

## GENERAL CONDITIONS FOR CULTURAL LOANS

The temporary loan of material from the collections of the Museu de Ciències Naturals de Barcelona (MCNB) is a cession in regime of loan for which the loan liquidation's is only possible with the return of the material and with the conditions agreed on. This type of loan is subject to the following general conditions:

### **The Loan Destination May Not be Changed**

The loan recipient agrees not to transfer the loaned material to any third person or institution not listed on the loan agreement form. Any such transfer of material will require the prior approval of the Museu de Ciències Naturals de la Barcelona.

### **Loan Period**

The duration of the loan will be from the pick up of the material in the lender dependency to its return, unless by the concurrence of extraordinary circumstances the Institut de Cultura de Barcelona demands the material object before finalizing the period of loan. The standard loan period for cultural loans is either 1 or 2 years, renewable upon written request one month before the expected loan expiration date.

### **Preservation of Loaned Material**

The requester of material agrees to maintain the material in optimal conditions for its preservation. The loan recipient commits itself to maintain the material in the optimal conditions of conservation. The specimens for exhibition will have to be exposed in closed cabinets with sufficient environmental conditions and security. The suitable and recommendable environmental conditions for the conservation of the specimens are the following:

- relative humidity: 55-60%. Maximum care should be taken to avoid abrupt daily or seasonal changes
- temperature: 18-22°C. Maximum care should be taken to avoid abrupt daily or seasonal changes
- lighting: Maximum 50 lux, with ultraviolet lighting close to zero. Ultraviolet radiation should be avoided, which is why we recommend that, at a level of 75 microwatts per lumen (mW/l) or higher, an ultraviolet light filtration system be installed.

In case of loan objects that requires specific environmental conditions, they will be specify in the request loan form or the "condition report". In the case that is not possible a strict application of the conditions before mentioned, is requested that these do not exceed the maximums and minimums and that the daily or seasonal variations maximum. The requester must communicate the environmental conditions in the zone of exhibition. In loans superiors to three months, the necessity remembers to maintain the pertinent controls regularly antiplagues.

### **Authorization to Manipulate Loaned Material**

Material loaned cannot be subjected to restoration, cleaning, destructive analysis, dissection, creation of molds, additional preparation or any other manipulation that might affect in any way the structure and arrangement of the specimens and attached supports. Only if express written authorization has been granted by the Museum may the specimens be subjected to manipulation. In this case, the potential borrower must send the Museum, together with the loan request form, a report describing the materials and techniques the borrower intends to use. Projects involving public and commercial programs that may require manipulation of specimens must include detailed information on the loan request form regarding the planned manipulation. If the Museum authorizes such manipulation,

technicians from the Museum will directly supervise these procedures. Any expense involved in this process will be the responsibility of the borrower.

### **Publication and Reproduction of Loaned Specimens**

It will be pointed out the participation of the Museu de Ciències Naturals de Barcelona in the credits, as much of the exhibition/movies/DVD/CD-ROM like in the catalogue published. The authorization of the conditions of reproduction is competition of the Direction of the Museum. In the publications in which it becomes explicit reference of the given units will be mentioned its origin (Museu de Ciències Naturals de Barcelona), the corresponding center of origin (Museum of Geology of Barcelona or Museum-MGB of Zoology of Barcelona-MZB) with the acronym and record number. Also a copy of each of these publications will have to be sent to the curator of the Museum responsible for the loan.

### **Transportation**

Transportation shall be carried out under optimal conditions for the preservation of the material. The costs are the responsibility of the borrower. The objects will be shipped by certified mail or by financially-sound companies approved by the Museum. Companies that should use chemically stable and neutral materials. Air mail is useful for rapid shipping, but the material must be packed appropriately so that it is not subjected to brusque changes in temperature, atmospheric pressure, or the drastic reduction of these micro-climatic variables that occur in the cargo bay of airplanes.

### **Insurance**

The loaned material should be covered by an insurance policy for the monetary value of the material as determined in the loan application by the Museum, with "nail to nail" comprehensive insurance by an insuring company that has delegation in Barcelona. The policy will have to anticipate the indemnification by loss of value of the material object of loan. A copy of the insurance policy (or certification from the insurance company) must be provided before the material can be released from the Museum. The date of the insurance must include from the day of exit of the material to the day of return.

### **Formalizing the Loan**

The Museu de Ciències Naturals de Barcelona will have to approve previously any no predicted aspect in these general conditions or the specific conditions. The loan will become effective when the loan request form has been completely formalized and the Museum has obtained the necessary guarantees.

### **Breach of Contract**

For any question that is derived from this loan, he will be competent the jurisdiction of the courts of Barcelona. Non-fulfilment of the general or specific conditions will result in the cancellation of the loan and the immediate return of Museum material. In the case of flagrant or repeated breach of contract, the Museum reserves the right to carry out all actions necessary to recover loaned material.

The legal representative of the organization accepts the general conditions of the loan and, in test of conformity, he signs this document.

Museum or Institution:

Name and surname:

Fiscal direction:

NIF:

Position in your Institution:

Date:

Signature

The Institution's stamp

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