The collections of the Herzog August Bibliothek (HAB) primarily serve research purposes and are made available in the reading rooms. With each exhibition the objects are removed from regular use and their preservation is endangered. The HAB therefore reserves the right to ascertain whether the planned exhibition serves cultural and research purposes. The HAB does not contribute original items as loans to large-scale or itinerant exhibitions.

1. A written request for object loan should be filed with the HAB six months before the opening date of the exhibition. The written request should provide the HAB with information about the theme, scope, location, duration, entities legally responsible for the exhibition and its organisation. The objects requested for loan must be listed with full bibliographical information. Exact details of the pages which will be on display should be supplied. The HAB will then examine the condition of the objects and appraise their value:

- Objects of very high value or unique pieces that would prove irreplaceable if damaged or lost can only be loaned in exceptional cases.
- Objects that are already in disrepair and are not able to travel or cannot be exhibited safely must be excluded from any loan.

2. Information given on the conservation situation at the place of exhibition will be checked and form part of the decision-making process. The HAB has to be informed immediately about any changes in writing.

   The HAB will usually construct book cradles for each object on loan which must be used for its display. Graphics and other pictures will only be loaned in frames.

   In critical cases, the HAB reserves the right to place a datalogger and other measuring elements to monitor pollutants in an inconspicuous part of the showcase. The objects on loan may only be used for the purpose for which they are requested. Third-party use or any tampering with the object itself is not permitted. Reproductions of whatever kind are only permitted if written permission has been obtained from the HAB. The HAB is entitled as lender, to ascertain with prior notification and at the expense of the recipient of the object on loan whether the General Loan Conditions – particularly those regarding climate and security - are being met during the loan period. The HAB may, with due cause, effect the immediate return transport of the objects on loan.

3. The HAB is to be credited (as the Herzog August Bibliothek Wolfenbüttel) in all publications connected with the exhibition as a lending institution. The HAB is to receive two copies of each exhibition publication at no charge to the HAB. If hardback and paperback editions are published, the HAB will receive two hardback copies.

4. The HAB will take out insurance with the Kuhn & Bühlow Versicherungsmakler GmbH, Berlin for the objects on loan at the expense of the recipient. The recipient assumes full responsibility for the objects and is responsible for any damage which occurs to the objects during the course of the loan or for its loss.

5. **Fees incurred:** A fee is charged for the processing of the loan contract. Once the processing has been agreed to by the lender, the fee will be charged even if the loan contract is not concluded, due to reasons for which the lender is responsible. This also applies if the loan request is withdrawn during or after the processing. The lending costs differ according to the kind and the number of objects requested. See the fees listed in 5a – 5c.

   a) General fee for processing each loan contract 50.00 €
   
   (If there is an extra amount of work involved, the fee charged can rise up to a maximum of 500 €)
   
   b) Fee for the loan of printed books, graphics, portraits, broadsheets, drawings, per item 10.00 €
   
   c) Fee for the loan of manuscripts, Incunabula, maps, paintings, artists' books, items from the special collections, per item 20.00 €

   In justifiable cases the HAB may diverge from this calculation.

6. **Costs for preservation:** Additionally, expenditures which are incurred for necessary preservation or other protective measures will be charged to the recipient of the object on loan (Cost factor: The general rules for the levying of surcharges will be determined by current administrative cost law.) The above-mentioned measures will be undertaken by the HAB.
7. **Costs for transportation**: The recipient of the object on loan assumes all costs for transportation to and from the exhibition as well as the expenses for the HAB’s courier(s) (transportation, per diem, hotel costs), if necessary. There is an additional charge of 200.00 € per day and per person (‘Tages- satz fuer Kurierdienste’ or: charge for courier services per day) for couriers, reduced to 100.00 € for each additional day. The HAB determines the modalities of transport. During courier transport only the HAB couriers may handle the object - in other cases it may only be handled by expert personnel from the exhibiting institution. Please note that the charge for couriers per day and per person (Tagessatz) does not include the per diem for the couriers.

8. The person(s) responsible for the exhibition agree(s) to these conditions of loan and guarantee(s) [By signing the loan contract] that the conditions stipulated herein will be complied with. These general conditions form part of the loan contract.

Herzog August Bibliothek
The Director