



GABINETTO SCIENTIFICO LETTERARIO G.P. VIEUSSEUX

ENGLISH TRANSLATION

for your convenience only
the Italian version is the official Rules to be signed

Lending Rules for temporary loan of Artworks and Archival Documents

Standard reference: Decreto legislativo. 42/2004, “Code for cultural heritage and landscape”
artt. 48, 66.

1. GENERAL INSTRUCTIONS

The Gabinetto Scientifico Letterario G.P. Vieusseux allows the loan of documents and artworks from his Funds and Collections exclusively for scientific purpose or for important cultural events, organized by public or private entities that are part of an association.

All loans of items are granted to the governmental heritage authorization.

Requests for ministerial authorization will be forwarded from the Gabinetto Vieusseux only once the conditions for loans are officially accepted in all of their parts by the Organizing Committee by signing and returning the present document.

At least 4 months prior to the inauguration of the exhibition, the Organizing Committee must send the loan request to the Director of the Gabinetto Vieusseux, accompanied by the following documentation:

- a) Title, venue, and dates of the exhibition.
- b) Scientific and organizational plan.
- c) Complete and definitive list of the documents and works requested, accompanied by an inventory list.
- d) *Facility report* that furnishes the details of the set-up and security measures of the exhibition site: humidity, temperature, light, security conditions; see the paragraph entitled “Exposition Conditions” (point 6 of the current document).
- e) Authorization, if necessary, of descendents or anyone who has the rights to the requested works.
- f) Information on and references of the company that will take care of packing, moving, and transport of the works.
- g) Information regarding the insurance company.

The maximum number of works of art that can be loaned at one time is 25 pieces.

Customarily original photographs are not given out on loan; they are substituted by digital copies.

Based on the above-mentioned elements, loan authorization is either given or withheld.

Granting of the loan is also subject to the explicit commitment on behalf of the Organizing Committee to respect all of the additional conditions established by the Gabinetto Vieusseux guaranteeing the protection and correct preservation of the works on loan.

Every archival document and artwork of art loaned will be accompanied by a loan form (provided by the Gabinetto Vieusseux) indicating the state of preservation and a pertinent picture.

The total duration of the loan, even if held in more than one location, cannot exceed three months.

Should the inauguration be delayed, notice must be given to the Gabinetto Vieusseux in a reasonable amount of time.

Granting of the loan of documents and works of art is limited to the exhibition and its corresponding catalogue. Using the text or images of the pieces on loan for other reasons is prohibited (including articles in newspapers and magazines) without the express written consent of the Gabinetto Vieusseux. The documentation on display may not be photographed or filmed for the entire duration of the exhibition without the explicit written approval of the Gabinetto Vieusseux.

For exhibitions abroad, the Organizing Committee must request the necessary permit from the Ufficio Esportazione (Export Office) of the Soprintendenza di Firenze (the Government Office of Cultural Heritage of Florence), complete with the guarantee of the hosting institution, which declares its commitment to return the works at the end of the exhibition (guarantee that also included the risk of seizure), no later than what was agreed upon with the Gabinetto Vieusseux (customarily no later than the week after the closing of the exhibition).

2. INSURANCE

The Organizing Committee must take out an insurance policy with an insurance company at its own expense on behalf of The Gabinetto Vieusseux according to the “nail to nail coverage” formula for every document and work requested on loan, based on an appraisal provided by this Institution, against all risks, none excluded, by whomever and however caused, including a clause requiring compensation of damages up to 100% of the depreciation of the declared value in the case of damage. The insurance value must be declared for each piece, according to the conditions provided by the Italian Art Exhibition Policy.

In the case of theft, even the slightest damage, or any other kind of accident, in addition to the insurance company, the incident must be immediately communicated to the Gabinetto Vieusseux with a detailed description of what happened. Under no circumstances shall any restoration work be undertaken without the authorization of the Gabinetto Vieusseux.

The entrusting of the works can take place only after the delivery of the original insurance policy, a copy of which must already have been communicated to the parties responsible for providing the necessary authorizations.

3. PACKING, TRANSPORTATION AND ESCORT OF WORKS

The Organizing Committee must see to the packing and transport of the works at its own expense, using a company specialized in the transportation of works of art, and communicate the name and contact information of the shipping agent, which must be approved by the Gabinetto Vieusseux.

The shipping and transport must be strictly carried out in the presence of an official from the Gabinetto Vieusseux (and an official from the Office of Cultural Heritage in the case of exhibitions abroad), who may request precautions necessary for the preservation and security of the works, both in terms of packing and transport.

The same official must be able to watch the staging of the exhibition and the placement of the works and to verify the state of security and environmental suitability of the spaces and locations where the works themselves will be displayed. The representative has the authority to request any expository precautions necessary for guaranteeing better security of the works.

In certain cases – at the discretion of the Gabinetto Vieusseux – the documents and works of art on loan will have to be escorted for the entire duration of the trip by an official from the Gabinetto Vieusseux, both to and from the exhibition location or during any transfers between different locations of the same exhibition.

At the close of the exhibition, the packing of the documents and works of art for reentry must be carried out according to the same procedures used when they left and in the presence of a Gabinetto Vieusseux official, who must be informed well in advance of the date of the dismantling of the exhibition.

The courier has the obligation to be present during the packing of the documents and works of art being escorted and to fill out the preservation document together with the official from the Gabinetto Vieusseux; the document must then be signed by both. At the end of the trip the courier will immediately hand in the travel documents for the works, pointing out any difficulties experienced to the Gabinetto Vieusseux. The courier is required to be present during the opening of the cases so as to verify their state of preservation together with officials from the Gabinetto Vieusseux, referring back to the condition report.

4. OFFICIAL'S MISSION

The Organizing Committee is responsible for organizing the mission of the official (round-trip travel reservations, hotel stay, lodging costs) that the Gabinetto Vieusseux will send to accompany the lent works in order to inspect the set-up of the exhibition (until the full accommodation), the re-packing, and the restitution of the lent works. That person will have the authority to remove the works from the exhibition should he or she deem the security and preservation measures of the exhibition venue insufficient.

The official must be covered by accident and medical insurance at the expense of the Organizing Committee when traveling to countries that do not have free healthcare.

Under no circumstances should the actions of the Gabinetto Vieusseux employees in regards to the above-mentioned events/actions be considered to be either a direct or indirect liability that is borne, either wholly or partially, by the Gabinetto Scientifico Letterario G.P. Vieusseux or by the employees in question.

Expenses for the couriers:

Travel up to 500 km (Italy)

Travel by train, round-trip ticket.

Hotel in a category not below four stars, with breakfast included, as near to the exhibition area as possible, for one night (or more, depending on the number of art works escorted, at the discretion of the lending museum institution).

Per diem allowance of not less than 80 euros to be paid upon arrival at the exhibition site.

Travel more than 500 km (Europe)

Travel by aircraft, round trip and the costs of transportation from the airport to the exhibition site and return.

Hotel in a category not below four stars, with breakfast included, as near to the exhibition area as possible, for two nights (or more, depending on the number of art works escorted, at the discretion of the lending museum institution).

Per diem allowance of not less than 100 euros to be paid upon arrival at the exhibition site.

Travel Overseas (United States, Japan, South America, etc.)

Travel by aircraft, round trip business class, and the costs of transportation from the airport to the exhibition site and return.

Hotel in a category not below four stars, with breakfast included, as near to the exhibition area as possible, for four nights (or more, depending on the number of art works escorted, at the discretion of the lending museum institution).

Per diem allowance of not less than 120 euros to be paid upon arrival at the exhibition site.

The *per diem* must include the days of departure and return.

5. REPRODUCTION AND CONDITIONING

Requests for the reproduction of works must be made well in advance.

Should restoration work, passe-partout, frames or anything else be necessary in the opinion of the Gabinetto Vieusseux, all are the full responsibility of the Organizing Committee.

No work may be done on any of the works during the course of the exhibition without the explicit authorization of the Gabinetto Vieusseux. The works must be returned in the same condition and the same set-up in which they were given.

6. EXPOSITION CONDITIONS

Documents and works on loan must be exhibited only on the premises of the exhibition space, appropriately lit and climate controlled according to the preservation requirements and the instructions of the Gabinetto Vieusseux official.

The exhibition space must adhere to the following requirements:

- a) Temperature no lower than 18°C and no higher than 20°C.
- b) Relative humidity between 45% and 60%, fluctuation (range) less than 5%, unless indicated differently by the loaning institution.
- c) Cold artificial light between 50 and 60 Lux. Natural light is prohibited. The works must be kept far from sources of light and heat.
- d) Presence of a fire extinguisher, alarm system, thermo hygrometer.

Maximum security must be guaranteed against theft, damage, or other dangers of any other nature during the hours open to the public, closing hours, and at night, and adequate additional security services and an electronic security system must be offered. Smaller works must be exhibited in display cases with shatterproof glass and contain an alarm device and any necessary air-conditioning. The works may not undergo any kind of technical intervention, cleaning, restoration, or other operation for any reason.

In the case of books, the pages that will be open during the exhibition must be indicated, and for manuscripts, the side of the sheet of paper that will be exposed must be specified.

Under no circumstances may the work be removed from its frame and mounting nor from its assigned place in the exhibition, without the explicit approval of the Gabinetto Vieusseux.

7. TRAVELING EXHIBITIONS AND EXTENSIONS

In the case of traveling exhibitions, there must be adequate time between exhibitions to ensure good preservation; otherwise, the documents and works on loan must be substituted.

In the case that an extension of the loan period is desired, the authorization of the Gabinetto Vieusseux must be requested with adequate notice, and the insurance policy must be extended.

8. COSTS COVERED BY THE ORGANIZING COMMITTEE

All charges for restoration, conditioning, packing, transport, surveillance, and any and all expenses related to the loan are the complete responsibility of the Organizing Committee or of the company in charge of organizing the event. They must also see to the organization of

the mission of the Gabinetto Vieusseux official, making reservations and purchasing everything necessary for his or her trip and stay, ensuring a fair allowance.

The Committee is responsible for expenses related to back-up reproductions and anything else necessary for the fulfillment of the administrative procedures regarding the loan:

- a) back-up copies (0.80 € per document)
- b) drafting the technical data sheet (0.50 € per document)
- c) high-res copies (per catalogue or per exhibition, 30.00 € per image)
- d) administrative procedures

9. CATALOGUES

It must be mentioned that every work on loan belongs to the “Gabinetto Scientifico Letterario G.P. Vieusseux” (and it must be specified the Fund of the Archivio Contemporaneo “Alessandro Bonsanti” they are from) with classification and signature. This mention must also be present, with adequate visibility, in the catalogue and other publications about the exhibition.

At least two copies of the catalogue must be mailed to the Gabinetto Vieusseux at the following address:

Gabinetto G.P. Vieusseux – Archivio Contemporaneo Alessandro Bonsanti, Via Maggio 42, I-50125 Firenze.

Promotional materials and the press review of the initiative are also requested.

The Organizing Committee must inform the Gabinetto Vieusseux of any and all events related to the exhibition.