

## **Conditions for Museums Borrowing Exhibitions from the Museums Association of Namibia.**

**Care and Preservation.** All items in the exhibition should be treated with care to avoid loss, damage or deterioration. The Museums Association of Namibia is to be informed in writing immediately of any loss or damage to objects on loan. No changes may be made to any item in the exhibition without the written permission of the Museums Association of Namibia. Sufficient care should be made to ensure that the exhibition is safe from fire or theft and that it is not exposed to damage by excessive light, insects, dirt or excessive changes in humidity or temperature.

**Insurance.** The exhibition shall be insured at the borrower's expense to the value shown on the relevant exhibition loan form.

**Packing and Transportation.** The exhibition will be provided by the Museums Association of Namibia suitably packaged for transportation. An agreement will be reached between the borrower and the Museums Association of Namibia before an exhibition loan agreement is signed regarding the cost and form of transport that will be used to deliver and return the exhibition.

**Credit Line.** Any mobile exhibition that is put on display will be credited to the 'Museums Association of Namibia' and such other sponsors or organizations as may be indicated by the Museums Association of Namibia.

**Photography.** The borrower has the right to make use of photographic material of or from the exhibition for the purposes of marketing the exhibition locally or for educational purposes. The use of photographic material from the exhibition for commercial purposes is forbidden.

**Extension/Return.** The exhibition will be returned to the Museums Association of Namibia by the stated termination date on the signed Exhibition Request Form. If an institution should wish to request an extension to the loan period they should apply in writing to the Museums Association of Namibia. The Museums Association of Namibia reserves the right to request the return of the exhibition at any time, but will try to provide reasonable notice in such, exceptional, cases.