

## 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](mailto: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
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\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature