



Centre Pompidou

Exhibition loans

The National Museum of Modern Art holds a large number of works and documents covering all fields of modern and contemporary creation: paintings, sculptures, installations, drawings, photographs, architectural designs and models, drawings and design objects, experimental cinema, videos, documents.

For any research, you can consult the Collection of the National Museum of Modern Art / Industrial Design Centre online: <http://collection.centrepompidou.fr> and the collection of the Kandinsky Library: <http://bibliothequekandinsky.centrepompidou.fr>

Before making a loan request, it is recommended that curators contact the people in charge of the collections requested to clarify the selection and discuss the constraints on the presentation of the works.

Formalise the request

The loan application must be drawn up and signed on letterheaded paper for the attention of:

Bernard Blistène
Director of the MNAM/CCI
Centre Pompidou
75191 Paris Cedex 04

The letter must specify:

- the name of the institution applying for loans and the person in charge of the exhibition project
- the full name and address of the exhibition venue
- the title of the exhibition
- the start and end dates of the exhibition
- dates, venues and details of any itineraries (if the schedule is not yet finalised, at least the total duration of the exhibition should be specified, for reasons of preventive conservation)
- the project synopsis
- a list of the works requested with, if possible, a reference to the inventory number
- the presentation and security conditions of the exhibition venue ("Facility report")
- the telephone and email addresses of various useful contacts (curator, exhibition manager, stage manager, etc.)
- the full contact details of the person responsible for the structure, signatory of the loan agreement

Incomplete loan applications will delay the processing of the loan application. The accuracy and finality of a loan application will be the best guarantee of its admissibility when it is examined by the institution's decision-making bodies.

Examination of the loan application: loans and deposits committee

Functioning of the committee

The Loans and Deposits Department centralises all applications and handles the processing of loan files. Applications are handled by a committee that meets every 4 to 8 weeks.

Applications must imperatively be sent by post 6 months before the start date of the exhibition or installation of the deposit.

The Loans and Deposits Committee examines the applicant's scientific and cultural project, the availability of the work, the technical feasibility (state of conservation of the work, period of the request, etc.). The Committee also assesses the security and conservation guarantees contained in the "Facility Report" of the site, which must accompany the application and, if agreed, communicates the terms of the loan or deposit.

In the event of a favourable opinion, a formal letter of loan agreement is sent to the borrower, accompanied by:

- A loan file that takes the place of and replaces the traditional loan sheets in all respects. It includes the list of works and the mandatory information for cards and publications.
- In some cases, a request for payment of costs relating to framing, restoration, film copying and the purchase of supplies. Quotes are then sent to the borrower for final approval.

No changes to the list of works or dates will be accepted within 6 months of the opening of the exhibition.

Contacts at the Loans and Deposits Department

Raphaële Bianchi, Head of Department

raphaele.bianchi@centrepompidou.fr

Tel.: 00.33.(0)1.44.78.42.38

Saïda Herida, Loans and Deposits Officer

saida.herida@centrepompidou.fr

Tel.: 00.33.(0)1.44.78.16.12

Noëlle Albert, Loans and Deposits Officer

noelle.albert@centrepompidou.fr

Tel.: 00.33.(0)1.44.78.42.63

Provision of loans. Fees and borrower's obligations

Fees charged by the Centre Pompidou
- administrative and film copying costs

Administrative costs related to the provision of works (*French public institutions are exempt from administrative costs related to the provision of works from the Centre Pompidou, except for works in category II*):

CATEGORY I	All works, with the exception of animated images and documents	400 Euros, excluding VAT / work
CATEGORY II	Animated images In traditional format -----	200 Euros, excluding VAT / hour of dissemination
	In digital format-----	Depending on the number of works and the exploitation period
CATEGORY III	Documents	50 Euros, excluding VAT / unit or set

Other costs borne by the borrower

- insurance costs
- packing, transport and installation costs, paid for by a specialised art transport company
- any costs of framing the works or preparing documents
- any costs of reports and conservation
- the accommodation, transport and daily allowances of the courier designated by the Centre Pompidou
- possible costs of transport by an external conservator
- orders for photographic reproductions (according to the commercial scale of the NMR-GP photographic agency)
- copyright for works that have not fallen into the public domain

It is therefore important to provide a dedicated budget for the operation as soon as it is requested

The general conditions for the provision of works set out the conditions of packing, transport, insurance (taken out by us), transport and security, as well as the conditions of reproduction of the works loaned, and are transmitted by the manager at the latest 4 months before the opening date of the exhibition and must be returned signed by the borrower before the departure of the works.

Contacts at the Registrar Department:

Sennen Codjo, Registrar
sennen.codjo@centrepompidou.fr
Tel.: 00.33.(0)1.44.78.47.01

Kim Dang, Registrar
kim.dang@centrepompidou.fr
Tel.: 00.33.(0)1.44.78.14.92

Melissa Etave, Registrar
melissa.etave@centrepompidou.fr
Tel.: 00.33.(0)1.44.78.16.45

Marion Julien, Registrar
marion.julien@centrepompidou.fr
Tel.: 00.33.(0)1.44.78.15.02

Laurine Leblanc, Registrar
laurine.leblanc@centrepompidou.fr
Tel.: 00.33.(0)1.44.78.47.53

Delivery of publications

The borrower must send the MNAM/CCI 4 copies of the catalogue and the documents published in connection with and on the occasion of the loan.

Photographic Reproductions

Orders for reproductions of works from the National Museum of Modern Art / Industrial Design Centre should be sent to the Photographic Agency of the Réunion des Musées Nationaux-Grand Palais
254-256 rue de Bercy
75577 Paris Cedex 12
agence.photo@rmn.fr
<http://www.photo.rmn.fr>
Contact: Mhairi Martino
Tel.: 00.33.(0)1.40.13.46.33

These requests for photographic reproductions must specify:

- the publication dates, titles, places and print runs (for books) and itinerary of the event
- the type of publication: French/foreign publication, private use, audiovisual, etc.
- the list of works with the name of the artist, the title of the work, the inventory number.

For any other request concerning photographic reproductions of works in the collection, a request may be addressed to the Photothèque des Collections, MNAM-CCI: perrine.renaud@centrepompidou.fr

Derivative products (off catalogue)

All publishing and marketing of derivative products must be subject to prior written authorisation from the Centre Pompidou Publishing Division, Sales Department Elise Albenque

elise.albenque@centrepompidou.fr
Tel.: 33.(0)1.44.78.42.30