

ANNEX 5.

Regulations for the loan of works from the University of Barcelona's CRAI for exhibitions

INTRODUCTION

One of the functions of the Learning and Research Resources Centre (CRAI) is to disseminate the bibliographic heritage of the University of Barcelona.

The loan of works for exhibitions is a way of contributing to the wider dissemination of the bibliographic and documentary holdings of the CRAI libraries of the University of Barcelona.

In order to carry out this function, it is necessary to first establish the conditions for the loan of works from these collections.

The following regulations have therefore been developed to govern the loan of works for exhibitions.

ARTICLE 1. Loan requests

- 1.1. When fewer than 20 items are requested, loan requests must be made at least four months before the exhibition opening date. Requests for 20 or more items must be made at least six months in advance.
- 1.2. The definitive list of works requested must be closed at most two months before the opening date for exhibitions to be held in Spain, and at most four months before the opening date for exhibitions abroad.
- 1.3. The University of Barcelona, and the CRAI on its behalf, reserves the right to suspend the authorization and remove loaned items if, during the loan period, changes are made to the

exhibition conditions or security measures, or for any other reason that, in the view of the University, may lead to material or non-material damage.

- 1.4. The cost of taking documents out on loan for exhibition is indicated in the University of Barcelona's CRAI fees.

ARTICLE 2. Purpose and content

- 2.1. Applicants must complete the exhibition loan application form made available by the CRAI of the University of Barcelona.
- 2.2. The form must be signed by both parties and submitted in duplicate: one copy must be given to the CRAI library and the other, once authorized by the rector or his/her delegate, must remain in the applicant's possession.
- 2.3. In addition to the application form, details of the environmental conditions of the exhibition room must be attached. The following must be specified: relative humidity, temperature, light intensity and type of light used, and the degree of variability of light exposure over the day.
- 2.4. Security conditions must also be indicated by specifying the following points:

- Place of storage prior to or after final installation
- Usual function of the exhibition rooms
- Alarm systems
- Floor plan
- Surveillance

- Characteristics of display cases
- Other exhibition installations

ARTICLE 3. Insurance

- 3.1. Before collecting the works on temporary loan, the applicant must provide certification that a «nail-to-nail» insurance policy has been taken out. In this policy, the University must appear as the beneficiary, and the coverage must be in the amount at which the CRAI of the University of Barcelona has valued the works.
- 3.2. The policy must cover the risk of loss, theft, or any damage or deterioration for the entire period that the documents are outside the CRAI library, even in the event of force majeure, and must include transport.
- 3.3. The CRAI reserves the right not to accept the insurer proposed by the organizer and, where appropriate, to propose another.

ARTICLE 4. Restoration

- 4.1. If, for conservation reasons, it is necessary to restore an item, the costs of these processes will be borne by the organizer.
- 4.2. The University will decide whether the restoration will be carried out in the CRAI's restoration workshop or by an external company.

ARTICLE 5. Reproduction for security purposes

- 5.1. For security and identification purposes, before being removed from the CRAI

library, documents will be digitized according to the type of document and at the discretion of the Digitization Centre (CEDI) of the CRAI of the University of Barcelona and the CRAI library itself.

- 5.2. The digitization will be done at the CEDI, following the policy and procedure for the digitization of the CRAI heritage collection of the University of Barcelona.
- 5.3. Digitization costs will be borne by the applicant.

ARTICLE 6. Packing, transport and installation

- 6.1. The packing, transport and installation of the requested items must be carried out by a company with proven experience in this field. The CRAI reserves the right to reject the transport company proposed by the organizers and, where appropriate, to propose another.
- 6.2. If, for conservation reasons, a special installation is required to ensure the preservation of the works (lecterns, mat frame folders, wooden boxes, etc.), the associated costs will be borne by the organizer.
- 6.3. The transfer of the items from the CRAI library to the exhibition site will be carried out under appropriate security conditions by personnel specialized in transfers of this kind, who must provide the materials required to protect the documents.
- 6.4. The date of packing and transport must be agreed between the curator and the contact person designated by CRAI Director, acting on behalf of the rector.

6.5. Once the exhibition period has ended, under no circumstances may the loaned items be moved anywhere, outside the exhibition area, other than when they are returned. In the event that a force majeure event occurs, the CRAI library must be notified immediately.

6.6. All costs associated with the transfer of the items and any other expenses incurred as a result of this operation will be borne by the party requesting the transfer.

6.7. When the CRAI considers it appropriate, it will send a courier to supervise the transport and installation of the works in the exhibition rooms. Any costs incurred will be borne by the party requesting the loan.

ARTICLE 7. Certificate of receipt

The works must be removed from the CRAI library by accredited staff, who must sign a certificate of receipt. This certificate must specify any information that it is deemed advisable to draw attention to.

ARTICLE 8. Authorization for export

8.1. The temporary export of items for exhibitions outside Spain requires the authorization of the Directorate-General for Cultural Heritage of the Government of Catalonia's Ministry of Culture, following approval by the Classification, Valuation and Export Board for Cultural Heritage Assets of Catalonia. The authorization of the Ministry of Culture, with the approval of the Board for the Classification, Valuation and Export of Historical Heritage Assets, is also required.

8.2. The organizer is responsible for customs formalities and for taking the steps required to obtain an export certificate.

ARTICLE 9. Conservation measures

9.1. The organizer must guarantee the safety and conservation of the documents on display by means of permanent surveillance, fire detection and extinguishing systems, and environmental controls of humidity, temperature and light. Under no circumstances should sunlight fall directly on the works. Light sources must be filtered.

9.2. Flash photography by visitors to the exhibition is not authorized. Items must be installed in display cases or other secure fixtures and in such a way that the material on display cannot be damaged.

ARTICLE 10. Reproduction of documents

10.1. The loan of the work does not authorize any form of reproduction.

10.2. If the organizer wishes to reproduce any of the loaned items in an exhibition catalogue or to publicize the exhibition (in brochures, press material, educational projects, etc.), the person making the request must complete a reproduction request form, including any relevant details as regards rights management.

10.3. In accordance with current legislation on intellectual property (Royal Legislative Decree 1/1996 of 12 April), the organizer must manage rights of exploitation of works that are not in the public domain. The person making the request undertakes to obtain the necessary authorizations from the rightful holders or the relevant collecting society.

ARTICLE 11. Duration of exhibitions

- 11.1. Loans are made for a single exhibition. Any extensions or tours require the review of additional procedures and the express authorization of CRAI Director, delegated by the rector.
- 11.2. A single item may be exhibited for a maximum of four months per exhibition. If an exception is justified, this period may be extended with the express authorization of CRAI Director, delegated by the rector.
- 11.3. As a general rule, once an item has been returned to the CRAI library, it may not be loaned out for the following four years. However, CRAI Director reserves the right to modify this period.

ARTICLE 12. Return

- 12.1. Once the exhibition has closed, within the period of insurance coverage, the items must be returned to the CRAI library using the same procedure and with the same security measures as when they were taken out. On receipt of the works, and before signing the reception certificate, the CRAI library must check the state of conservation of the documents returned for any damage that may have occurred.
- 12.2. If there has been an incident of any kind, a note must be included in the return report to determine if it is necessary to hold the responsible party accountable.
- 12.3. Any dispute that may arise in relation to the interpretation and performance of this loan shall be resolved by agreement between the parties. If such agreement is not possible, the parties agree to submit to mediation before initiating any claim before the relevant jurisdiction.



I declare that I have read and accept these conditions.

Name and surname(s):

Institution organizing or responsible for the exhibition:

Signed:

Barcelona, [date]

The return of this document to the CRAI library, duly signed and stamped, is a prerequisite for the initiation of the procedures for the requested loan.