Application to Borrow Travel Exhibition

The application process to borrow a travel exhibition from the Hunt Institute for Botanical Documentation requires completion of this condition report. If this report meets our standards for security and facility conditions, a Loan Agreement will be sent for the signature of the requester. We ask that the Loan Agreement be returned along with a copy of a certificate of insurance covering the value of the exhibition for the entire period of the loan. Receipt of these completed forms is required before the Hunt Institute will make shipping arrangements. The borrower will be invoiced for the shipping and rental fee.

Date__________________________________________________________________________

Name and Title of Requester ______________________________________________________

Borrowing Institution ___________________________________________________________

Mailing Address ________________________________________________________________

City, State, Country, Postal Code __________________________________________________

Telephone _____________________________________________________________________

Fax __________________________________________________________________________

Email _________________________________________________________________________

Type of institution (check all that apply):

- art museum ___
- other museum (describe)_______________________________________________________
- art gallery ___
- art center ___
- library ___
- other (describe)_______________________________________________________________
- college/university ___

Governance:

- private ___
- other (describe)_____________________________________________________________
- public ___

Name of travel exhibition _________________________________________________________

Display dates for travel exhibition at your institution_______________________________

Date travel exhibition needs to arrive for installation purposes_______________________

Date travel exhibition can be picked up for return to Institute_______________________

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Building

Is the exhibit space located in a building that has other purposes? Yes ___ No ___
If yes, explain ________________________________________________________________
____________________________________________________________________________

Is the exhibition space one large area? Yes ___ No ___
Does it include adjustable partitions? Yes ___ No ___
Does it include a series of rooms? Yes ___ No ___
Does the exhibit area have more than one entrance/exit? Yes ___ No ___
Are there windows in the exhibit area? Yes ___ No ___
If yes, are these windows filtered? Yes ___ No ___

Fire Protection

Does the building have a fire detection system? Yes ___ No ___
If yes, is the exhibit area included under this detection system? Yes ___ No ___
Is the fire detection system connected directly to:
local fire department ___
a central station (e.g. ADT offices) ___
other (describe) ____________________________

Does the building have a fire suppression system? Yes ___ No ___
Type ______________________________________________________________________
If yes, is the exhibit area included under this suppression system? Yes ___ No ___
If no, explain: _______________________________________________________________

Does the exhibit area have automatic sprinklers? Yes ___ No ___
Type ___________________________ Location ____________________________
Type ___________________________ Location ____________________________
Type ___________________________ Location ____________________________

Are there fire extinguishers in the building? Yes ___ No ___
If yes, date of last inspection ________________________________________________

Is there a written fire emergency procedure? Yes ___ No ___
Security

Does the building have a security alarm system? Yes ___  No ___

If yes, is it connected directly to:

local police department ___

a central station (e.g. ADT offices) ___

other (describe) __________________________________________________________

Is it certified? Yes ___  No ___

What grade is it? __________________________________________________________

Is there perimeter protection? Yes ___  No ___

Type ________________________________

Are all areas of the building protected by the security system? Yes ___  No ___

If not, explain __________________________________________________________

________________________________________________________________________

Are all doors, windows, skylights, roof openings, and other means of access to the building protected? Yes ___  No ___

Do you have established key control procedures? Yes ___  No ___

Are there guards or gallery attendants in the exhibit area at all times during viewing hours? Yes ___  No ___

Is the exhibit area secured [locked and protected] after viewing hours? Yes ___  No ___

If yes, how is the exhibit area secured at those times? ______________________________

Describe any special security measures ___________________________________________

________________________________________________________________________

________________________________________________________________________

Is the exhibition space also used for other purposes? Yes ___  No ___

If yes, how are the exhibited objects protected during such use? __________________

________________________________________________________________________
Environmental Control

Please check the types of lighting used in the exhibit area:

natural light ___
incandescent light ___
fluorescent light ___

If fluorescent fixtures are used, are ultra-violet filters provided? ...............Yes ___ No ___

Describe devices to control natural light _____________________________________________
______________________________________________________________________________
______________________________________________________________________________

Are there humidity controls in the exhibit area?.................................Yes ___ No ___

What is the relative humidity maintained? __________________________

Are there temperature controls in the exhibit area? .........................Yes ___ No ___

What is the temperature maintained? __________________________

Is smoking prohibited in the exhibit area?.................................Yes ___ No ___

Are eating and drinking prohibited in the exhibit area? .........................Yes ___ No ___

Are framed objects fastened securely to the walls or panels so they cannot be lifted or moved?
............................................................................................................Yes ___ No ___

Are framed objects hung from overhead mouldings?..............Yes ___ No ___

Is a guard or gallery attendant assigned during installation and removal? ....Yes ___ No ___

Describe any special installation techniques or other measures used to protect borrowed material
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Receiving and Storage

Does the building have a loading dock? ........................................Yes ___ No ___

Does the building have a freight elevator? ......................................Yes ___ No ___

What is the largest crate the borrower can accommodate? .............. _____ x _____ x _____

Is there a receiving and unpacking area separate from the exhibition space and used strictly for these purposes? .........................................................Yes ___ No ___
Is there security supervision of the receiving area? .........................Yes ___  No ___
Is smoking prohibited in the receiving and unpacking area? ..................Yes ___  No ___
Are eating and drinking prohibited in the receiving and unpacking area? Yes ___  No ___
Is storage space separate from exhibition space? .................................Yes ___  No ___
Is storage space locked at all times? ...................................................Yes ___  No ___
Are there humidity controls in the storage area? .................................Yes ___  No ___
    What is the relative humidity maintained? __________________________
Are there temperature controls in the storage area?..............................Yes ___  No ___
    What is the temperature maintained? ________________________________
Are theft and fire protection in these areas the same as in the exhibit area? Yes ___  No ___
    If no, explain _______________________________________________________________________________________

Who is responsible for receiving, unpacking, installing and repacking exhibitions?
    Registrar ___    Curator ___    Director ___    Staff ___    Students ___
    Volunteers ___    Other _______________________________________________

Can you guarantee that an authorized staff member will be on hand to receive the shipment when our materials arrive? .........................Yes ___  No ___

Who is responsible for making routine checks on the condition of objects?
    Registrar ___    Curator ___    Director ___    Gallery Attendant ___    Guard ___
    Other ____________________________________________________________

Name of person who would be primarily responsible in all respects for our materials borrowed:
    Name and position _________________________________________________

Names of any other staff who would be authorized to handle our materials:
    Name and position _________________________________________________
    Experience in handling rare materials ______________________________

Please supply any additional relevant information on a separate sheet and attach.
Indemnification

Names of contact people on staff:

Director ________________________________________________________________
Exhibitions scheduling ____________________________________________________
Registrar/art handler ______________________________________________________
Fine-arts insurance _______________________________________________________
Bookkeeper _____________________________________________________________

Is there an insurance policy on the building? .................................................Yes ___ No ___
Is there an insurance policy on the building contents? ..................................Yes ___ No ___
Are you self-insured, with no other insurance coverage? ..............................Yes ___ No ___
Regardless of type and extent of insurance coverage, are you able and willing to make good the full value of any losses or damages to our materials suffered during the borrowing period? .................................................................Yes ___ No ___

I have completed this report and attest that all information herein stated is true and accurate. I warrant that if this loan is made, materials borrowed from Hunt Institute will be housed and handled in accord with the conditions described above.

Signature of Director or person in comparable position of executive authority:

Name _________________________________________________________________
Title _________________________________________________________________
Date _________________________________________________________________

Signature of person who would be primarily responsible in all respects for our materials borrowed for exhibition:

Name _________________________________________________________________
Title _________________________________________________________________
Date _________________________________________________________________