservation assistant: lgaspar@musee-lam.fr

Timeframe

In order to examine each request and any necessary conservation treatments and preparation, to perform any checks relating to the security and environment of the location of the loan, and to take account of any other commitments, **requests for loans must be sent to LaM as soon as possible.**

For loans in France: at least 6 months before the exhibition opening date.

For loans abroad: at least 9 months before the exhibition opening date.

Internal processing

Loan committee meetings are held monthly (except in July and August) in order to examine each request and respond as soon as possible.

Decisions or requests for additional information are communicated by email within 6 to 8 weeks.



Where a loan is approved, LaM will ask the borrower to sign a loan agreement setting out all arrangements for the transaction.

Costs

Any preparation, restoration and framing costs shall be borne by the borrower, along with any round transportation costs.

Security

For the loan request to be examined in detail, the borrower must provide LaM with a report on the exhibition conditions (*facility report*), appended to its written request, setting out the conditions for the conservation and safety of the works on the loan site.

Insurance

All loaned works must be insured with the insurer designated by LaM, at the borrower's expense, both during transport (wall-to-wall insurance) and for the duration of the exhibition.

The insured values of the works loaned will be provided by LaM.

In case of an insured event, the borrower must immediately inform LaM.

Cancellation of the loan

LaM acknowledges that valid reasons may require the cancellation of a request for a loan or the withdrawal of some works from the initial request.

LaM reserves the right to charge the borrower for any costs inherent to the initial request already incurred (restoration, framing, etc.)

The borrower must notify LaM of any loan cancellations in writing.

Reproduction

LaM may provide visuals of the loaned works in the context of a loan. Requests for HD visuals must be sent to Nicolas Dewitte, photographer and photo gallery manager (ndewitte@musee-lam.fr).

LaM

The assignment of photographic rights does not include the assignment of copyrights for reproduction of the work, which must be handled by the borrower in respect of rightsholders or their right managers.