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| C:\Users\jebenj\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\PRIMARY_A_Vertical_Housed_CMYK.JPG | **ARCHIVES AND SPECIAL COLLECTIONS****FACILITIES REPORT** |

IT IS UNDERSTOOD THAT THE INFORMATION INDICATED IN THIS FORM IS CRITICALLY CONFIDENTIAL AND WILL BE USED BY THE POTENTIAL LENDING INSTITUTION ONLY IN EVALUATING FACILITIES OF POTENTIAL BORROWERS. NO COPIES WILL BE MADE OR DISTRIBUTED WITHOUT THE EXPRESS CONSENT OF THE SUBJECT INSTITUTTION.

**Borrowing Institution Profile**

|  |  |
| --- | --- |
| Name of Institution |  |
| Street address |   |
| Delivery address detail |   |
| Name of chief executive officer |   |
| Outline Governance(University, State, Federal, Council)  |  |
| Name and title of person responsible for loans.  | Name :Position:Office Phone:Mobile: Email:  |
| If this is the first loan application to Archives and Special Collections please outline 3 recent past loans from other institutions (List or attach as appendix) | Name of Institution / Objects Types borrowed / Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| List of attachments | [ ]  Staff List[ ]  Floor Maps/plans[ ]  Disaster Management Plan[ ]  Photographs of the proposed exhibition space |

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| **1. Environmental controls**  |
| **1.1 Temperature and humidity** |
| * Do you have 24-hour air-conditioning
 | Yes [ ]  No [ ]  |
| * Do you have 24-hour humidity control?
 | Yes ☐ No ☐  |
| * Are there dust (particulate) filters on the air-conditioning?
 | Yes [ ]  No [ ]  |
| * Do you monitor temperature and relative humidity regularly?

 If yes, how often.  Please indicate method or equipment used: thermohygrograph [ ]  electronic data logger [ ]  other, please specify [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Yes [ ]  No [ ]  |
| **1.2 Lighting** |
| How are your exhibition and storage areas lit (please tick)? |
|  | Exhibition | Storage |
| UV-controlled fluorescent tubes |  |  |
| Incandescent/Tungsten |  |  |
| Fibre optic |  |  |
| LED |  |  |
| Auxiliary lighting |  |  |
| Other (please specify) |
| * Can the lighting in the exhibition areas be controlled using dimmer switches?
 | Yes [ ]  No [ ]  |
| * How low are you able to adjust your light levels?
 | \_\_\_\_\_\_\_\_ lux  |
| * Do you have illumination and UV light meters?
 | Yes [ ]  No [ ]  |
| **1.3 Pest control** |
| * Do you have regular inspection for insect and rodent infestation?

 If yes, please describe.  | Yes [ ]  No [ ] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **1.4 Security** |
| * Do you have your own licensed security staff?
 | Yes [ ]  No [ ]  |
| * Do security officers patrol all areas of your institution?
 | Yes [ ]  No [ ]  |
| * Do the security officers have other duties during security assignments?

 If yes, please specify. | Yes [ ]  No [ ] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * What type of security equipment do you have in your exhibition areas?

Guards on patrol closed-circuit TV  motion detectors other (please specify)  | Yes [ ]  No [ ] Yes [ ]  No [ ] Yes [ ]  No [ ] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * Are these utilised 24 hours per day?

If no, please specify  | Yes [ ]  No [ ] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * What type of security monitoring system/s do you use?

 in-house annunciation to security office  annunciation to central control board annunciation to local police department | Yes [ ]  No [ ] Yes [ ]  No [ ] Yes [ ]  No [ ]  |
| * Do you have perimeter security intrusion protection?
 | Yes [ ]  No [ ]  |
| * Are all emergency doors equipped with security alarms?
 | Yes [ ]  No [ ]  |
| **1.5 Fire control** |
| * What fire-protection systems are in use at your venue?

 central alarm system sprinkler system heat (thermal) alarms photoelectric smoke alarms Fire-extinguishers: Specify which types (circle)   | Yes [ ]  No [ ] Yes [ ]  No [ ] Yes [ ]  No [ ] Yes [ ]  No [ ] Yes [ ]  No [ ] Dry Chemical Powder, CO², Water, Foam, Wet Chemical  |
| * Is the fire-protection alarm system keyed to the:

central security officelocal fire department | Yes [ ]  No [ ] Yes [ ]  No [ ]  |
| * Are all security staff fully trained in fire-prevention techniques?
 | Yes [ ]  No [ ]  |
| * Are you within five kilometres of a fire department?

 If no, how long does it take the local fire department to arrive? | Yes [ ]  No [ ] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **1.6 Other** |
| * Is eating or drinking ever permitted in the following?

 exhibition areas  (If yes, please provide details) exhibition preparation area storage area | Yes [ ]  No [ ] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yes [ ]  No [ ] Yes [ ]  No [ ]  |
| * Is smoking permitted in any parts of your venue?

 If yes, where \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Yes [ ]  No [ ]  |
| **2. Exhibition spaces** |
| **Please attach floor plans and photos if possible.** |  |
| **2.1** On which floor is the exhibition space located? If the exhibition space is not on the ground floor, is there a freight lift? If yes to lift, please supply the door size:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Yes [ ]  No [ ] H: \_\_\_\_\_\_\_\_\_\_\_\_ x L : \_\_\_\_\_\_\_\_\_\_\_\_  |
| **2.2** Is there level access from the receiving dock/unpacking areas? Are the following areas accessible? ramp lift stairs | Yes [ ]  No [ ] Yes [ ]  No [ ] Yes [ ]  No [ ] Yes [ ]  No [ ]  |
| **2.3** Will the objects be unpacked in exhibition area? If not, please describe where. | Yes [ ]  No [ ] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **2.4** Is the exhibition space located in a public activity area such a a foyer, hallway, library, educational area, cafe etc?  If yes, please describe. | Yes [ ]  No [ ] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **2.5** Is the exhibition space used only for viewing? If no, please describe. | Yes [ ]  No [ ] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **2.6** Please supply the following details about the exhibition space: Name of space (if any)  Overall dimensionsType of floor surface and dimensionsWalls:  Ceiling type (i.e. false/drop panels)  | Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_H:\_\_\_\_\_\_\_ W:\_\_\_\_\_\_\_\_ L:\_\_\_\_\_\_\_\_\_Floor Material \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Sqm\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fabrication/materials\_\_\_\_\_\_\_\_\_\_\_\_\_\_Ceiling\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **2.7** What are the size restrictions to the exhibition space (i.e. largest doorway)? (height, width, diagonal)  | H:\_\_\_\_\_\_\_ W:\_\_\_\_\_\_\_\_ D:\_\_\_\_\_\_\_\_\_ |
| **2.8** Are there any water fixtures or accessories such as taps, plumping pipes, sprinkler systems, etc located in the exhibition space?  If yes, please describe. | Yes [ ]  No [ ] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **3. Display facilities** |
| **3.1** Display cases: Type of cases and number (include Materials) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Locked or non-locking \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fitted with dust seals Fitted with internal lighting  If yes, what type. |  Yes [ ]  No [ ] Yes [ ]  No [ ]  Yes [ ]  No [ ] Yes [ ]  No [ ] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **3.2** What hanging system/s do you use (please describe)?   |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **4. Exhibition installations** |
| **4.1** Who handles the installation of objects during exhibition installations?   | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **4.2** Do people handling objects wear gloves? | Yes [ ]  No [ ]  |
| **4.3** Is a trained conservator available to undertake completion of condition reports and assist in the installation? | Yes [ ]  No [ ]  |
| **4.4** Do volunteers assist in the installation of exhibitions?If volunteers assist are they supervised by appropriate staff?  | Yes [ ]  No [ ] Yes ☐ No ☐  |
| **4.5** Do you keep an inventory (checklist) of the objects when they are on display?How often is this checked Who maintains the checklist? | Yes [ ]  No [ ] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **4.6** Do you maintain records of internal movement and relocation of borrowed objects? | Yes [ ]  No [ ]  |
| **4.7** Do you make a photographic record of objects within each exhibition area? | Yes [ ]  No [ ]  |
| **4.8** Have there been any accidents or damage to previous loans in the last 5 years?   If yes, please attach appendix outlining incident  | Yes [ ]  No [ ]  |
| **5. Insurance** |
| **5.1** Name of Borrower’s insurer:  Title/no. of policy: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **5.2** Is your insurance coverage all risk, on a wall-to-wall basis (while on exhibit and in transit), subject to standard fine art exclusions.  | Yes ☐ No ☐ |
| **5.2** If requested can evidence of insurance cover be provided, naming the University of Melbourne as additional assured? | Yes [ ]  No [ ]  |
| **6. Transport** |
| **6.1 Transport to and from:** International Art ServicesOther \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Yes [ ]  No [ ] Yes [ ]  No [ ]  |
| **7. Other Factors** |
| **7.1** Will there be any building construction or renovations in the building during the period when the items are proposed to be on display? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | Yes [ ]  No [ ]  |
| **7.2** Are there any other risk factors that your institution is aware of that may in any way affect the items that are proposed to be on display? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | Yes [ ]  No [ ]  |

**8. Verification and Declaration\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I THE UNDERSIGNED AM A LEGALLY AUTHORISED AGENT FOR THE SUBJECT INSITUTION AND HAVE COMPLETED THIS REPORT. THE INFORMATION INDICATED PROVIDES A COMPLETE AND VALID REPRESENTATION OF THE FACILTY, SECURITY SYSTEMS AND CARE PROVIDED TO OBJECTS (BOTH OWNED AND BORROWED)

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEASE SIGN AND DATE BELOW TO INDICATE THAT THE INFORMATION PROVIDED IN THIS DOCUMENT HAS BEEN REVIEWED FOR ACCURACY AND HAS BEEN UPDATED WHERE NECESSARY WHEN IT IS REISSUED.

SUBSEQUENT REVIEWS:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Title Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Title Date