

CONDITIONS FOR EXHIBITION LOANS

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Introduction

One of the functions of the Resource Center for Learning and Research (CRAI) is to disseminate the University of Barcelona's (UB) documentary heritage.

Loans of items for exhibitions are one way of increasing the dissemination of bibliographic and documentary resources held by the UB libraries.

To carry out this function, conditions must first be established for the loan of library resources.

The following conditions have been drawn up for exhibition loans.

Article 1. Loan requests

1.1. Documents must be requested at least four months before the date of the exhibition opening when the loan application is for fewer than 20 items, and at least six months before the opening when more than 20 items are required.

1.2. The definitive list of the required items must be completed at least two months before the date of an exhibition opening in Spain and at least four months before an exhibition opening abroad.

1.3. The UB and the CRAI on behalf of the University reserve the right to revoke authorization and, consequently, to withdraw a loan item, if there are changes in the exhibition's environmental conditions or security measures during the loan period, or for any other reason that the University considers could lead to material or moral damage.

Article 2. Object and content

2.1. Applicants must fill in the exhibition loan request form that has been drawn up by the UB.

2.2. Two copies of this form will be submitted. One will be handed in to the library and the other will remain in the possession of the applicant, once the loan has been authorized by the rector or delegated person.

2.3. In addition to the form, the applicant must provide details of the environmental conditions in the exhibition room, including the relative humidity, the temperature, the light intensity and the type of light used, as well as the degree of variability of these factors throughout the day.

2.4. In addition, the following security conditions will be specified:

- Storage place prior to installation in the exhibition
- Normal use of the exhibition rooms
- Alarm systems
- Plan
- Security guards
- Characteristics of the showcases
- Other exhibits

Article 3. Insurance

3.1. Before an item can be taken out on temporary loan, the applicant must hand in an insurance certificate for an approved “nail-to-nail” policy, in which the UB will appear as the beneficiary. The items will be insured for the value assigned by the University.

3.2. For the entire time that the items are out of the library, the policy will cover the risk of loss, theft or any damage or deterioration, including that caused by force majeure. The policy will also cover transport.

3.3. The CRAI reserves the right to reject the insurance company proposed by the exhibition organiser and to propose another insurance company in its place, when so required.

Article 4. Restoration

4.1. When, an item needs to be restored for preservation purposes, the cost of this process will be met by the exhibition organiser.

4.2. The University will decide whether the restoration will be carried out in the CRAI workshop or by an external company.

Article 5. Security copies

5.1. Before an item is taken out of the library, for security and identification purposes it must be copied by the most appropriate method for the type of document, at the library's discretion.

5.2. Security copies have to be deposited in the library as University property.

5.3. The costs of this process will be met by the applicant.

Article 6. Packaging, transport and mounting

6.1. The packaging, transport and mounting of the requested items will be undertaken by a company with recognised experience in this field. The CRAI reserves the right to reject the transport company proposed by the exhibition organisers and to propose another transport company in its place, when so required.

6.2. When a special mount is required (a stand, passepartout, a wooden box, etc.) for preservation purposes, the costs of this process will be met by the exhibition organiser.

6.3. The transport of items from the library to the exhibition place requires appropriate security measures and will be carried out by specialists in this kind of transportation, who will provide all of the materials needed to protect the documents.

6.4. The date of packaging and transport will be agreed by the exhibition organiser and the contact person designated by the CRAI management, on behalf of the rector.

6.5. Once the exhibition is over, the loan items must remain in the exhibition area until they are transported back to the library. If items have to be moved to another location due to force majeure, the library will be informed of this fact immediately.

6.6. All costs related to the transport of the items and any other costs that arise as a result of this operation will be met by the applicant.

6.7. If the CRAI considers it appropriate, it will send a member of staff to supervise the transport and installation of the items in the exhibition room. Any costs incurred in this process will be met by the applicant.

Article 7. Delivery certificate

The items will be taken out of the library by authorised staff who will sign a delivery certificate. This certificate will contain any data that is considered relevant.

Article 8. Export authorisation

The temporary export of items for exhibitions outside Spain must be authorised by the Directorate General for Cultural Heritage, which is part of the Ministry of Culture and the Media of the Generalitat (Government of Catalonia), once the approval of the Catalan Historical Heritage Assets Classification, Valuation and Export Board has been obtained. In addition, the exportation must be authorised by the Spanish Ministry of Culture, with the approval of the Spanish Historical Heritage Assets Classification, Valuation and Export Board. The organiser will be responsible for the customs procedures and for the procedures related to obtaining an export certificate.

Article 9. Preservation measures

9.1. The exhibition organiser will ensure the security and preservation of the items by means of permanent security services, fire detection and extinguishing systems, and the control of humidity, temperature and light in the exhibition environment. Under no circumstances will the items be placed in direct sunlight. The sources of light will be UV filtered.

9.2. Visitors to the exhibition are not permitted to use flash photography. The items will be installed in showcases or other security systems under conditions that prevent any damage from occurring.

Article 10. Reproduction of documents

10.1. The borrower is not permitted to reproduce the loan item.

10.2. If the applicant wishes to reproduce any part of the loaned items in the exhibition catalogue or in any material used to describe the exhibition (leaflets, press, educational projects, etc.), he/she must fill in the request for reproduction form and handle any procedures related to rights management, if required.

10.3. In accordance with current legislation on intellectual property¹, the exhibition organiser will handle procedures related to exploitation rights of any items that are not in the public domain. The applicant will request the corresponding authorisations from their rightful owners or from the appropriate reproduction rights organisation.

¹ Royal decree 1/1996, of 12 April BOE (1996),* no. 97, of 22-04-1996.

Article 11. Duration of the exhibitions

11.1. The items are loaned for one exhibition only. If applicants require a loan extension or wish to move the exhibition to a new location (touring exhibitions), they must initiate additional loan procedures and obtain the express authorisation of the CRAI management, on behalf of the rector.

11.2. An item can be exhibited for up to four months per exhibition. If an exception can be justified, this period can be prolonged with the express authorisation of the CRAI management, on behalf of the rector.

11.3. As a general rule, once an item has been returned to the library, it cannot be loaned again in the following four years. However, the CRAI management reserves the right to change this period.

Article 12. Returning items

12.1. Once the exhibition has finished and within the period of insurance cover, the items will be returned to the library with the same procedures and security measures that were used to take the items to the exhibition place. On receipt of the items, and before the receipt certificate is signed, the library will check the state of the documents for any damage.

12.2. If an incident of any type has occurred, a note will be included in the receipt certificate to assess whether any party should be held responsible.

12.3. Any legal issues that arise from the interpretation of and compliance with the conditions of this loan will be resolved by agreement. If an agreement cannot be reached, the parties will submit to mediation before they initiate any claim in the relevant jurisdiction.

I declare that I have read and understood the conditions.

Name and surname(s):

Institute organising the exhibition or responsible for the exhibition:

Signature:

[city], on of

The loan procedure for the requested item will not begin until this form has been returned to the library duly signed and sealed by the borrower.