

General conditions for the loan

To be returned countersigned for acceptance to: mn-etru@beniculturali.it

Loan requests, made out to the Museum's Director, must be sent to mn-etru@beniculturali.it at least 120 days before the start date of the event.

The loan of the work is subject to compliance with the following requirements:

REQUIREMENTS

For the evaluation of the loan application and in order to carry out all necessary administrative procedures it is necessary to acquire:

1. the scientific project of the exhibition, including the names of the curators and the list of works requested on loan;
2. technical documentation of the exhibition site, safety systems and exhibition conditions (Standard Facility Report).
3. guarantee of return, stating that the works will return to the Museum at the end of the exhibition.

AUTHORISATION

Once the necessary documents have been obtained, prior consent from the Directorate- General of Museums, the authorization will be issued by the Director of the National Etruscan Museum of Villa Giulia (hereinafter Director) in accordance with Art. 35, paragraph 4, letter h of the D.P.C.M. of 29 August 2014, no. 171.

INSURANCE

The insurance policy (which must be addressed to the National Etruscan Museum of Villa Giulia, Piazzale di Villa Giulia, 9 - 00196 Rome; Tax Code 97875240588) must provide an "all risks - nail to nail" coverage, for the risk of terrorism and undeclared acts of war, for loss or physical damage due to any external cause, including wear and tear and breakage or internal defects.

The insurance contract must be sent in advance to the Director of the Museum from which the loan is requested in order to verify the clauses inserted and, once signed, must be sent in original to the National Etruscan Museum of Villa Giulia, Piazzale di Villa Giulia, 9 - 00196 Rome before collecting the required works.

PROROGATIONS

In the event of an extension of the exhibition closing date, the Director must be asked with adequate advance notice to authorise the extension of the loan and, in any case, the extension of the insurance policy must be guaranteed.

PACKAGING AND TRANSFER

The handling and packaging operations, as well as transport and set up if the exhibit must be carried out by qualified personnel of a company specializing in the industry and, except for transport, with the supervision of the conservators / couriers designated by the Direction of the lending Museum (who will sign the Condition Report), with which the company in charge of the service may, if necessary, agree on a preliminary inspection. For archaeological materials, however, a packaging in a double box is always required, custom-fitted and perfectly padded inside with fireproof and non-acid materials.

Road transport will use van and air-conditioned vehicles, equipped with GPS satellite alarm and hydropneumatic suspensions, constantly and uninterruptedly monitored, including during stops and with the use of at least two employees. At the Museum's discretion, an armed escort may be required for road transport. When parked, the truck must be taken to safety depots with a 24-hour armed guard.

Alternative solutions must be requested and approved in writing.

Closed wagons must be used for **rail transport**.

In **maritime transport**, loading must take place only below deck.

In **air transport**, the works must be placed in a heated and pressurised cabin or hold.

At the time of packaging, the official in charge, with a special report will deliver the works on loan to the company selected by the Organizer for handling, whose details must be communicated in advance to the Direction of the lending Museum. The Condition Report will be signed and taken in charge by the restorer/courier.

The works will be delivered 15 days before the opening of the exhibition and must be returned to their original locations immediately after the exhibition closure and in any case no later than 30 days after the final closure.

COURIERS

Handling and packaging, unpacking, set-up and dismantling of the works, both outward and return, will take place in the presence and under the supervision of the technical-scientific staff indicated by the Museum Direction, in order to check the state of conservation and environmental conditions of the objects.

The conservators / couriers indicated, who will follow the packaging and preparation/disassembly of the works for the outward and return journeys (and in the case of multiple or particular transfers, more than one technical-scientific staff unit may be indicated), must be hosted, including breakfast, in a not less than three stars category hotel, which should be located as close as possible to the exhibition site for at least one night and, in the case of complex arrangements and relating to a large number of works, for the time necessary to follow all operations, and must receive a daily allowance of € 100.00 (one hundred/00 euros) per diem for missions nationally, € 120 (one hundred twenty/00 euros) in the continental area; € 150 (one hundred and fifty euro/00 euro) in the intercontinental area, to be paid on arrival at the exhibition venue. The duration of the mission, for which the above daily allowance is provided, also includes travelling days to and from the exhibition site. **Apart from this, the costs sustained by the courier to reach stations or airports, both outward and return, must be reimbursed.** It is understood that, should it be necessary to extend the time spent on the mission, the daily allowance shall be paid for each day in excess until return from the mission.

The journey must be made by High Speed train and by business class airplane or equivalent for journeys of more than 3 hours - flexible full fare. Return tickets must be given to the courier at least one week before departure.

EXHIBITION

The works must be exhibited only in the exhibition areas, which must fulfil the following requirements:

Temperature not less than 18° C and not more than 21° C.

Relative humidity 40%-60%.

Cool artificial light; Brightness not exceeding 300 lux.

Presence of fire-fighting devices.

Continuous surveillance, day and night, with the help of anti-theft systems.

If even one of these conditions is not met during the exhibition, the lending Museum reserves the right to withdraw the loan at any time.

No restoration, cleaning or maintenance work may be carried out without prior agreement with the lending Museum.

In no case may the work be removed from its frame or setting, nor may it be tampered with for exhibition purposes.

In the event of damage to the works, the organizer must immediately inform the lending Museum.

In case of proven necessity, or imminent danger for the works, the organizer may proceed with their removal, giving immediate notice to the lending Museum to agree on any protective measures.

In some cases, for fragile and/or small works, the lending Museum may request the display in an alarmed and/or climate-controlled display case and, in any case, specific prescriptions will be made explicit case by case in the conservation record of the loaned work.

The works must be exhibited with the indications of the collection to which they belong, according to the description that will be provided by the lending Museum.

The works may be photographed or filmed, not with artificial light, only upon the written authorisation of the lending Museum.

PHOTOGRAPHS, CATALOGUES AND REPRODUCTION RIGHTS

Photographs of the works for the publication of the exhibition catalogue and/or for other publishing media must be requested in writing from the organiser:

Director

National Etruscan Museum of Villa Giulia

Dr. Valentino Nizzo

Piazzale di Villa Giulia, 9

00196 Rome
mn-etrui@beniculturali.it

At least 4 (four) copies of the exhibition catalogue (in addition to one copy for each translation of the catalogue that may be prepared) and 3 (three) copies of any other supporting editorial and multimedia material must be delivered to the lending Museum by the end of the exhibition, together with a brief photographic report of the exhibition, limited to the room(s) in which the works requested have been exhibited.

By signing these regulations, which summarise the general conditions of the loan, the applicant Institution agrees to cover all the expenses pertaining to the loan and to comply with the clauses above.

For the Applicant Organisation For the National Etruscan Museum of Villa Giulia

TITLE

TITLE: THE DIRECTOR

SIGNATURE

SIGNATURE

DATE/PLACE