

French Collections and Museums: How to Apply for a Loan?

French museums, institutions, and collections, especially the most important ones, receive each year lots of artwork loan requests, sometimes thousands. The decision to lend objects, especially when they belong to public museums and therefore are part of national collections, belong most of the time to scientific commissions made up of art historians, curators, and experts. Any request should abide by the following rules:

1. Plan ahead

Depending on the institution, international loan requests must be sent at least **between eight months and two years prior to the start of the exhibition**. The earlier the request is sent, the bigger the chance of approval is.

2. Follow the right procedure

An official request must be **sent by way of a written letter**, sent by post and email, to the head of the institution (President, Director, etc.).

Written requests must include the following information: full name of the borrowing institution, name(s) of the curator(s) of the exhibition, title, dates, and exact location of the event, list of works requested with corresponding inventory numbers, synopsis of the exhibition, exhibition and security conditions for the exhibition, contact details.

3. Explain your project

The official request letter should explain **why you are asking for these artworks in particular**, how they are essential to the scientific and artistic discourse of the exhibition, and what this project is in details.

4. Role of the Cultural Service of the Embassy of France in Korea

Our teams are here to help you with any questions you might have, especially for liaising with French museums and institutions if needed.

Once an important artwork loan has been approved by a French collection for an exhibition project in Korea, you can submit a request to obtain the Cultural Service of the Embassy of France in Korea's moral support via email: art@kr.ambafrance-culture.org.



More resources online:

<https://www.louvre.fr/en/loan-and-long-term-loan-requests>

<https://www.bnf.fr/en/loans-exhibitions>