



UNIVERSIDAD COMPLUTENSE  
MADRID

**UNIVERSIDAD COMPLUTENSE DE MADRID**  
**BIBLIOTECA HISTÓRICA**

## Loan for Exhibitions: Appendix I

### GENERAL INFORMATION

Title of the exhibition:	
Host Institution: (name and address):	
Place: Opening and closing dates:	
Curator: (name and address):	
Transport company (name and address):	
Mounting company (name and address):	
Insurance company (name and address):	

### **REQUESTED WORKS**

Author:  Title:  Date:  Call number:  Insurance value:	
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### **FIRE PROTECTION**

Are there fire extinguishers in the exhibition showroom?	
Number and kind	
Is there an automatic fire detection system?	
What kind of detector?	
Who checks the system?  When was the last checking?	

### **SECURITY**

Do you have security guards 24 hours a day?	
Is there a qualified security officer?	

Are the guards armed? Equipped with radio? With another contact system?	
How many rooms are assigned to each security guard?	
Does the exhibition showroom have doors that open directly to the outside?	
Does the exhibition showroom have windows?	
Do all exterior openings in the building have security alarms?	

### **LIGHTING**

What kind of lighting is in the exhibition showroom?	
Is it adjustable in intensity?	
Minimum intensity at which lighting levels can be adjusted	
What kind of lighting do the display cabinets have?	

### **ENVIROMENTAL CONTROL**

What environmental control system is used?	
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Does it work 24 hours a day?	
What is the temperature and relative humidity?	

### **DISPLAY CABINETS**

What materials have been used?	
What kind of paint?	
What kind of glass?	

Date:

Signed: