

Direction of the Cultural
development and Museum
Bureau des prêts (Loans office)
58, rue de Richelieu
75084 PARIS cedex 02

Email prets.expos@bnf.fr

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

Legal status of the institution

Country

Address

Person responsible

Name of the signatory of the loan contract

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 ☐ Under Altuglas Plexiglas with bordered canvas. Specify the colour of the canvas:
☐ Gilded wooden frame

☐ Light oak frame ☐ Another frame - Specify (subject to acceptance from the workshop)
☐ Mahogany colour frame

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
- ☐ Sprinklers / air mist, etc.
- ☐ Hose station
- ☐ 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: