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:**

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| 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:**

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| 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**

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| 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: windows  artificial: 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**

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| 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:

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| **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**

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| 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**

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| 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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