



Hunt Institute for Botanical Documentation
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Carnegie Mellon University
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Pittsburgh, PA 15213-3890
Contact: Art Department
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Application to Borrow Travel Exhibition

The application process to borrow a travel exhibition from the Hunt Institute for Botanical Documentation requires completion of this condition report. If this report meets our standards for security and facility conditions, a Loan Agreement will be sent for the signature of the requester. We ask that the Loan Agreement be returned along with a copy of a certificate of insurance covering the value of the exhibition for the entire period of the loan. Receipt of these completed forms is required before the Hunt Institute will make shipping arrangements. The borrower will be invoiced for the shipping and rental fee.

Date _____

Name and Title of Requester _____

Borrowing Institution _____

Mailing Address _____

City, State, Country, Postal Code _____

Telephone _____

Fax _____

Email _____

Type of institution (check all that apply):

art museum other museum (describe) _____

art gallery art center

library other (describe) _____

college/university

Governance:

private other (describe) _____

public

Name of travel exhibition _____

Display dates for travel exhibition at your institution _____

Date travel exhibition needs to arrive for installation purposes _____

Date travel exhibition can be picked up for return to Institute _____

Building

Is the exhibit space located in a building that has other purposes? Yes ___ No ___

If yes, explain _____

Is the exhibition space one large area?.....Yes ___ No ___

Does it include adjustable partitions?Yes ___ No ___

Does it include a series of rooms?Yes ___ No ___

Does the exhibit area have more than one entrance/exit?Yes ___ No ___

Are there windows in the exhibit area?.....Yes ___ No ___

If yes, are these windows filtered?.....Yes ___ No ___

Fire Protection

Does the building have a fire detection system?.....Yes ___ No ___

If yes, is the exhibit area included under this detection system?Yes ___ No ___

Is the fire detection system connected directly to:

local fire department ___

a central station (e.g. ADT offices) ___

other (describe) _____

Does the building have a fire suppression system?.....Yes ___ No ___

Type _____

If yes, is the exhibit area included under this suppression system? Yes ___ No ___

If no, explain: _____

Does the exhibit area have automatic sprinklers?.....Yes ___ No ___

Type _____ Location _____

Type _____ Location _____

Type _____ Location _____

Are there fire extinguishers in the building?Yes ___ No ___

If yes, date of last inspection _____

Is there a written fire emergency procedure?Yes ___ No ___

Security

Does the building have a security alarm system?Yes ___ No ___

If yes, is it connected directly to:

local police department ___

a central station (e.g. ADT offices) ___

other (describe) _____

Is it certified? Yes ___ No ___

What grade is it? _____

Is there perimeter protection? Yes ___ No ___

Type _____

Are all areas of the building protected by the security system?Yes ___ No ___

If not, explain _____

Are all doors, windows, skylights, roof openings, and other means of access to the building protected?Yes ___ No ___

Do you have established key control procedures?Yes ___ No ___

Are there guards or gallery attendants in the exhibit area at all times during viewing hours?

.....Yes ___ No ___

Is the exhibit area secured [locked and protected] after viewing hours?Yes ___ No ___

If yes, how is the exhibit area secured at those times? _____

Describe any special security measures _____

Is the exhibition space also used for other purposes?Yes ___ No ___

If yes, how are the exhibited objects protected during such use? _____

Environmental Control

Please check the types of lighting used in the exhibit area:

natural light ___

incandescent light ___

fluorescent light ___

If fluorescent fixtures are used, are ultra-violet filters provided?Yes ___ No ___

Describe devices to control natural light _____

Are there humidity controls in the exhibit area?.....Yes ___ No ___

What is the relative humidity maintained? _____

Are there temperature controls in the exhibit area?Yes ___ No ___

What is the temperature maintained? _____

Is smoking prohibited in the exhibit area?Yes ___ No ___

Are eating and drinking prohibited in the exhibit area?Yes ___ No ___

Are framed objects fastened securely to the walls or panels so they cannot be lifted or moved?

.....Yes ___ No ___

Are framed objects hung from overhead mouldings?.....Yes ___ No ___

Is a guard or gallery attendant assigned during installation and removal?Yes ___ No ___

Describe any special installation techniques or other measures used to protect borrowed material

Receiving and Storage

Does the building have a loading dock?Yes ___ No ___

Does the building have a freight elevator?Yes ___ No ___

What is the largest crate the borrower can accommodate? x x

Is there a receiving and unpacking area separate from the exhibition space and used strictly for these purposes?.....Yes ___ No ___

Is there security supervision of the receiving area?Yes ___ No ___

Is smoking prohibited in the receiving and unpacking area?Yes ___ No ___

Are eating and drinking prohibited in the receiving and unpacking area? ..Yes ___ No ___

Is storage space separate from exhibition space?Yes ___ No ___

Is storage space locked at all times?Yes ___ No ___

Are there humidity controls in the storage area?Yes ___ No ___

What is the relative humidity maintained? _____

Are there temperature controls in the storage area?.....Yes ___ No ___

What is the temperature maintained? _____

Are theft and fire protection in these areas the same as in the exhibit area? Yes ___ No ___

If no, explain _____

Who is responsible for receiving, unpacking, installing and repacking exhibitions?

Registrar ___ Curator ___ Director ___ Staff ___ Students ___

Volunteers ___ Other _____

Can you guarantee that an authorized staff member will be on hand to receive the shipment when our materials arrive?.....Yes ___ No ___

Who is responsible for making routine checks on the condition of objects?

Registrar ___ Curator ___ Director ___ Gallery Attendant ___ Guard ___

Other _____

Name of person who would be primarily responsible in all respects for our materials borrowed :

Name and position _____

Names of any other staff who would be authorized to handle our materials:

Name and position _____

Experience in handling rare materials _____

Please supply any additional relevant information on a separate sheet and attach.

Indemnification

Names of contact people on staff:

Director _____

Exhibitions scheduling _____

Registrar/art handler _____

Fine-arts insurance _____

Bookkeeper _____

Is there an insurance policy on the building?.....Yes ___ No ___

Is there an insurance policy on the building contents?Yes ___ No ___

Are you self-insured, with no other insurance coverage?.....Yes ___ No ___

Regardless of type and extent of insurance coverage, are you able and willing to make good the full value of any losses or damages to our materials suffered during the borrowing period?

.....Yes ___ No ___

I have completed this report and attest that all information herein stated is true and accurate. I warrant that if this loan is made, materials borrowed from Hunt Institute will be housed and handled in accord with the conditions described above.

Signature of Director or person in comparable position of executive authority:

Name _____

Title _____

Date _____

Signature of person who would be primarily responsible in all respects for our materials borrowed for exhibition:

Name _____

Title _____

Date _____