

# WE LEND THINGS!

Are you interested in objects that are kept in  
The State Archaeological Collection?

Would you like to borrow objects for your museum, your  
special exhibition or a presentation?

We will be happy to help you - and find solutions together!

## THE STATE ARCHAEOLOGICAL COLLECTION

The State Archaeological Collection is one of the central and largest archaeological collections in Europe. It collects, preserves and makes accessible archaeological finds from Bavaria that are owned by the state. The collections cover the material culture of all epochs of Bavarian prehistory and early history, the Middle Ages and modern times from the Stone Age to the recent past.



## OBJECTS - SAFE IN THE DEPOT... AND IN THE EXHIBITION!

The ASM has a collection of several million individual artefacts, which is constantly growing due to the constant influx of excavations and individual finds from all over Bavaria. With seven depot locations in Munich and throughout Bavaria, The State Archaeological Collection is one of the largest archives of prehistoric and early historical material culture in Europe.

Not all artefacts can be exhibited in the ASM or its branch museums - but they do not simply disappear into storage! Our experts take optimum care of them in terms of conservation and restoration and protect them from damage of any kind in the best possible way so that they are preserved for future generations. The objects are available for national and international research projects and can be borrowed for exhibitions.

## LOAN REQUESTS & LOANS

The long-term preservation of archaeological finds is our top priority. For this reason, they are only loaned out if certain basic requirements are met and the safety and integrity of the sensitive artefacts is guaranteed at all times. We therefore require certain information and assurances from each borrower:

- A covering letter (loan request) to the Director of The State Archaeological Collection. It must contain all the basic information about your project, e.g. name and location of the exhibition, exact duration of the exhibition, etc.  
A tip: Plan a sufficient 'buffer' before and after the actual duration of the exhibition for the desired duration of the loan. This is for the transport, assembly and dismantling of the objects on your premises and the return transport of the objects. Usually, two weeks are scheduled before and after the exhibition.
- Precise details of the borrower and the relevant institution. In addition, the name and details of an authorised representative who will sign the loan agreement. A personal contact person is always an advantage!

- A so-called 'facility report'. This contains basic information about the exhibition and the exhibition building, security facilities and conservation requirements. We will be happy to help you find out what information is urgently needed for your project! You can find a template, which you should fill out as best as possible, here:



- A detailed list of the objects you are looking for. We would be grateful for any information you have about the objects in order to select the ones you want for your exhibition from the millions of artefacts. In addition to the name of the object and the place where it was found, you should also provide the inventory number, which you can find in previous publications, for example. You can find a template, which you should fill in as best as possible, here:



As we receive numerous loan requests, we should **receive your loan request at least six months before the start of the exhibition!** This is the only way we can guarantee a timely realisation.

Please note that we do not lend display cases or exhibition architecture.

## TRANSPORT, INSURANCE, CONTRACT

Once the requested objects have been identified – we try to fulfil all your wishes – the objects are examined by the experts in our conservation department and checked for their suitability for loan. Proper and secure transport packaging ensures damage-free delivery. The transport modalities are arranged in consultation with our loan department. You may incur costs for this.

The State Archaeological Collection will insure the objects in advance for the duration of the loan. The sum insured is based on the insured values of the individual objects, which are determined by our experts. The insurance costs are generally borne by the borrower.

If you require photographic images of specific objects for exhibition purposes and/or printed materials such as accompanying publications, catalogues or advertising material, please make a separate request, but with reference to your respective loan request. Please allow sufficient time for new photographs to be taken; costs may be incurred.



If you have any further questions about loan modalities, individual objects or exhibition planning, please do not hesitate to contact us!

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