**Appendix 4**

**Regulations for loaning items from collections of the E. Ringelblum Jewish Historical Institute**

* 1. The Emanuel Ringelblum Jewish Historical Institute loans items in JHI collections (Items) pursuant to a written request to the Director of the Institute and a loan agreement (Agreement).
  2. The Agreement sets out all the details of the loan not contained in these regulations.
  3. The loan request should be submitted at least three months before the expected date of the loan.
  4. A request for a loan outside Poland should be submitted at least five months before the expected date of the loan.
  5. The loan request should indicate:
     1. The entity borrowing the Item,
     2. The Items (author, name, inventory number),
     3. The place (address) of the Items’ exhibition,
     4. The period of the loan expressed at least in months and years.
  6. The decision whether to loan Items is taken by the Director of the Institute based on the opinions of the conservator (state of the Items, assessment of the request) and head of department (use of the Items for own purposes or loan, assessment of the request).
  7. The decision of the Director of the JHI is also contingent on:
     1. consent of the Association of the JHI – in the case of items deposited with the JHI by this Association,
     2. consent of the Provincial Monument Conservator – where Items are loaned outside the territory of Poland,
  8. The Institute reserves the right to demand that a request be amended to include a description of the exhibition conditions in the place of exhibition or an option to conduct an inspection of the exhibition site.
  9. Loaned Items may be used only in accordance with the purpose and for the period stated in the Agreement and should be returned on the last day defined in the Agreement at the latest.
  10. The Borrowing Entity shall bear all the costs of loaning Items under the Agreement, including packaging and transport there and back.
  11. The Borrowing Entity does not have the right to loan Items to third parties.
  12. The Borrowing Entity shall exhibit and store the loaned Items with all due care, in accordance with the conditions set out in the Agreement. Optimum conditions for storage and exhibition are set out in the table below:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Temperature  Cº | Relative humidity  RH (%) | Light levels  (Lux) |
| Wood | 18 – 22 | 50±5 | up to 200 |
| Paper | 18 – 22 | 55±5 | up to 50 |
| Leather | 18 – 22 | 55±5 | up to 200 |
| Fabric | 18 – 22 | 50±5 | up to 50 |
| Metal | 18 – 22 | up to 45 | 300 - 500 |

* 1. The Institute reserves the right to inspect exhibition and storage conditions of the loaned Items over the period of the exhibition.
  2. The Borrowing Entity shall take out “nail to nail” insurance coverage for the Items. A copy of the insurance policy should be provided to the Institute at least three days prior to the day of the Items’ handover.
  3. For the duration of transport, the Items must be packed using appropriate materials that ensure maximum protection against any damage that might occur during transport.
  4. The Institute reserves the right to send a courier with the transported Items at the cost of the Borrowing Entity. The courier oversees the packing, transport and unpacking of the Items and their placement at the exhibition site.
  5. Handover and return of the Items is done pursuant to a delivery protocol.
  6. The Institute reserves the right to claim compensation for Items damaged, destroyed or lost during a loan.
  7. The Borrowing Entity shall immediately inform the Institute of damage or loss of Items and send a detailed report on the state of the damage incurred with full photographic documentation or a detailed report on the circumstances of the Items’ loss. The report shall be sent within three days of the occurrence of the damage.
  8. The Institute reserves the right to an additional inspection in connection with damage or loss of Items, carried out by employees of the Institute and external experts, the costs of which shall be borne by the Borrowing Entity.