

## **EXHIBITION LOAN POLICY**

### **1. Loan Application form**

Application form has to be done at least 4 months in advance of the exhibition when the number of items required would be less than 20, and 6 months if the number of items requested would be bigger than 20, or in case of exhibitions abroad.

The Biblioteca de Catalunya will only lend the irreplaceable items and strongly linked with the exhibition contents. The Biblioteca de Catalunya would sign a Loan Contract with the exhibition organization.

The Biblioteca de Catalunya could deny the lending request if safety measures, preservation conditions or other special facts would required it.

### **2. Purpose and contents.**

Requesters have to submit a project of the exhibition including:

- a) The exhibition purpose justifying the need for the loan request.
- b) Exhibition details:
  - title
  - Exhibition organizer (name, address, telephone, fax, web mail)
  - Petitioner (name, address, telephone, fax, web mail)
  - Location (name, address, telephone, fax, web mail)
  - Opening and closing date
- c) Environmental conditions of the location, including relative humidity, temperature, Lux, and variability of those measures all day long.
- d) Safety and security conditions:
  - previously or following location for the items, different from the final location.
  - Usual purpose of the building.
  - Building materials
  - Water duct System.
  - Alarm security systems.
  - Draft
  - Security personnel
  - Showcases type
  - Other equipments
- e) Items requested:
  - Material Type
  - author
  - title

- Publication place, publishing company, publication date or any important detail to refer other kinds of materials as manuscripts, etc...
  - Issue, volumes, sequential designation in periodicals.
  - Dimensions
  - Format
  - Technique (illustrations, engravings, maps...)
  - Classmark.
- f) Observations.

We don't accept incomplete or wrong orders. Changes on the application form will be made after executing the order.

### **3. Assign the items**

Regarding Law 4/1993 Library System of Catalonia (*Llei 4/1993 del Sistema Bibliotecari de Catalunya, article 15*), the Biblioteca de Catalunya Director has to authorize the items assignment or the assignment agreement.

### **4. Insurance**

Before taking the items the petitioner will have to hand in an insurance, in which Biblioteca de Catalunya will be the beneficiary. Biblioteca de Catalunya will establish the proper amount for each item.

Insurance will cover each item during the time the item will stay outside the library and any possible damage (theft, lost, any damage caused by any reason, including *force majeure*, and the transport).

The Biblioteca de Catalunya reserves the right to refuse the Insurance Company.

### **5. Restoration**

If necessary, the Exhibition Organization will take charge of the costs.

### **6. Reproduction backup copy.**

For safety reasons, before taking out any items they must be digitalized. The Biblioteca de Catalunya will be the owner of those copies.

The petitioner will also take charge of the cost of the reproduction of each item.

### **7. Preservation**

Some items may need special conditions of preservation and then the Exhibition Organization will take charge of it as well. The Organization will not handle the items ordered.

## **8. Packaging and transport**

Transferring the Items from Biblioteca de Catalunya to the exhibition place has to be done with the suitable safety and security measures and by specialized staff on this kind of transfer. They have to organize and prepare the suitable materials in order to protect the items.

Petitioner will agree with the Biblioteca de Catalunya the packaging date.

The items assigned will not go by any reason other way outside the exhibition than back to the Biblioteca de Catalunya.

In case something happens for circumstances beyond our control (*force majeure*), you have to contact immediately with Biblioteca de Catalunya.

The petitioner would pay all the costs and the Biblioteca de Catalunya reserves the right to refuse the transport company.

## **9. Delivery certificate.**

Items will be retired from the Biblioteca de Catalunya by accredited staff. They will sign a delivery certificate. This certificate should contains any significant date.

## **10. Export authorization.**

The temporary export of pieces for exhibitions abroad has to be authorised by the *Departament de Cultura de la Generalitat (Direcció General de Patrimoni Cultural)* once consulted the *Junta de Qualificació, Valoració i Exportació de Béns del Patrimoni Cultural de Catalunya* and the *Ministeri d'Educació i Cultura* and the *Junta de Calificación, Valoración y Exportación de Bienes del Patrimonio Histórico Español*. The Organization will be responsible of the custom process.

## **11. Preservation conditions.**

The organization has to guarantee the conservation and security of the exposed items through a permanent surveillance, fire alarm and fire extinguisher and also permanent humidity, light and temperature control. Sunlight will not affect directly the items, and any light source will be filtered. Visitors will not be allowed to take flash photos. Items will be placed in showcases or other security systems. Depending on the material type an annex will be necessary including special conditions

The Biblioteca de Catalunya reserves the right to visit the building in order to check the security conditions and also the right to remove the items any risk or deficiency could damage them. The petitioner would pay all the costs

## **12. Reproduction and Catalogue.**

The loan do not authorize any kind of reproduction. If the petitioner would wants a reproduction will have to ask the Biblioteca the Catalunya for an authorization.

In case of images for the catalogue exhibition, in the application form must be indicated the catalogue details and its print run. If the Biblioteca de Catalunya accepts the application the petitioner will pay the costs but the Biblioteca the Catalunya will reproduce the item. Once the catalogue will be published the Biblioteca the Catalunya will keep from 2 to 5 copies.

Regarding the law<sup>1</sup>, the organization will manage in order to get the previous authorisation for the copyright.

Biblioteca de Catalunya has to be cited on any media communication and on every information leaflet and on the exhibition catalogue as well. The proper way to do it is **Biblioteca de Catalunya. Barcelona.**

## **13. Supervision**

When the Biblioteca de Catalunya considers appropriate, one member of our staff would supervise the transport and the placement. The petitioner would pay all the costs

## **14. Exhibition duration**

The Biblioteca the Catalunya will borrow the items only for one exhibition. For travelling exhibitions, we do require a new formal written loan request, that will be considered and the decision communicated to the applicant as soon as possible.

One item could be exposed during 4 months for exhibition, and 6 months for a year, unless light exposure could damage the items. After that, the item will not be exposed again after 4 years.

If there is a extension on the open or closing exhibition day the assignment agreement would need a revision, and the Biblioteca de Catalunya reserves the right to refuse that extension.

## **15. Return**

Closed the exhibition, after 10 days maximum and during the period time covered by the insurance, items have to be back to the Biblioteca de Catalunya exactly by the same conditions they went out.

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<sup>1</sup> Llei 1/96, de 12 d'abril (*BOE*, (1996), núm. 97, de 22 d'abril).

Before signing the acknowledgement of receipt, the Biblioteca de Catalunya will revise the items in order to check any damage.

In case the items have suffered any incident, the acknowledgement of receipt would enclose a note in case demanding responsibilities would be necessary.  
If there is a lawsuit, both parts have to left it to Barcelona court.

I declare I know and accept these conditions

Signature: the exhibition organization or responsible in charge.

Barcelona,

*The delivery of this document to the Biblioteca de Catalunya signed and stamped by the borrower is compulsory for the loan concession..*