

LOAN AGREEMENT FOR THE LOAN OF WORKS FOR EXHIBITIONS

TITLE OF THE EXHIBITION	
APPLICANT INSTITUTION	
NAME AND ADDRESS PERSON IN CHARGE	
TRANSPORT AND MOUNTING COMPANIES	
VENUE AND OPENING AND CLOSING DATES	

The loan of works for exhibitions is a way of helping to make the holdings of this Biblioteca Nacional de España more widely accessible. In view of the number of applications for loans for exhibitions received and in order to harmonise them with the functions entrusted to the Biblioteca Nacional de España, the following loan conditions are established:

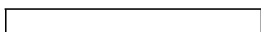
1. Loan request

Requests to borrow works from the BNE will be made in a letter addressed to the Head Office (*Dirección*) of the Biblioteca Nacional de España which should be received at least six months before the opening date of the exhibition.

The loan of any work will be subject to scientific and technical considerations and, in any event, will depend on its physical condition, which must be assessed by the Biblioteca Nacional de España.

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PASEO DE RECOLETOS, 20
28071 MADRID
TEL.: 91 580 78 00
FAX: 91 577 56 34



2. Object and content

Requests to borrow works must be accompanied by a report giving details of the object and content of the exhibition, and setting out, in any event, the following points:

1. Purpose of the show and opportunity to include the works requested in it, taking into account that works will only be approved for loan when they are irreplaceable items directly related to the theme of the exhibition.
2. A complete list of the works requested, containing the following information:
 - Call number
 - Author
 - Title
 - Place, publisher or printer, year of publication or printing and, in the case of manuscripts, production place and date
 - Volume number and, in the case of periodical publications, specific date, year, month, day and/or number of the publication
 - Measurements
 - Page on which the applicant wishes to display the work
 - The technique used will be added, in the case of drawings, engravings and maps

The number of items will not exceed twenty (20) items. Should the request exceed that limit, the possibility of increasing the number of works will be studied taking into account the particular interest of the show or opportunity to showcase and share the collections of the Biblioteca Nacional de España. The Biblioteca Nacional de España reserves the right to ask to be included in the credits of the show when its participation is in excess of 50% of the overall number of works exhibited in the show or when the loan consists of more than 50 works.

Applications in which the works are not fully identified will not be authorised.

3. Venue and dates on which the show will be held. The Biblioteca Nacional de España must be given appropriate advance notice of any change of venue and/or dates and must expressly authorise those changes.
4. Report on the environmental conditions of the exhibition showrooms and a floorplan of them, specifying: relative humidity and temperature levels, luminic (lux) intensity and characteristics of the planned room and display-cabinet lighting and a description of the air-conditioning and lighting infrastructures that guarantee the conditions required.
5. Security conditions:
 - Purpose for which the showrooms are normally used
 - Building materials
 - Alarm systems



Surveillance device and physical and electronic safety and security

Floor-plan of the showroom where its conditions are indicated

Humidity and temperature graph of the room

Layout plan and characteristics of the display cabinets, the external and internal materials they are made up of, especially elements that are in direct contact with the works.

Release of the works will be subject to prior approval by the Biblioteca Nacional de España of the technical conditions of the room and display cabinets. For certain works, because of their value or physical condition, the Biblioteca Nacional de España may ask for special conservation conditions as regards the characteristics of the display cabinet (individual, air-conditioned, etc.).

6. The Biblioteca Nacional de España must be given appropriate advance notice of and approve any change in the environmental and/or safety conditions, display-case conditions or display condition of the works and will reserve the right to revoke the loan.

3. Duration of the exhibitions

The loan will be made for one venue and only one move to another venue may be authorised. The books may only be opened on the same page for a maximum of 90 days. Once that period of time has elapsed, the change of page will take place, this being a procedure that must be carried out by a Biblioteca Nacional de España courier who will attend under the same terms and conditions as those set out in point 13. Under no circumstances may [the loan period extend beyond 180 days \(six months\) of effective display per year](#). Once that period has been exhausted, the works may not be loaned again until four years have elapsed. [Drawings, photographs of s. XIX, 1-sheet manuscripts and manuscript maps may only be loaned for a maximum of 90 days.](#)

4. Restoration

The Biblioteca Nacional de España reserves the right to decide whether or not the works will be restored, taking into account their conservation condition and other scientific and technical aspects.

In the case of books, documents, drawings and graphic work, the host institution will meet the costs of the restoration work when the BNE deems fitting.

In the case of paintings, statues, furniture and objects in general, all the costs associated with the restoration must be borne by the borrower, including the costs for the carriage and insurance of the works for them to be restored outside the BNE.

When the restoration is performed by outsourcing, the BNE will ask, whenever possible, for at least three tenders, reserving the right to select the one it deems most fitting from the technical point of view.

In the event that reference be made in the catalogue credits to the restoration works, the Biblioteca Nacional de España Restoration Laboratory must be mentioned as being in charge of them.



5. Ministerial Order

As laid down under section 63.3 of Act 16/1985, of 25 June, on Spain's Historical Heritage, no work may leave the Biblioteca Nacional de España without being expressly authorised by a Ministerial Order.

The value of each of the works that have been lent will be established in the Ministerial Order as per the valuation made by the Biblioteca Nacional de España.

All the documentation needed to obtain the pertinent Ministerial Order must be in the possession of the Biblioteca Nacional de España at least one month before the date on which the works are due to leave. Failing that, the Biblioteca Nacional de España will not guarantee the exodus of the works.

6. Export authorisations. Customs

The temporary export of items for exhibitions held outside the country will be subject to the approval of the Spanish Historical Heritage Assets Classification, Valuation and Export Board. The institution hosting the exhibition will be responsible for the customs arrangements.

All the documentation needed to obtain the pertinent Export Permit must be in the possession of the Biblioteca Nacional de España at least one month before the date on which the works are due to leave or a prior date that is set, otherwise the Biblioteca Nacional de España will not guarantee the dispatch of the works.

7. Insurance

The borrower institution must take out a 'nail to nail' all-risk insurance policy covering the whole period of time during which the works are outside the Biblioteca Nacional de España, transfers included, in which the individual value of each work will be specified in Euros. The beneficiary will always be the Biblioteca Nacional de España and the policy must expressly include the following clauses, without which it will not be deemed valid:

- Institute Cargo Clauses A (ICCA)
- Institute Strikes Clauses, including cover for terrorism during the period of stay of the works
- Institute War Clauses
- Exoneration Clause
- Depreciation and/or artistic demerit clause
- Damages clause for malicious deeds
- Unlimited duration buy-back option clause
- Museum clause
- Claim settlement clause without deductible
- Set or collection clause
- Frames clause
- Exclusion clause from radioactive contamination



Glass clause (where appropriate)

The host institution must deliver the insurance certificate to the Biblioteca Nacional de España at least three days before proceeding to collect the items. In the case of exhibitions that are held outside Spain, the insurance certificate must be delivered at least one month before the works leave the BNE. In no event will the works leave without the aforesaid certificate being in the possession of the Biblioteca Nacional de España. The Biblioteca Nacional de España reserves the right to reject the insurance company proposed by the host institution.

Should the borrower wish to make use of the State Guarantee system, the express authorisation of the Biblioteca Nacional de España will be required.

8. Packing and transport

Packing and transport must be performed by a specialist fine art transport company with proven experience in the sector and always in accordance with the specifications laid down by the Biblioteca Nacional de España.

The Biblioteca Nacional de España reserves the right to reject the transport company proposed by the organisers.

The works will be duly packed, on the outbound and on the return journey, and the packing and unpacking must be performed under the supervision of Biblioteca Nacional de España staff.

All the works must be transported in crates proofed to protect against humidity, temperature changes, blows and any other circumstance that might endanger them. The crates will be closed with screws and safety seals. All the packing and unpacking costs will be met by the host institution, and the packing material will remain the property of the Biblioteca Nacional de España.

The host institution or, failing that, the transport company, will send the Biblioteca Nacional de España a travel plan and work schedule specifying all the terms of the transfer, journey and stay by the courier appointed by the Biblioteca Nacional de España, contact persons and all necessary information.

Overland transport will take place in top security vehicles protected against robbery and outfitted for carrying works of art, complying with current transport and security regulations.

For carriage by air, direct flights will be chosen and, failing that, flights that have the fewest stopovers and the shortest route. The works must travel in containers, pallets or on an extra seat.

As a general rule, when the valuation of the works exceeds €500,000 or when the Biblioteca Nacional de España deems fitting, the services of a security agency will be required during the transfer, also at the host institution's expense.

The date of packing and transport will be agreed upon by and between the host institution and the Biblioteca Nacional de España. Transport to the exhibition showroom will be performed directly from the Biblioteca Nacional de España and will not be undertaken more than four days in advance of the opening date of the show, unless it is expressly authorised by the Biblioteca Nacional de España.

9. Environmental conditions for exhibiting

The exhibition host institution must guarantee the safety and conservation of the documents exhibited, ensuring **permanent supervision 24 hours per day** and adequate fire detection and extinguisher systems.

Temperature and humidity levels, which will range between 19°C + 1°C and 41 to 50% RH in general, will be respected scrupulously. Likewise, oscillations which may not exceed 1°C or 5% RH per day will be avoided.

Lighting will be indirect and may not exceed 50 lux for works on paper and 150/200 lux for paint. Under no circumstances may the works be exposed to direct sunlight, and windows, large plate glass windows, skylights or any other source of natural light must be covered with elements that are not easily removable.

In its pre-exhibition reports, the Biblioteca Nacional de España may state the need to vary the levels recommended, when special characteristics of the items so require.

The works will be installed in closed display cabinets, away from sources of heat, avoiding the use of any sharp, adhesive, abrasive etc. element that might damage the works. The minimum distance between the interior of the display cabinet and the item installed shall never be less than 5 cm. When the mounting of a work does not require a stand and it can be placed directly on the base of the display cabinet, that base must be lined with cotton fabric, linen or neutral cardboard.

When it deems fit, the Biblioteca Nacional de España will install humidity and temperature measurement sets inside the display case.

The Biblioteca Nacional de España reserves the right to inspect the installation and safety and security conditions of the exhibition rooms, to ask at any time for humidity and temperature graphs and to remove the items if it considers that the former are inadequate.

In no event may the works of the BNE be filmed or photographed while they are on display by private individuals or the news media, whatever their purposes, other than with express authorisation of the BNE.

10. Mounting the works

The works will be mounted on made-to-measure methacrylate, conservation board or conservation feather board stands, ensuring that the angle of aperture coincides with the one mentioned in the physical condition reports. On the whole, this will not exceed 90° other than when expressly indicated.

The stands will be made and submitted for approval to the Biblioteca Nacional de España before the works leave. The costs of designing and making the stands will be borne by the host institution. The stands will remain in the possession of the Biblioteca Nacional de España if so required.

The works must be exhibited in a display case that will be closed in the presence of the Biblioteca Nacional de España courier and that may not be opened until the dismantling without the express authorisation of the Biblioteca Nacional de España and always in the presence of the courier appointed by it.

The drawings, maps, engravings, photographs, posters, cards and loose leaves and any other work deemed appropriate will leave the Biblioteca Nacional de España mounted on neutral card passe-partout



folders, framed with methacrylate or, subject to authorisation, in museum-quality or reinforced glass according to the indications given by the Biblioteca Nacional de España technical staff members. The frames will remain in the possession of the Biblioteca Nacional de España.

Once the works have been mounted they may not be unframed or undergo any kind of handling or transfer or be removed from their location for any reason without the express authorisation of the Biblioteca Nacional de España and always in the presence of the courier appointed by the Biblioteca Nacional de España.

The host institution will accept responsibility for the mounting and meet the costs that it gives rise to. The mounting material will remain in the possession of the Biblioteca Nacional de España if so required. Once the works have been returned, they must be unpacked the day they are delivered or, failing that and subject to authorisation by the Biblioteca Nacional de España, the very next day. Framed works must be unframed immediately after being unpacked, and the costs will be met by the host institution.

11. Delivery procedures

Once the mounting has taken place the temporary loan will be vouched for by signing a delivery note that will be signed by the courier appointed by the Biblioteca Nacional de España and by the person in charge of the show. If there is any circumstance that makes it advisable, the physical condition of the documents lent and the conditions under which they are to be exhibited in accordance with the characteristics of the material will be indicated on it.

12. Reproduction of documents and catalogue

Security reproductions:

The loan of works implies that the BNE must have a complete digital reproduction – security copy –. When, on the date of applying for the loan, the items do not have an alternative support medium of those characteristics, the applicant institution will cover the cost of obtaining it, calculated on the basis of current retail prices. The digital support will remain in the possession of the BNE.

The BNE will start reproducing the works once the amount of the estimate sent by the Reprographic Services has been paid.

Reproductions for catalogue:



All the reproductions will be facilitated by the BNE Photography and Digitisation Laboratories. To illustrate the catalogue or any other publication that has to do with the exhibition, duly identified digital reproductions in high-resolution colour can be requested.

The cost of the reproductions for catalogue and for public use will be made according to the retail prices in force and will be paid upon receipt of the estimate issued by the BNE Reprographic Services.

The reproductions will be dispatched once the document vouching for payment has been received.

The host institution will arrange in advance for the authorisation for public use of the funds requested as so required according to the law in force.

In the photograph credits Biblioteca Nacional de España will be mentioned as the source of the reproductions.

If a catalogue is published, five copies must be sent to the Exhibitions Service (*Servicio de Exposiciones*) of the Biblioteca Nacional de España.

13. Mention/citation of the Biblioteca Nacional de España

In the fact sheets or citations in the catalogue and in the exhibition cards, the Library will be cited as follows: "Biblioteca Nacional de España".

14. Courier for the works

As a general rule and save express indication otherwise, the Biblioteca Nacional de España will send staff members with the works on loan to supervise their transport and installation in exhibition rooms. The Biblioteca Nacional de España will send more than one courier when it deems it necessary according to the number and importance of the works. All the expenses for travel, which will take place in the means of transport chosen by the Biblioteca Nacional de España, and for the period of stay will be borne by the exhibition host institution.

The amount of the subsistence allowance, which in no event, in accordance with the law, will be subject to any kind of tax withholding, will be calculated according to the official scales established for civil servants. The full subsistence allowance will be paid regardless of the departure and/or arrival time. The courier will receive the subsistence allowances in cash before leaving the Biblioteca Nacional de España or in the exhibition room itself. The borrowers will cover the cost of the accommodation, with breakfast included, in a *** category hotel (Superior Tourist) at least, located near the exhibition venue. In general, couriers will stay for 2 days/1 night in a hotel in Spain, 3 days/2 nights in a hotel in Europe and the Canary Islands and 6 days/5 nights in a hotel on intercontinental trips. The Biblioteca Nacional de España may ask for longer periods of stay according to the number of items lent or their characteristics. If, for mounting needs, the courier had to stay longer, the host institution will meet all the expenses.



On trips that require a stopover and the courier travels with the work in hand, the presence of an agent of the transport company will be required in the transit area/s as support for settling possible incidents – customs formalities, delays, cancellations, etc.

When the works travel with the courier in the passenger cabin of the aircraft, a business class or similar plane ticket will be required and an extra seat for the briefcase. Likewise, when the journey takes more than five hours including changes/transfers and/or stopovers, the Biblioteca Nacional de España courier will travel in business class or similar. Journeys to/from the airport or station and others arising from the courier's work, will be paid for in cash by the host institutions on submission of the respective receipts.

The host institution will take out an accident and sickness insurance policy for the courier when the exhibition is held in countries that do not belong to the European Union.

15. Return

Once the exhibition has come to an end, the items will be returned directly to the Biblioteca Nacional de España within a maximum period of one week, and no more than three days will elapse between the end of the show and re-packing. In no event will the maximum period of time set out in the Ministerial Order be exceeded. On receipt of the works, the Biblioteca Nacional de España will check the conservation condition of the documents that have been returned to detect any possible deterioration.

If an incident should occur, the Biblioteca Nacional de España reserves the right to demand accountability.

16. Acceptance of the Conditions

This document must be returned to the Biblioteca Nacional de España duly signed, this being an indispensable requirement for the loan to be granted.

I declare that I know and accept these general conditions and undertake to observe them, and accordingly sign it.

Signed: The head of the host institution

In _____, on _____