

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: <ul style="list-style-type: none">- name:- address:- telephone:- fax:- web mail:
Petitioner: <ul style="list-style-type: none">- name:- address:- telephone:- fax:- web mail:
Location: <ul style="list-style-type: none">- name:- address:- telephone:- fax:- web mail:
Opening date:
Closing date:
Opening time schedule: <ul style="list-style-type: none">- morning:- afternoon:- bank days:

Curator: <ul style="list-style-type: none">- name:- address:- telephone:- fax:- web mail:
Coordinator: <ul style="list-style-type: none">- name:- address:- telephone:- fax:- web mail:
Design, scenario and placement of the items <ul style="list-style-type: none">- name:- address:- telephone:- fax:- web mail:

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

<p>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.</p> <p>Issue, volumes, sequential designation in periodicals. Measures and weight (if necessary)<ul style="list-style-type: none">- Closed item:- Open item:</p> <p>Format: Technique (illustrations, engraves, maps...) Observations:</p> <p>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.</p>
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4) Environmental conditions of the location

Exhibition Room: <ul style="list-style-type: none">- Inside the building:- Attached to the building:- Common use of the room:
Environment <ul style="list-style-type: none">- Central or individual air conditioner:- Central or individual heating:- Central or individual cooling system:
Usual temperature:
Usual relative humidity:
Light conditions: <ul style="list-style-type: none">- natural:- halogen:- fluorescent:- incandescent:- others as:
Control of natural light radiations: <ul style="list-style-type: none">- curtains:- windows:- others as:
Control of artificial light radiations: <ul style="list-style-type: none">- filters:- others as:
Control instruments: <ul style="list-style-type: none">- thermometer, probes, others,- humidity : probes, others- luxmeter:- UV meter:
Stabilising instruments : <ul style="list-style-type: none">- humidifiers:- dehumidifiers:- air conditioner:- Air ventilations systems:<ul style="list-style-type: none">natural: windowsartificial: electric fans, extractor fans, others
Environmental control: Maintenance schedule: <ul style="list-style-type: none">- Daily- weekly:- monthly:- others:








Cleaning service: <ul style="list-style-type: none">- from the institution:- external service:
Place of previous or post storage to the exhibition <ul style="list-style-type: none">- inside the institution:- at the transport company:
Storage of the empty boxes during the exhibition: <ul style="list-style-type: none">- inside the institution:- at the transport company:

5) Safety measures

Emergency plan: YES NO
Fire alarm systems <ul style="list-style-type: none">- smoke / heat detectors- fire alarm:
Fire protection systems: <ul style="list-style-type: none">- Hose reel:- Fire Extinguisher: Types of extinguishing agents:, CO2:
Water pipes in the exhibition room: <ul style="list-style-type: none">- YES- NO
Surveillance type: <ul style="list-style-type: none">- Active: security staff, guards, etc.- Passive: cameras, volumetric detectors, others,
Emergency alarm connected to: <ul style="list-style-type: none">- 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:

• Orientation		
• Doors and windows location		
• Fixed Spot light location and/or rail fix		
• Air conditioning vents location		
Fixed air vents location		
• Radiator location		
• Fire extinguisher location		
• BIE's Location		
• Simplified dimensions of the Reading Rooms, including height.		

Signature: the exhibition organizer or responsible person in charge.

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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...

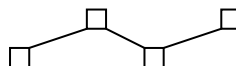
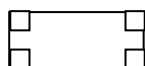
Security conditions:

- 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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