

Direction of the Cultural diffusion
Exhibition department
Bureau des prêts (Loans office)
58, rue de Richelieu
75084 PARIS cedex 02

Email prets.expos@bnf.fr

Supervisor
Cyril Chazal
33 (0)1 53 79 80 70

Administration office
Delphine Minotti
33 (0)1 53 79 83 97

Management
Marielle Bonnand
33 (0)1 53 79 81 97
Sylvie Ferreira
33 (0)1 53 79 81 00

Chiara Pagliettini
33 (0)1 53 79 81 01
Brigitte Robin-Loiseau
33 (0)1 53 79 81 28

Title of the exhibition

Total number
of items presented
in the exhibition

Catalogue YES

NO

EXHIBITION DATES

Opening

Inauguration

Closure

Weekly closing days

Opening hours

Weekly range of light exposure

PLANNED LOCATION FOR THE EXHIBITION

Institution

Country

Address

Telephone

Email

Statut Public institution

Museum

Library

University

Association governed by the law of 1901

Private institution

Another organization (please specify)

ORGANIZATION RESPONSIBLE FOR THE EXHIBITION

Institution

Country

Address

Person responsible

Work address

Telephone

Email

Status Public institution Association governed by the law of 1901
 Another organization (please specify) _____

CURATOR OF THE EXHIBITION (if he is different from the person responsible)

Name _____ Function _____
Work address _____
Telephone _____ Email _____

REGISTAR OF WORKS

Name _____
Work address _____
Telephone _____ Email (compulsory) _____

ORGANIZATION IN THE NAME OF WHICH THE INVOICES MUST BE ESTABLISHED

Name _____
Address _____
Person responsible _____ Email (compulsory) _____

For a European Community country, indicate the VAT number _____

INSURANCE COMPANY

Name of the insurance company _____
Name of the insurance brokerage company _____

PACKAGING AND TRANSPORT (see specifications, article 13)

What are the details of the specialised company proposed?

Name _____ Telephone _____
Address _____

FRAMING REQUIRED

If the following information is not given, the BnF's workshop reserves the right to choose the framing itself without the borrower being able to then raise any objection:

- Framing left to the judgement of the workshop
- Gilded wooden frame
- Light oak frame
- Mahogany colour frame
- Under Altuglas Plexiglas with bordered canvas. Specify the colour of the canvas: _____
- Another frame - Specify (subject to acceptance from the workshop) _____

Whatever the type of framing chosen, specify the colour required for the mount:

PRESERVATION CONDITIONS OF WORKS

THE BUILDING AND THE EXHIBITION SPACE

Construction date

Construction material (wood, stone, concrete, glass, steel, other, etc.)

- Exterior walls

- Interior walls (including ceiling)

Size, area, volume of the exhibition space

CLIMATIC CONDITION OF THE EXHIBITION SPACE

- Is the ventilation natural or mechanical?

- What kind of equipment ensures the climate control?

- Only winter heating
- Air conditioning with just temperature regulation
- Air handling unit with temperature and hygrometry regulation
- Independent regulation devices (dehumidifiers / humidifiers)

- Is the air filtered? YES NO

If yes, specify the type and filtration level of the air (particles, gas, VOC)

- Is the climatic condition of the exhibition space constantly monitored by measuring devices (other than the air conditioning system sensors)?

YES NO

If yes, what type? Hygrothermograph Recorders Recorders with radio transmission
 Other

- Temperature of exhibition rooms Spring / Summer Autumn / Winter

- Humidité relative Spring / Summer Autumn / Winter Attach the reports and statistics from the last 6 months

LIGHTING OF THE EXHIBITION SPACE

- Is the room's lighting natural, artificial or a combination?

If there is natural lighting,

What is the glass surface (in m2)?

What are the methods for controlling the light intensity:

blinds, solar filters filtering the visible rays the ultraviolet (UV) and the infra-red (IR), Other

- For artificial lighting, specify the nature of the light source(s)

Fluorescent tube, Halogen lamp, Other

- Are the lamps equipped with anti-UV / anti-IR filters? YES NO

- Is the intensity of light sources adjustable? YES NO

- Is the lighting system (electrical block, lamps) outside or inside of the showcases?

Specify the kind of light sources

- Does the institution have light intensity measuring devices (Lux) and UV? YES NO

SANITARY MONITORING OF COLLECTIONS AND EXHIBITION SPACES

- How often and what type of cleaning is in place for the exhibition spaces (hoovering, sweeping, etc.)?

- Is there a pest management programme (insects, rodents, micro-organisms) for the premises and collections: sanitary monitoring via visual inspection, traps, etc.? YES NO

- If insect traps are installed, specify what kind of traps

SHOWCASES

- Are there technical compartments for controlling the environment inside of the showcases (silica gel, other humidity regulators, etc.)? YES NO

- What are the materials used?

Stand, cover

Showcase bottom

Basing of the works (lectern, cradles, etc.)

SECURITY

- Is the building equipped with a monitoring and anti-intrusion system 24/7? YES NO

If yes, what type? guards, alarms, video surveillance, remote surveillance

- Will the exhibition room be monitored in the day? YES NO

And during the night? YES NO

If yes, what type of surveillance? guards, alarms, video surveillance, remote surveillance

- Are the showcases locked and / or alarmed constantly and independently of the general building alarm system? YES NO

If no, is it possible to install this? YES NO

- Are hung works alarmed? YES NO

If no, is it possible to install this? YES NO

- Does the exhibition site have a locked and alarmed vault, respecting the thermo-hygrometric conditions defined in article 5 of these specifications? YES NO

SAFETY

- For French institutions, what is the category and the ERP (building open to the public) type?

- Is the entire building protected by a fire and/or a smoke safety system (detection, warning, extinction, evacuation)? YES NO

- What kind of fire detection system is installed in the exhibition space? Is it automatic detection or manual detection?

- What are the warning methods?

- What are the extinction methods?

Extinguishers adapted to the fire source

Hose station

Sprinklers / air mist, etc.

Dry / wet risers

- How is the smoke evacuation ensured?

- Has the staff received training in the use of warning and assistance methods? YES NO

PREVENTION AND INTERVENTION IN THE EVENT OF DAMAGE

- Does the institution have an emergency plan in case of major risks, water or fire damage? YES NO

- Does the institution have basic emergency equipment? YES NO

If yes, what type?

BY SIGNING THIS SHEET, THE BORROWER DECLARES THE INFORMATION GIVEN ABOVE TO BE CORRECT

Date :

For the organization responsible for the exhibition, name, roles, signature: