

Based on Article 46 of the Statute of the Croatian Academy of Sciences and Arts, the provisions of the Museums Act (Official Gazette 61/2018, 98/2019), and Article 10 of the Rulebook on the terms and conditions and the manner of gaining insight into museum material and museum documentation (Official Gazette 115/2001), the Presidency of the Croatian Academy of Sciences and Arts, in its 1st (273rd) regular session held on 26 January 2022, issued the

RULEBOOK ON THE TERMS AND CONDITIONS AND THE MANNER OF GAINING INSIGHT INTO MUSEUM MATERIAL AND MUSEUM DOCUMENTATION, AS WELL AS BORROWING MUSEUM MATERIAL FROM MUSEUMS — GALLERIES — COLLECTIONS OF THE CROATIAN ACADEMY OF SCIENCES AND ARTS

I. GENERAL PROVISIONS

Article 1

This Rulebook on the terms and conditions and the manner of gaining insight into museum material and museum documentation, as well as borrowing museum material from the Museums — Galleries — Collections of the Croatian Academy of Sciences and Arts (hereinafter referred to as: Rulebook) stipulates the manner, mutual rights and obligations of the Museums — Galleries — Collections of the Croatian Academy of Sciences and Arts (hereinafter referred to as: M-G-Z HAZU) and all the users in the process of gaining insight into museum material and museum documentation, as well as borrowing museum material.

Article 2

Museum material and museum documentation of M-G-Z HAZU are protected as cultural goods; legal regulations on the protection of cultural goods of the Republic of Croatia apply.

Article 3

Insight into museum material and museum documentation is granted for the purposes of its scientific and professional analysis, exhibition and publication, for journalistic purposes, for teaching needs, and for other justified purposes.

The insight includes the following: review of museum material and museum documentation, and digital imaging of the original with the aim of further scientific and professional analysis, exhibition and publication.

II. AVAILABILITY

Article 4

Insight into museum material and museum documentation may be temporarily denied in the following cases: if damaged; if in professional processing; if insight had earlier been granted to another party; if in restoration; if in loan for an exhibition; if needed for research; if used for projects and programmes of M-G-Z HAZU; and in other justified cases, such as relocation of the material for the needs of the restoration of buildings following the earthquake or due to other reasons.

No more than 30% of museum material/documentation (belonging to a certain collection, archival fund and/or documentation fund) may be scanned or photographed.

Article 5

Insight into museum material and museum documentation with the aim of using it for commercial purposes shall be defined by a separate contract between the Croatian Academy of Sciences and Arts and the interested party.

III. THE MANNER AND THE TERMS AND CONDITIONS OF GAINING INSIGHT INTO MUSEUM MATERIAL AND DOCUMENTATION

Article 6

In order to get insight into museum material and museum documentation of M-G-Z HAZU, the user is obliged to submit written request on the prescribed form (Annex I to the Rulebook). The form is delivered to the museum, gallery or collection of the Croatian Academy, the material of which insight is requested into.

The form ought to include the following: personal data; residence data or data on the institution; research topic or other purpose

for insight into museum material and museum documentation: list of units of the material of museums, galleries or collections of the Croatian Academy – name of the author (if definable); title and identification sign of the unit, i.e. inventory number or call number.

By signing the Request (Annex I to the Rulebook), the user confirms to be familiar with and agree to the manner and the terms and conditions of gaining insight into the museum material and documentation defined by the Rulebook.

Article 7

Insight into museum material and museum documentation is approved by the head of the subject unit within M-G-Z HAZU within 15 days as of filing the request (Annex I to the Rulebook), and valid for the applicant only.

Article 8

Insight into the original museum material and museum documentation is granted in the form of digital copies and images, free of charge, via e-mail or other online services for the exchange of data.

If no image or copy exists, imaging of the original museum material and documentation shall be organised with prior approval from the head of the subject unit of M-G-Z HAZU, at the applicant's request and expense, and in accordance with the complexity of imaging.

Insight into the original museum material and museum documentation may only be granted provided the preservation level of the material allows it, and the professional and scientific work method demands it.

Article 9

Insight into the original museum material and museum documentation is granted exclusively for use in the premises of the subject unit within M-G-Z HAZU intended for this purpose, obligatorily in the presence of a museum professional with the aim of the protection thereof from any potential endangerment or any other unauthorised use.

Article 10

For the purpose of the protection of the original museum material and museum documentation, in case insight is sought into a portion of material too large to be inspected in one day, the user is obliged to arrange the daily schedule with the person responsible.

Fragile original museum material and museum documentation shall, for protection purposes, be returned to the safe room and thus no longer available to the user.

Article 11

Respecting the house rules of individual units within M-G-Z HAZU (Annex III to the Rulebook) and the issued instructions, the user is obliged to handle museum material and museum documentation with due care, in order not to damage or destroy it.

M-G-Z HAZU units are obliged to keep record of external users.

The records are kept in the alphabetical order of the users' names or in the alphabetical order of the used museum material and documentation.

IV. PUBLICATION OF MUSEUM MATERIAL AND MUSEUM DOCUMENTATION

Article 12

The user is obliged to seek special approval for the publication and public presentation of museum material and museum documentation. The filled-in form (Annex IV to the Rulebook), together with the accompanying letter in case of an institution, ought to be delivered to the unit within M-G-Z HAZU, the material of which is needed for publication. The form ought to include the following: personal data; title of the publication that would include the subject material; the fee; the purpose of the publication; data on the author(s); and the list of the units of the material and their identification sign (inv. no. or call no.) within the unit of M-G-Z HAZU.

Approvals granted for the publication and public presentation of museum material and museum documentation shall be regulated in accordance with the Tariff (Annex II to the) Rulebook and/or a separate contract between the Croatian Academy of Sciences and Arts and the user, in which rights and obligations of the interested parties are defined in detail.

A separate approval is needed for a new edition, reprint or translation.

Article 13

In case of lack of an appropriate high-resolution digital image, the user shall bear the costs of developing such image according to the

price depending on the complexity of the process.

Nominated or approved photographer shall make photographs of museum material and museum documentation in the premises of the units within M-G-Z HAZU intended for this purpose, obligatorily in the presence of an employee of the subject unit within M-G-Z HAZU.

The user is obliged to deliver the digital copies of the images made in high resolution to the unit within M-G-Z HAZU, to which the photographed material belongs, for the needs thereof.

M-G-Z HAZU reserves the right to refuse imaging for the reason of the protection of the material or for other just reasons.

Article 14

The user is liable for any damage or breach of anyone's right caused due to the publication and public presentation of museum material and museum documentation of M-G-Z HAZU, pursuant to the law.

Article 15

The user is obliged to duly and correctly state the sources of museum material and museum documentation; the data on the work (full name of the author, if definable); the title of the work; the identification sign of the unit, i.e. inventory number or call number; the name of the museum, gallery of collection, to which the subject work belongs; as well as the Croatian Academy of Sciences and Arts as owner.

The user is obliged to deliver to the unit within M-G-Z HAZU, the material of which they publish, three copies of the publication including (or citing) the material and documentation of the Croatian Academy of Sciences and Arts.

V. BORROWING MUSEUM MATERIAL

Article 16

Based on a written contract, M-G-Z HAZU may – for the purposes of exhibiting – lend museum material to another museum, legal person or state administration body, provided they can guarantee the safety and adequate safekeeping of the material.

Guaranteed safety includes property insurance in case of damage, destruction, loss or theft of museum material, as a rule settled by the means of concluding an insurance policy with an insurance company for the full amount or, exceptionally, an appropriate bank or state guarantee may be obtained and appropriate technical safety of museum material, which is common in connection with exhibition venues and transport according to the standards and rules of profession, provided for.

The user borrowing museum material takes the obligation to keep guard of and exhibit the borrowed museum material in accordance with the provisions of the Protection and Preservation of Cultural Goods Act (NN 69/99, NN 151/03, NN 157/03 Correction, NN 87/09, NN 88/10, NN 61/11, NN 25/12, NN 136/12, NN 157/13, NN 152/14, NN 98/15 – Regulation, 44/17, 90/18, 32/20, 62/20), and the Museums Act (NN 61/18).

Article 17

The user interested in borrowing museum material is obliged to submit written request and deliver it to the unit within M-G-Z HAZU, to which the material belongs, no later than 90 days before the date of borrowing.

The request for borrowing museum material ought to include the following: personal data of the borrower; purpose of the loan; exhibition title; exhibition venue; duration of loan and exhibition; data on museum material intended for loan (name of the author (if definable), title of the unit of material, year of creation, technique, dimensions, identification sign of the unit of material, i.e. inventory number or call number, of the subject unit within M-G-Z HAZU).

Article 18

The competent Department grants the loan, and the Management Board of the Croatian Academy of Sciences and Arts makes the final decision at the proposal of the director and with the approval of the honorary director of the subject unit within M-G-Z HAZU.

Article 19

At the proposal of the subject unit within M-G-Z HAZU, the Croatian Academy of Sciences and Arts concludes a loan contract made in four equally authentic copies; each of the contracting parties keeps two (2) thereof.

Museum material loan contract ought to include the following: provisions on the terms and conditions including data on the borrower and the list of the subject museum material; information on the duration of loan and exhibition; attached list

with estimated value for the needs of property insurance in case of damage, destruction, loss or theft of the borrowed museum material; provisions on the insurance Rulebook and keeping museum material; and equipping and publishing expenses according to the Tariff (Annex II to the), or rather a specified bill of costs of conservation and restoration works, photographing, special equipping or other potential extra expenses not included in the Tariff.

Article 20

As concerns borrowing original museum material, earlier acquired property insurance in case of its damaging, destruction, theft or loss for the full duration of loan and transport is mandatory. The borrower is obliged to acquire insurance by concluding an insurance policy with an insurance company for the full amount.

Article 21

Museum material may be lent to other institutions only if it has been entered into inventory and photographed.

Article 22

As a rule, original museum material in need of restoration shall not be lent.

Provided conservation and restoration works may be finalised in time, the user borrowing museum material may be offered borrowing against bearing the costs of the subject works.

Individual units within M-G-Z HAZU reserve the right to set special loan terms and conditions:

The Department of Prints and Drawings of the Croatian Academy:

Only equipped museum material shall be lent. The user borrowing museum material shall bear the costs of equipping, which matter is regulated by the loan contract and according to the Tariff (Annex II to the Rulebook). Museum material must be neither opened nor damaged; it may be exhibited only if equipped. The user borrowing museum material is obliged to handle the borrowed museum material with due care; accordingly, museum items may in no manner be damaged or led to circumstances that may cause damage, destruction or loss thereof.

Borrowing original museum material that cannot be standardly equipped and demands special handling is regulated by the loan contract.

Museum material loan is granted for the duration defined according to the fragility and type of material, as well as the regulations and standards of preventive protection of artworks on paper.

Original museum material that had already been exhibited and/or lent for the maximal approved number of Lux hours for the subject type of artworks, shall, according to the regulations and standards of the protection of extremely fragile artworks on paper, due to preventive radiation protection, not be exhibited / lent for a longer period of time. In such case, if an adequate digital image exists, the borrower may seek a copy from the museum for the needs of exhibiting at their own expense, which shall be defined by a separate contract concluded between the two interested parties.

The Glyptothèque of the Croatian Academy:

The user borrowing museum material is obliged to handle it with due care; accordingly, they ought to neither damage it in any way nor cause its damage, destruction or loss by exposing it to any such circumstances.

As regards takeover, arrival should be announced at least two days in advance. The state of the material ought to be established both before and after the loan.

The user shall bear the costs of borrowing the material in a specially equipped packing intended for safe transport (depending on the type of material).

If items of larger dimensions or weighing more than 100 kg are borrowed, their physical transport ought to be ensured. The costs of special terms and conditions thereof shall be regulated on a contractual basis.

If an artwork from the safe room is borrowed, the borrower concludes a contract with the owner of the material; a copy of the contract, the policy, the relocation license and/or the original license ought to be delivered to the Glyptothèque of the Croatian Academy of Sciences and Arts.

If a user wishes to borrow material owned by a private person or an institution, they ought to obtain prior approval and send it to the Glyptothèque of the Croatian Academy of Sciences and Arts.

Borrowing original museum material that cannot be standardly equipped and demands special handling is regulated separately, by the loan contract.

The Croatian Museum of Medicine and Pharmacy:

Due to specific features and special fragility, individual types of museum material, e.g. pathological and anatomical preparations, shall be lent for no purpose.

The borrower shall equip the museum material borrowed from the Croatian Museum of Medicine and Pharmacy for exhibiting in accordance with museum standards. The user borrowing material for exhibiting shall bear the costs of equipping the material.

Article 23

The user borrowing museum material is obliged – before takeover of the material – to submit two signed copies of the loan contract, the insurance policy, and, where applicable, the receipt for the fee paid for equipping museum material.

Article 24

The Croatian Academy of Sciences and Arts, and the name of the unit within M-G-Z HAZU, to which the artwork belongs, ought to be stated as owners of the borrowed museum material in the exhibition catalogue and the written exhibition material.

Article 25

The borrower shall organise and bear the costs of the transport of museum material carried out by an authorised artwork transport company.

M-G-Z HAZU may condition that a professional accompany the borrowed museum material during transport and staging, or rather during moving and return of the artworks. The costs ought to bear the borrower of museum material. Special and additional terms and conditions for borrowing outside Zagreb and the borders of the Republic of Croatia are regulated separately, by the loan contract.

Article 26

In case the borrowed museum material should suffer any kind of damage, the borrower shall be obliged to immediately inform the unit within M-G-Z HAZU, the material of which is borrowed. Protection measures may be undertaken exclusively in emergency cases, and only following consultation with the unit within M-G-Z HAZU, the material of which is borrowed: exceptions are cases in which the crisis demands urgent intervention (fire, flood, etc.).

Article 27

Due to the fragility of the museum material that is borrowed, individual units within M-G-Z HAZU insist on the following terms and conditions of handling and exhibiting:

The Strossmayer Gallery of Old Masters of the Croatian Academy:

The user borrowing artworks ought to ensure the following conditions during exhibition and in the facilities where they are kept/exhibited:

- Recommended temperature 15–22 °C
- Relative humidity 45–65% with no oscillations during a brief time period
- Relative humidity and temperature ought to be regularly checked
- Min. 24-hour adaptation in an unopened transport box
- Continuous measuring of temperature and relative humidity is required in the facilities where artworks are kept
- Artworks require careful handling in order to avoid mechanical damage
- Artworks must be exposed neither to direct sunlight nor to heat sources
- Contact with water and abrasive materials ought to be avoided

The Department of Prints and Drawings of the Croatian Academy:

Storing, opening and safekeeping of borrowed museum material is allowed in the exhibition space only. Equipped museum material ought to be stored in a dry and airy space, and left unopened at the exhibition venue two days before opening.

The user borrowing artworks ought to ensure the following conditions during exhibition and in the facilities where they are kept/exhibited:

- light sources and equipment with prescribed UV filters
- 50 Lux max. during installation, uninstallation and exhibition
- Recommended temperature 19–22 °C
- Relative humidity 45–55% with no oscillations during a brief time period
- Relative humidity and temperature ought to be regularly checked

In order to be protected from exposure to the light, the borrowed museum material ought to be stored in a darkened room in the period between unpacking and the opening of the exhibition for visitors; and in the period between the closing of the exhibition and packing for transport.

The Glyptothek of the Croatian Academy:

The user borrowing museum material ought to ensure the following conditions during exhibition and in the facilities where they are kept/temporarily stored:

The same terms and conditions apply to the Collection of Drawings of the Croatian Artists as to the Department of Prints and Drawings. Terms and conditions for borrowing sculptures, medals, plaques and plaster casts:

- Recommended temperature 16–20 °C
- Relative humidity 45–55% with no oscillations during a brief time period
- Relative humidity and temperature ought to be regularly checked

The Croatian Museum of Medicine and Pharmacy:

Special care is required when borrowing glass and ceramic museum items, due to risk of damage in transport. Storing, opening and safekeeping borrowed museum material is allowed in the exhibition space only.

Article 28

Damaging, destroying, alienation or attempted alienation of museum material is regarded a criminal offence pursuant to the provisions of the Criminal Code (Official Gazette 125/11, 144/12, 56/15, 61/15, 101/17, 118/18, 126/19, 84/21). Should a user in any manner damage, disfigure or destroy museum material, make it useless or cause its misplacement, they shall bear the costs of the damage caused.

The Croatian Academy of Sciences and Arts shall submit, pursuant to the law, a report to the relevant state administration body against any user who intentionally damages, disfigures or destroys museum material, makes it useless, appropriates or attempts to alienate it.

TRANSITIONAL AND FINAL PROVISIONS

Article 29

The Management Board of the Croatian Academy is authorised for issuing the Tariff of the services and the terms and conditions of using museum material and museum documentation, at the proposal of museums and galleries, with prior approval from the Department of Fine Arts.

Article 30

Annexes to the Rulebook marked I–III form integral parts thereof.

Article 31

Issues not defined by the Rulebook shall be solved pursuant to the principles and standards stipulated in the provisions of the Museums Act and other legal regulations.

Article 32

The Rulebook shall become effective on the eight day after being issued.

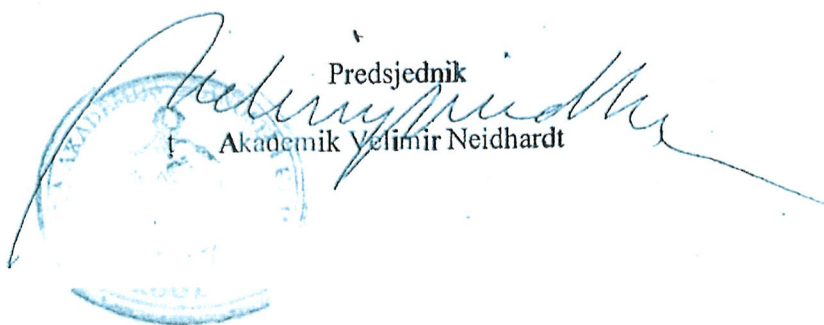
President

Professor Velimir Neidhardt,

F.C.A., Ph.D.

No.: 10-194/3-2022.

Zagreb, 26 January 2022

 **Predsjednik**
Akademik Velimir Neidhardt