



## Requesting a loan at the Amsterdam Museum

The Amsterdam Museum is the keeper of the collection of the city of Amsterdam and is responsible for its preservation and conservation. We gladly consider a loan for your exhibition or permanent display. Please take the following points into account when preparing your loan application.

Make sure you submit your application at least six months prior to the start of the loan. You can send your request by postal mail to:

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Amsterdam Museum  
Att. Mrs. J. Kiers, Director  
Herengracht 603,  
1017 CE Amsterdam  
Netherlands

or by e-mail to:  
[info@amsterdammuseum.nl](mailto:info@amsterdammuseum.nl)

### Make sure that you provide the following information:

- Name and address of the applicant institution, including possible partners
- The name of the exhibition - exhibition period
- Reason for your application – summary of the project
- List of requested objects with their object numbers (see our online collection database: [www.amsterdammuseum.nl/en/info/collection](http://www.amsterdammuseum.nl/en/info/collection))
- A recent facility report
- Name, position and contact details of the person handling the application

If you have any further questions, please contact the Registrar's Office:  
[registrar@amsterdammuseum.nl](mailto:registrar@amsterdammuseum.nl) or call +31 (0)20 5231-715/716

## Charges

### For museums

- Administration costs: € 150,00 per request
- Out-of-pocket costs arising from the loan should be covered by the Borrower (for instance, for a condition report we charge approximately € 125,00 per object)
- If no Amsterdam Museum staff is available to process the request, hiring extra staff to take care of the application will be charged to the Borrower (in consultation)
- If necessary, conservation and restoration work (in consultation)
- Insurance of the work(s)
- Packaging and transport
- Supervision of unpacking and installation
  - In the Netherlands: transportation costs
  - Outside the Netherlands: transportation costs and daily allowance (per diem)
- Different costs may apply to long-term loans

### For organizations other than museums

Requirements and costs for loan requests from organizations other than museums, will be decided on a case-to-case basis. If you have any questions, please contact [registrar@amsterdammuseum.nl](mailto:registrar@amsterdammuseum.nl).