ETH zürich

Swiss Federal Institute of Technology Zurich
Department of Architecture
Institute for the History and Theory of Architecture

gta **Archive**

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ETH Zurich
HIL C 64/65
Stefano-Franscini-Platz 5
8093 Zurich
Switzerland

Loan Terms and Requirements

1. Requests and Time Schedules

Loan requests are to be submitted in writing to the gta Archive using the consultation form. The final selection of objects must be received at least three months prior to the loan date.

2. Requirements

Contracts drawn up by the borrower will not be accepted. All of the conditions and agreements are set out in our loan contract. Below a summary of the most frequently asked questions:

a. Conservational Stipulations

Presentation: the archival material must be protected under glass or acrylic glass.

Environment: the temperature must be 18° C (maximum 22° C); air humidity must be 55 % (maximum 60 %).

Lighting: the illumination intensity must not exceed 50 lux for hand-drawn items and plans, and must not exceed 40 lux for manuscripts.

b. Administrational Stipulations

The costs for transport, insurance and packaging are borne by the borrower. Any customs formalities are the sole responsibility of the borrower.

3. Costs

There are no direct loan fees as such. The gta Archive produce safety-copy scans to be paid for by the borrower (CHF 35 per scan, plus administrational costs – see also fee regulations). These are provided to the borrower and may be utilised within the parameters of the corresponding exhibition (publications, publicity, etc. – but see also further Point 6 below). For models we charge a fee based on the work outlay involved (CHF 100 per hour).

4. Delivery of the Loan Objects

The dates for the delivery of the loan objects must be confirmed by the gta Archive and take place during our opening hours. The delivery can only take place when the gta Archive is in possession of a countersigned copy of the contract.

5. Restorations

Any potential restorations and the corresponding costs must be negotiated between the borrower and the lender. Only a maximum of half of the incurred financial costs will be borne by the gta Archive.

6. Copyright

The gta Archive holds rights of use for collections documents. Any potential third-party copyrights (in particular in the case of photographs) must be additionally checked and established by the borrower and are solely their responsibility.

Zurich, November 2025