

## Exhibition conditions for items on loan from the Bavarian State Library

**Borrowing institution:** \_\_\_\_\_

**Title of 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. In which museum area / part of the building will the items on loan be displayed?	Please attach a building plan showing the exhibition space and the location for the loan.
2. Which areas are secured 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. Which security systems and alarm devices are <b>permanently in use in the exhibition area</b> ?	<input type="checkbox"/> Magnetic contacts on doors and windows <input type="checkbox"/> Motion detectors <input type="checkbox"/> Photoelectric sensors <input type="checkbox"/> Weight/pressure sensors <input type="checkbox"/> Video monitoring <input type="checkbox"/> Other: _____
4. What security staff will be deployed <b>during opening hours</b> ?	<input type="checkbox"/> Inhouse security <input type="checkbox"/> Private security contractor: _____  <input type="checkbox"/> Other personnel: _____
5. What security staff will be deployed <b>outside opening hours</b> ?	<input type="checkbox"/> Inhouse security <input type="checkbox"/> Private security contractor: _____  <input type="checkbox"/> Other personnel: _____
6. How many guards oversee or patrol the exhibition area?	Number of rooms: _____  Number of guards: _____

7. Who will be alerted in case of an alarm <b>during opening hours</b> ?	<input type="checkbox"/> Police <input type="checkbox"/> Security center on premises <input type="checkbox"/> Security center off premises, but: <hr/> <input type="checkbox"/> Other: _____
8. Who will be alerted in case of an alarm <b>outside opening hours</b> ?	<input type="checkbox"/> Police <input type="checkbox"/> Security center on premises <input type="checkbox"/> Security center off premises, but: <hr/> <input type="checkbox"/> Other: _____
9. What is the time lapse before the police arrive?	_____ minutes

## II. Fire protection

1. Is the entire exhibition area equipped with a fire alarm system?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partly: _____
2. Which fire detection systems are installed in the exhibition area?	<input type="checkbox"/> Automatic fire detectors <input type="checkbox"/> With optical detection (smoke detector) <input type="checkbox"/> With optical-thermal detection (heat sensors) <input type="checkbox"/> Manual fire detectors (manual call points) <input type="checkbox"/> Other: _____
3. Who will be alerted in case of an alarm?	<input type="checkbox"/> Professional fire department <input type="checkbox"/> Security center on premises <input type="checkbox"/> Security center off premises, but: <hr/> <input type="checkbox"/> Other: _____
4. What is the time lapse before the fire department arrives?	_____ minutes

## III. Lighting

1. Are exhibition areas free of daylight?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. If daylight enters exhibition areas, what shading measures are used?	<input type="checkbox"/> None <input type="checkbox"/> UV filters on the windows <input type="checkbox"/> Curtains <input type="checkbox"/> Other: _____
3. Please provide information about room lighting during period of exhibition:	<input type="checkbox"/> No room lighting <input type="checkbox"/> Daylight <input type="checkbox"/> LED lighting <input type="checkbox"/> Halogen lighting <input type="checkbox"/> Fluorescent lamps <input type="checkbox"/> Other: _____

4. What is the color temperature of room lighting?	_____ Kelvin
5. Please provide information about showcase lighting:	<input type="checkbox"/> No separate lighting in the showcases, specifications for room lighting apply <input type="checkbox"/> LED lighting <input type="checkbox"/> Halogen lighting <input type="checkbox"/> Fluorescent lamps <input type="checkbox"/> Other: _____
6. Are UV filters used for showcase lighting?	<input type="checkbox"/> No <input type="checkbox"/> Yes, at the light source <input type="checkbox"/> Yes, on showcase glass <input type="checkbox"/> Yes, other: _____
7. Is the <b>light source</b> of showcase lighting located outside the display space of the showcase?	<input type="checkbox"/> No, the light source is located directly in the display space <input type="checkbox"/> Yes, the light source is located in a technical compartment in the showcase <input type="checkbox"/> Yes, the showcase is illuminated by ceiling spotlights
8. What is the color temperature of showcase lighting?	_____ Kelvin
9. Maximum illuminance at the items, please specify per item if necessary:	_____ lux
10. How many hours per week are the items exposed to light?	_____ 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:	_____ – _____ % rF
4. Please specify the maximum fluctuation of relative humidity within 24 hours:	± _____ % rF
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 record temperature and relative humidity?	<input type="checkbox"/> System control air-conditioning <input type="checkbox"/> Thermohygrometer with drum recorder <input type="checkbox"/> Thermohygrometer / data logger in the exhibition area <input type="checkbox"/> Handheld thermohygrometer
7. How do you evaluate data recorded inside the showcases?	<input type="checkbox"/> Online by borrowing 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

If display cases of different designs are used the following information must be given individually for each item!

1. How do you control temperature and relative humidity inside the showcases?	<input type="checkbox"/> Active humidification/dehumidification with humidity generator <input type="checkbox"/> Passive humidification/dehumidification (silica gel) <input type="checkbox"/> No regulation inside the showcases
2. How do you monitor temperature and relative humidity inside the showcases?	<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"/> When setting up / removing the exhibition <input type="checkbox"/> No monitoring in the showcases <input type="checkbox"/> Other: _____
3. How do you record data inside the showcases?	<input type="checkbox"/> Constant humidity generator of the showcase <input type="checkbox"/> Thermohygrometer with data logger inside the showcase <input type="checkbox"/> Thermohygrometer without data logger inside the showcase
4. How do you evaluate data recorded inside the showcases?	<input type="checkbox"/> Online in real-time <input type="checkbox"/> Regularly during the exhibition <input type="checkbox"/> As a table in a digital data format <input type="checkbox"/> Regularly handwritten notation of the values <input type="checkbox"/> When removing the exhibition <input type="checkbox"/> No recording of data inside the showcases

## VI. Showcases for the loan of the Bavarian State Library

1. In which showcases will the loan be displayed?	Please attach meaningful photos of the display cases; if new display cases are procured, construction sketches.
2. What materials are used for showcase base and any compartments connected to display space?	<input type="checkbox"/> Metal <input type="checkbox"/> Wooden materials, fiberboard or particleboard such as MDF <input type="checkbox"/> Other: _____
3. What materials are used for display space?	<input type="checkbox"/> Laminated safety glass with classification: _____ <input type="checkbox"/> Single pane safety glass <input type="checkbox"/> Toughened safety glass <input type="checkbox"/> Float glass with break protection film <input type="checkbox"/> Float glass without break protection film <input type="checkbox"/> Acrylic glass <input type="checkbox"/> Other plastics: _____ <input type="checkbox"/> Adhesives or silicones: _____ <input type="checkbox"/> Other: _____  Glazing material thickness: _____ mm
4. Are surfaces facing the display space sealed with aluminum foil or other materials, especially when using MDF?	<input type="checkbox"/> Yes, with aluminum compound barrier film <input type="checkbox"/> No, with other materials: _____ <input type="checkbox"/> No sealing of surfaces facing the display case
5. What materials are used for the interior of display space?	<input type="checkbox"/> Paper or board <input type="checkbox"/> Metal <input type="checkbox"/> Plastics: _____ <input type="checkbox"/> Wooden materials, fiberboard or particleboard such as MDF <input type="checkbox"/> Textiles, e.g. fabric, tissue, felt, etc. <input type="checkbox"/> Adhesives or silicones <input type="checkbox"/> Other: _____

6. 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 tested (i.e. Oddy-test, please attach) <input type="checkbox"/> Yes, no compatibility test available If yes, how many months before the start of the exhibition: _____
7. How are the showcases locked?	<input type="checkbox"/> Lock <input type="checkbox"/> Screws <input type="checkbox"/> Bonding / silicone jointing <input type="checkbox"/> Not locked <input type="checkbox"/> Other: _____
8. Are the showcases equipped with an individual alarm?	<input type="checkbox"/> No <input type="checkbox"/> Yes, with: _____
9. 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, but: _____ _____ <input type="checkbox"/> Other: _____

#### VII. Pest management in the exhibition areas

1. Do you have a routine pest monitoring?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Occasionally during exhibitions
2. How is pest control carried out?	<input type="checkbox"/> As part of a monitoring program (please attach) <input type="checkbox"/> Only in the exhibition area _____ <input type="checkbox"/> Own staff <input type="checkbox"/> Service provider: _____
3. 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 match the information for exhibition areas?	<input type="checkbox"/> Security <input type="checkbox"/> Fire Protection <input type="checkbox"/> Lighting <input type="checkbox"/> Temperature and humidity <input type="checkbox"/> Pest management
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Name

\_\_\_\_\_  
Date

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Signature