

## Submitting a Loan Request to the Royal Museums of Art and History

The permanent collections of the Royal Museums of Art and History (RMAH) are rich and varied. To make them accessible to a broader audience, many pieces are loaned each year to institutions around the world.

However, due to various renovation projects, which have increased the workload for our teams, combined with current staff shortages, we are obliged to limit loans to a maximum of 5 items per request for an indefinite period.

Loan requests must be submitted in writing to the Director General of the RMAH at least six months before the exhibition's opening date, to the following address:

Madame Géraldine David, Director General  
Royal Museums of Art and History  
Cinquantenaire Park 10  
1000 Brussels  
or via email at [secr-direction@kmg-mrah.be](mailto:secr-direction@kmg-mrah.be)

The request must include the following information:

- The full name of the institution
- The name(s) of the exhibition curator(s)
- The title, exact dates and location(s) of the event
- The list of requested items along with their inventory numbers
- The exhibition synopsis
- The exhibition and security conditions (facility report)
- The contact details of the people responsible for the loan request

The museum encourages informal and early contact to discuss the selection of objects and the practical aspects of the loan. For this, please contact the loan department via [loans@kmg-mrah.be](mailto:loans@kmg-mrah.be) or the relevant museum curator. A useful resource for preparing a loan request is the museum's online catalog, [www.carmentis.be](http://www.carmentis.be).

### Review of the Request

The Director General will make a final decision on the loan request after consulting the relevant curators and conservators, who will assess the following criteria:

- The condition of the object(s): certain items cannot be loaned due to their fragility
- The scientific/cultural value of the project (catalogue, research, ...)
- The security, conservation, and facility conditions of the requesting institution
- The availability of the objects, which may already be requested for another exhibition or be essential to the museum's display.
- The timing of the request submission

After a favorable review, the loan contract will be sent to the requester.

## Our Loan Conditions

The borrower is responsible for the following costs:

- Insurance
- Packing, transportation, and installation
- Round-trip courier costs
- Accommodation and per diem for the courier

Additionally, the borrower may also cover the following costs, if applicable:

- Restoration
- Framing
- Object photography for insurance or condition reports
- Photography and reproduction for the catalog

The borrower also agrees to provide the RMAH with:

- 1 copy of the exhibition catalog per lending section, for each language in which it was published.

## Reproduction and Publication Rights

Photographs of the objects are, in principle, exclusively taken by the [Image Studio](#) of the RMAH at the borrower's expense. Reproduction orders must be sent to the Image Studio at least 4 months before the exhibition's opening.

## Alterations

Any request to modify the loan (e.g., an additional object, or changes to dates or venue) must be addressed in writing to the Director General of the RMAH at least 3 months in advance. Any request for an extension of the loan beyond the initially agreed duration must be submitted to the museum no later than 1 month before the originally planned closing date. All costs related to the extension are the responsibility of the borrower.

## Cancellation

A cancellation of the request must be communicated to the Director General of the RMAH as soon as possible. The costs already incurred (e.g., restoration, framing) remain the borrower's responsibility.

## Contact

Damien Filippi  
Registrar  
RMAH  
Cinquantenaire Park 10  
1000 Brussels  
[loans@kmg-mrah.be](mailto:loans@kmg-mrah.be)