

GENERAL CONDITIONS FOR CULTURAL LOANS

The temporary loan of material from the collections of the *Consortium Museu de Ciències Naturals de Barcelona* (CMCNB) is a type of loan whose settlement only occurs with the return of the material in compliance with the agreed conditions. This type of loan is subject to the following general conditions:

The loan destination

The loan recipient or borrower 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 requires the prior approval of the CMCNB.

Loan period

The duration of the loan lasts from the moment the material leaves the lender's institution to the moment it returns, unless, due to unforeseen circumstances, the CMCNB asks for the loaned material to be returned before the loan period expires. The standard period for cultural loans is either one or two years, renewable upon written request one month before the expiration date of the loan. The petition for a loan renewal may be accepted or rejected by the CMCNB.

Preservation of loaned material

The loan recipient pledges to ensure the integrity, conservation and well-being of the loaned material, and undertakes to store it under optimal conditions. Loaned items put on display must be placed in cases or cabinets that are resistant to vibration, are contamination- and dust-proof, and have appropriate environmental conditions. The loaned material must be accessible for inspection, cleaning and, if necessary, for removal.

Suitable environmental conditions for the conservation of specimens are as follows:

- 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 and so, at a level of 75 microwatts per lumen (mW/l) or higher, an ultraviolet light filtration system should be installed.

In the case of loan objects that require specific environmental conditions, these conditions will be specified on the request loan form or in the condition report. If it is not possible to ensure the strict compliance of these conditions, the environmental conditions should not exceed the overall maximums and minimums, and daily and seasonal variations should be as small as possible. The loan recipient must provide information on the environmental conditions of the exhibition area and, in particular, must carry out regular anti-plague checks.

Authorisation to manipulate loaned material

Loaned material should not be restored, cleaned, used for creating moulds, or prepared or manipulated in any way that might affect its structure, position or attached support. Only if express written authorisation has been granted by the CMCNB may the specimens be manipulated. In this case, together with the loan request form, the borrower must send the CMCNB a report describing the materials and techniques the borrower intends to employ. Projects involving public and commercial programs requiring the manipulation of specimens must include detailed information on the loan request form regarding the planned intervention. If the CMCNB authorizes the 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

The participation of the *Museu de Ciències Naturals de Barcelona* must be recognised in the credits of all exhibitions/films/DVD/CD-ROM and catalogues that are published. The authorisation for and establishment of the conditions of reproduction is the sole responsibility of the CMCNB's management. In all publications that explicitly mention the loaned specimens, a reference to the *Museu de Geologia de Barcelona - MCNB* or *Museu de Zoologia de Barcelona - MCNB* as the loaning institution must be explicitly made. Specimens must be referred to using the acronym MGB or MZB and the specimen's accession number. A copy of all publications must be sent to the CMCNB curator in charge of the loan.

Transportation

Transportation should be carried out under optimal conditions to safeguard the material. All costs are the responsibility of the borrower. The objects will be shipped by certified mail or by financially sound companies approved by the CMCNB. Companies should use chemically stable and neutral materials. If the CMCNB believes it to be necessary, the material will be transported by a courier chosen by the CMCNB, the costs of which will be met by the borrowing museum or institution. Air mail is useful for rapid shipping, but material must be packed appropriately to mitigate the effects of sudden changes in temperature and atmospheric pressure, or the drastic fall in these micro-climatic variables that occur in airplane cargo bays.

Insurance

The loaned material must be covered by an insurance policy for the monetary value of the material that is stated in the loan application. Comprehensive nail-to-nail insurance should be underwritten by an insurance company with a delegation in Barcelona. The policy should foresee any indemnification due to the loss of value of the loaned material. A copy of the insurance policy (or certificate from the insurance company) must be provided before the material is released by the Museum. The insurance cover must run from the day the material leaves the Museum until the day it is returned.

Formalising the loan

The CMCNB must approve any unforeseen aspect relating to these general and specific conditions. The loan will become effective when the loan request form has been fully formalised and the CMCNB has obtained the necessary guarantees.

Breach of contract

Any contentious issue deriving from this loan will come under 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 the CMCNB's material. In the event of a flagrant or repeated breach of contract, the CMCNB reserves the right to carry out all necessary action to recover the loaned material.

Specific conditions

The legal representative of the organization accepts the general conditions of the loan and hereby signs this document.

Museum or institution:

Name and surname:

Position in the institution:

Fiscal address and details:

The Consortium of the Barcelona Museum of Natural Sciences is responsible for the processing of the personal details of those who loan material to the Museum and the management of all aspects of the loans. Personal details will be processed according to the terms of the contract between the two parties and in the public interest. No personal data will be transmitted to third parties. Those who loan material can exercise their right to access, rectification, erasure and objection to the processing of their personal data by contacting the Museum. Additional detailed information on the processing of personal data can be consulted at www.museuciencies.cat

Signature of the legal representative:

Date:

Museu de Ciències Naturals de Barcelona
Passeig Picasso, s/n. 08003 BARCELON
Tel.: 93 256 22 00.
www.museuciencies.cat