



UNIVERSIDAD COMPLUTENSE  
MADRID

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

## **Loan Rules for Exhibitions (2020)**

<b>Title of the Exhibition</b>	
<b>Host Institution</b>	
<b>Adress</b> <b>Person in charge</b>	
<b>Transport company</b>	
<b>Opening and closing dates</b>	

**Article 1.** Requests to borrow works from the Biblioteca Histórica of the Universidad Complutense de Madrid will be made in a letter addressed to the Head Office (Dirección) of the Universidad Complutense de Madrid Library which should be received at least two months before the opening date of the exhibition.

**Article 2.** 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 Histórica of the Universidad Complutense.

**Article 3.** 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:

- Purpose of the show and opportunity to include the works requested in it.
- A complete list of the works requested. Applications in which the works are not fully identified will not be authorised.
- Venue and dates on which the show will be held.

- 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.
- Report on security conditions.

Also, you must complete and sign the document: **Appendix I.**

Release of the works will be subject to prior approval by the Biblioteca Histórica of the Universidad Complutense de Madrid of the technical conditions of the room and display cabinets.

The Biblioteca Histórica of the Universidad Complutense de Madrid 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.

***Article 4.*** Release of the works must be authorized by the Rector of the Universidad Complutense de Madrid, prior technical report made by the library. In the case of exhibitions abroad, the regulations established by the Ministerio de Cultura will be applied (Ley 16/1985 del Patrimonio Histórico Español, Article 31).

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 Histórica of the Universidad Complutense at least one month before the date on which the works are due to leave or a prior date that is set.

***Article 5.*** 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 Histórica of the Universidad Complutense, transfers included, in which the individual value of each work will be specified in Euros. The beneficiary will always be the Biblioteca Histórica of the Universidad Complutense de Madrid and the insurance

certificate 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 Histórica of the Universidad Complutense de Madrid before proceeding to collect the items. In no event will the works leave without the aforesaid certificate being in the possession of the Biblioteca Histórica of the Universidad Complutense de Madrid. The Biblioteca Histórica of the Universidad Complutense de Madrid reserves the right to reject the insurance company proposed by the host institution.

**Article 6.** The loan of works implies that the Biblioteca Histórica of the Universidad Complutense de Madrid 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 Biblioteca Histórica of the Universidad Complutense de Madrid.

**Article 7.** The Biblioteca Histórica of the Universidad Complutense de Madrid 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. The host institution will meet the costs of the restoration work when the Biblioteca Histórica of the Universidad Complutense de Madrid deems fitting. The Restoration Department of the Biblioteca Histórica of the Universidad Complutense de Madrid will prepare the restoration budget.

When the restoration is performed by outsourcing, the Biblioteca Histórica of the Universidad Complutense de Madrid 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.

**Article 8.** The drawings, maps, engravings, photographs, posters, cards and loose leaves and any other work deemed appropriate will leave the Biblioteca Histórica of the Universidad Complutense de Madrid 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 Histórica of the Universidad Complutense de Madrid technical staff members.

**Article 9.** 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 Histórica of the Universidad Complutense de Madrid. The Biblioteca Histórica of the Universidad Complutense de Madrid 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 Histórica of the Universidad Complutense de Madrid 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 Histórica of the Universidad Complutense de Madrid.

The host institution or, failing that, the transport company, will send to Biblioteca Histórica of the Universidad Complutense de Madrid a travel plan and work schedule

specifying all the terms of the transfer, journey and stay by the courier appointed by the Biblioteca Histórica of the Universidad Complutense de Madrid, 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, when deemed necessary.

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

**Article 10.** In the case of pieces of special value or special circumstances, the services of a security agency will be required during the transfer, also at the host institution's expense. The Biblioteca Histórica of the Universidad Complutense de Madrid will have the right to accept or reject the proposed security agency.

**Article 11.** The exhibition host institution must guarantee the safety and conservation of the documents exhibited, ensuring permanent supervision (24 h.) and adequate fire detection and extinguisher systems.

Temperature and humidity levels, which will range between 19°C +/- 2°C and 45 to 55% RH in general, will be respected scrupulously. Likewise, oscillations which may not exceed 1°C or 5% RH per day will be avoided.

Lighting may not exceed 50 lux. The total amount of light will not exceed 12000 lux/h. for the extremely sensitive documents, 42,000 for the moderately sensitive and 84,000 for the rest. 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 mitigate intensity and suppress UV radiation which are not easily removable. In its pre-exhibition reports, the Biblioteca Histórica of the Universidad Complutense de Madrid 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 Histórica of the Universidad Complutense de Madrid will install humidity and temperature measurement sets inside the display case.

Books will be mounted on made-to-measure methacrylate, conservation board or conservation foam book-cradles, 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.

In the case of documents with special characteristics (manuscripts, incunabula, engravings, etc.), special conservation and installation conditions may be required.

For certain works, because of their value or physical condition, the Biblioteca Histórica of the Universidad Complutense de Madrid may ask for special conservation and installation conditions.

**Article 12.** The Biblioteca Histórica of the Universidad Complutense de Madrid 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.

**Article 13.** As a general rule and save express indication otherwise, the Biblioteca Histórica of the Universidad Complutense de Madrid will send staff member as courier with the works on loan to supervise their transport and installation in exhibition rooms. All the expenses for travel, which will take place in the means of transport chosen by the Biblioteca Histórica of the Universidad Complutense de Madrid, and for the period of stay will be borne by the exhibition host institution.

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 when deemed necessary. Likewise, when the journey takes more than five hours including changes/transfers and/or stopovers, the Biblioteca Histórica of the Universidad Complutense de Madrid 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.

**Article 14.** The loan will be made for one venue and for a period of three months. The books may only be opened on the same page for a maximum of three months.

If the exhibition period exceeds three months, prior authorization of the Biblioteca Histórica of the Universidad Complutense de Madrid, the change of page or the replacement by a facsimile copy will take place, this being a procedure that must be carried out by a Biblioteca Histórica of the Universidad Complutense de Madrid courier who will attend under the same terms and conditions as those set out in article 13.

The requested items that are not exhibited must be returned to the Biblioteca Histórica of the Universidad Complutense de Madrid by the same system used in the transport to the exhibition showroom, within six days of the inauguration.

Once the exhibition has come to an end, the items will be returned directly to the Biblioteca Histórica of the Universidad Complutense de Madrid within a maximum period of six days. On receipt of the works, the Biblioteca Histórica of the Universidad Complutense de Madrid will check the conservation condition of the documents that have been returned to detect any possible deterioration.

If an incident should occur, the Biblioteca Histórica of the Universidad Complutense de Madrid reserves the right to demand accountability.

**Article 15.** All the reproductions will be facilitated by the Biblioteca Histórica of the Universidad Complutense de Madrid. 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.

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 fact sheets or citations in the catalogue and in the exhibition cards, the Library will be cited as follows: “Biblioteca Histórica of the Universidad Complutense de Madrid”.

If a catalogue is published, two copies must be sent to the Biblioteca Histórica of the Universidad Complutense de Madrid.

**Article 16.** The Biblioteca Histórica de la Universidad Complutense de Madrid must be given appropriate advance notice of any change of venue and/or dates and must expressly authorise those changes.

This document must be returned to the Biblioteca Histórica of the Universidad Complutense de Madrid 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.

Date:

Signed: