

Exhibition Conditions for Items on Loan from the Bavarian State Library

Borrowing Institution: _____

Exhibition: _____

Duration of Exhibition: _____

Please name a contact for technical and conservational issues.

Name: _____

Position: _____

Telephone number: _____

E-Mail address: _____

For any queries please contact leihgaben@bsb-muenchen.de

I. Security

| | |
|---|---|
| 1. Which security systems are permanently installed in the exhibition area? | <input type="checkbox"/> magnetic contact on doors and windows <input type="checkbox"/> motion <input type="checkbox"/> photo-electric ray <input type="checkbox"/> weight/press <input type="checkbox"/> CCTV <input type="checkbox"/> other: _____ |
| 2. Which areas are protected or monitored? | <input type="checkbox"/> showcases and wall mountings <input type="checkbox"/> doors and/or corridors leading to the exhibition area <input type="checkbox"/> windows in the exhibition area <input type="checkbox"/> perimeter protection |
| 3. Please describe your safety staff. | <input type="checkbox"/> inhouse security <input type="checkbox"/> private security contractor <input type="checkbox"/> other personnel |
| 4. How many guards oversee or patrol the exhibition area? | number of guards: _____ number of rooms: _____ |
| 5. Who will be alerted in case of an alarm? | <input type="checkbox"/> police <input type="checkbox"/> security center on premises <input type="checkbox"/> security center off premises <input type="checkbox"/> other: _____ |
| 6. What is the response time to an alarm? | _____ minutes |

II. Fire Protection

| | |
|---|--|
| 1. Is the entire building equipped with a fire detection system? | <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> partially: _____ |
| 2. Which fire detection systems are installed in the exhibition area? | <input type="checkbox"/> smoke detectors <input type="checkbox"/> heat detectors <input type="checkbox"/> manual alarm <input type="checkbox"/> other: _____ |
| 3. Who will be alerted in case of an alarm? | <input type="checkbox"/> professional fire brigade <input type="checkbox"/> security center on premises <input type="checkbox"/> security center off premises <input type="checkbox"/> other: _____ |
| 4. What is the response time to an alarm? | _____ minutes |

III. Lighting

| | |
|---|---|
| 1. Is the exhibition area free of daylight? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 2. Please describe the room lighting during the exhibition. | <input type="checkbox"/> LED <input type="checkbox"/> halogen <input type="checkbox"/> fluorescent lamps <input type="checkbox"/> incandescent light <input type="checkbox"/> no room lighting <input type="checkbox"/> other: _____ |
| 3. What is the color temperature of your room lighting? | _____ Kelvin |
| 4. Please describe the lighting inside the showcases. | <input type="checkbox"/> LED <input type="checkbox"/> halogen <input type="checkbox"/> fluorescent lamps <input type="checkbox"/> incandescent light <input type="checkbox"/> no lighting inside the showcases <input type="checkbox"/> other: _____ |
| 5. Is the actual light source outside the interior space of the showcase? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 6. What is the color temperature of the lighting inside the showcases? | _____ Kelvin |
| 7. Do you use UV-filters? | <input type="checkbox"/> at the lightsource <input type="checkbox"/> on the glazing of showcases <input type="checkbox"/> on the windows <input type="checkbox"/> other: _____ |
| 8. What is the maximum illuminance on the object? | _____ lux |
| 9. How many hours will the objects be illuminated per week? | _____ hours |

IV. Temperature and Humidity in the Exhibition Areas

| | |
|--|---|
| 1. Please specify the assumed range of temperature during the exhibition period. | _____ – _____ °C |
| 2. Please specify the maximum fluctuation of temperature within 24 hours. | ± _____ °C |
| 3. Please specify the assumed range of relative humidity during the exhibition period. | _____ – _____ % RH |
| 4. Please specify the maximum fluctuation of relative humidity within 24 hours. | ± _____ % RH |
| 5. How do you monitor temperature and relative humidity during the exhibition? | <input type="checkbox"/> permanently (automated, in intervals of max. 15 minutes) <input type="checkbox"/> regularly (automated, in intervals of max. 24 hours) <input type="checkbox"/> handwritten <input type="checkbox"/> when setting up the exhibition <input type="checkbox"/> no monitoring |
| 6. How do you evaluate the recorded data? | <input type="checkbox"/> online access for the lending institution <input type="checkbox"/> regularly during the exhibition <input type="checkbox"/> after the exhibition <input type="checkbox"/> other: _____ |

V. Temperature and Humidity Inside the Showcases

| | |
|---|--|
| 1. How do you control temperature and relative humidity inside the showcases? | <input type="checkbox"/> humidify/dehumidify actively <input type="checkbox"/> humidify/dehumidify passively <input type="checkbox"/> no climate control inside the showcases |
| 2. How do you monitor temperature and relative humidity inside the showcases? | <input type="checkbox"/> permanently (in intervals of max. 15 minutes) <input type="checkbox"/> regularly (in intervals of max. 24 hours) <input type="checkbox"/> when setting up the exhibition <input type="checkbox"/> no climate monitoring <input type="checkbox"/> other: _____ |
| 3. How do you evaluate data recorded inside the showcases? | <input type="checkbox"/> online access for the lending institution <input type="checkbox"/> regularly during the exhibition <input type="checkbox"/> handwritten <input type="checkbox"/> after the exhibition <input type="checkbox"/> no recorded data available |

VI. Showcases

| | |
|--|---|
| 1. Which materials are used in the construction (corpus, glass, jointing)? | <input type="checkbox"/> metal <input type="checkbox"/> wood or fibreboard (i.e. MDF) <input type="checkbox"/> laminated safety glass <input type="checkbox"/> glass (float glass, toughened glass, single pane safety glass) <input type="checkbox"/> acrylic glass <input type="checkbox"/> other plastics: _____ <input type="checkbox"/> adhesives or silicone <input type="checkbox"/> other: _____ thickness of glazing: _____ mm |
|--|---|

| | |
|--|---|
| 2. Which materials are used for the interior of the showcases? | <input type="checkbox"/> paper, cardboard <input type="checkbox"/> metal <input type="checkbox"/> plastics <input type="checkbox"/> wood or fibreboard (i.e. MDF) <input type="checkbox"/> fabric, felt etc. <input type="checkbox"/> adhesives or silicone <input type="checkbox"/> other: _____ |
| 3. If you use wooden components in your showcases, how do you seal the surface? | <input type="checkbox"/> aluminum compound barrier film <input type="checkbox"/> activated charcoal tissue <input type="checkbox"/> varnish <input type="checkbox"/> buffered cardboard <input type="checkbox"/> other: _____ |
| 4. Did you use any material in or on the showcases the last 12 months, which might evaporate (paint, varnish, silicone, cleaning agents etc.)? | <input type="checkbox"/> no <input type="checkbox"/> yes, compatibility testes (i.e. Oddx-test) <input type="checkbox"/> yes, test on compatibility not available if yes, how many months before the start of the exhibition: _____ |
| 5. How are the showcases locked during the exhibition? | <input type="checkbox"/> lock <input type="checkbox"/> screws <input type="checkbox"/> bonding / silicone jointing <input type="checkbox"/> not locked <input type="checkbox"/> other: _____ |
| 6. Are the showcases equipped with an individual alarm? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 7. Who will be alerted in case of an alarm? | <input type="checkbox"/> police <input type="checkbox"/> security center on premises <input type="checkbox"/> security center off premises <input type="checkbox"/> other: _____ |

VII. Pest management

| | |
|---|---|
| 1. Do you have a routine pest monitoring? | <input type="checkbox"/> yes <input type="checkbox"/> no |
| 2. Did you observe any pest infestations or biological activity in your facility within the last 24 months? | <input type="checkbox"/> no <input type="checkbox"/> yes species: _____ |

VIII. Storage Facilities

| | |
|--|---|
| In which fields do the conditions in the storage facilities correspond to the declarations stated above? | <input type="checkbox"/> safety <input type="checkbox"/> fire protection <input type="checkbox"/> lighting <input type="checkbox"/> temperature and humidity |
|--|---|

Name

Date

Signature