Borrowing items for public exhibition: application form

**ANNEX 1**

**1) Exhibition purpose and a justification for the inclusion of the requested items**

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|  |

**2) Exhibition details:**

|  |
| --- |
| Exhibition title: |
| Exhibition organizer: * name:
* address:
* telephone:
* fax:
* web mail:
 |
| Petitioner:* name:
* address:
* telephone:
* fax:
* web mail:
 |
| Location:* name:
* address:
* telephone:
* fax:
* web mail:
 |
| Opening date:Closing date:  |
| Opening time schedule:* morning:
* afternoon:
* bank days:
 |
| Curator: * name:
* address:
* telephone:
* fax:
* web mail:
 |
| Coordinator:* name:
* address:
* telephone:
* fax:
* web mail:
 |
| Design, scenario and placement of the items* name:
* address:
* telephone:
* fax:
* web mail:
 |

**3) List of the items requested, describing for each item:**

|  |
| --- |
| Call number): Material type:Author: Title:Place, publishing or printing house, (or any important detail to refer to other kinds of materials as manuscripts, for example: record company; producer, etc.)For any other material, production and publishing dates.Issue, volumes, sequential designation in periodicals.Measures and weight (if necessary)* Closed item:
* Open item:

Format:Technique (illustrations, engraves, maps...)Observations:If you require more than one item you may attach a file with the information required above.We do not accept requests without item’s identification. After executing the request, you will be allowed to change just one item. |

**4) Environmental conditions of the location**

|  |
| --- |
| Exhibition Room: * Inside the building:
* Attached to the building:
* Common use of the room:
 |
| **Environment** * Central or individual air conditioner:
* Central or individual heating:
* Central or individual cooling system:
 |
| Usual temperature: |
| Usual relative humidity: |
| Light conditions: * natural:
* halogen:
* fluorescent:
* incandescent:
* others as:
 |
| Control of natural light radiations:* curtains:
* windows:
* others as:
 |
| Control of artificial light radiations:* filters:
* others as:
 |
| Control instruments:* thermometer, probes, others,
* humidity : probes, others
* luxmeter:
* UV meter:
 |
| Stabilising instruments : * humidifiers:
* dehumidifiers:
* air conditioner:
* Air ventilations systems:

natural: windowsartificial: electric fans, extractor fans, others |
| Environmental control: Maintenance schedule:* Daily
* weekly:

 - monthly:* others:
 |
| Cleaning service:* from the institution:
* external service:
 |
| Place of previous or post storage to the exhibition* inside the institution:
* at the transport company:
 |
| Storage of the empty boxes during the exhibition: * inside the institution:
* at the transport company:
 |

**5) Safety measures**

|  |
| --- |
| Emergency plan: YES NO |
| Fire alarm systems* smoke / heat detectors
* fire alarm:
 |
| Fire protection systems:* Hose reel:
* Fire Extinguisher: Types of extinguishing agents:, CO2:
 |
| Water pipes in the exhibition room: * YES
* NO
 |
| Surveillance type:* Active: security staff, guards, etc.
* Passive: cameras, volumetric detectors, others,
 |
| Emergency alarm connected to: * Policy:
* Security central point:

 Organization in charge:  |

**6) Room Maps**

You must send by mail or fax the map of the exhibition room and the showcases, which must show the following aspects:

|  |
| --- |
| **N*** Orientation
* Doors and windows location
* Fixed Spot light location and/or rail fix

 * Air conditioning vents location **A**

Fixed air vents location* Radiator location
* Fire extinguisher location **EX**
* BIE’s Location BIE’s
* Simplified dimensions of the Reading Rooms, including height.
 |

Signature: the exhibition organizer or responsible person in charge.

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*The return of this document to the “Biblioteca de Catalunya” duly signed and stamped is compulsory for borrowing the requested items.*

**ANNEX 2: Other details**

Second step: before the items leave the library you must send to us:

* **The agreement with the expenses of the restoration, security copies and reproductions if necessary.**
* **The receipt of the certification of the assurance policy, and the response to the following questionnaire:**

Exhibition title:

Exhibition organizer

Exhibition location:

Dates:

1. **Showcases**

|  |
| --- |
| Showcases type:* Individual, closed and vertical position:
* Collective, closed and vertical position:
* Individual, closed and horizontal position:
* Collective, closed and horizontal position:

- Other: |
| Showcases material:* Water-based paint:
* Painted more than three weeks before setting up the pieces:
* Glasses type: reinforced, laminated, others:
* Fixations or brakes to avoid movement
* Lockers keys, others, etc…
 |
| Security conditions:- Exterior light:halogen, fluorescent o optical fibre* Interior light: halogen, fluorescent o optical fibre
* Level of illumination: .………lux
* anti-overturning system:
* Contact detector:
* Internal temperature sensor/ internal humidity sensor
 |
| Exhibition materials:* Methacrylate
* Lightweight cardboard:
* Acid-free paper
 |
| Exhibition panel locations:Cases location: |
| Other equipment: |

**2) Transport, packaging and assurance**

|  |
| --- |
| Transport:Transport company:* name:
* address:
* telephone:
* fax:
* mail:
* transport type: truck, plane, train, others:
 |
| Packaging type:* metal cases:
* wooden box custom-made: individuals or collectives:
* packaging materials: archival tissue paper or silk paper
* the inside of the box material
* boxes and cases closure
 |
| Assurance:Company responsible: |

Signature: the exhibition organization or responsible in charge.

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