

EUROPEAN MUSEUMS STANDARD FACILITIES REPORT



Display Case Supplement

CONFIDENTIAL

This Facilities Report was devised by the United Kingdom Registrars' Group (UKRG) for the use of museums within the member states of the European Union.

The form will enable lenders to assess the practicalities involved in making loans which need to be shown in display cases or vitrines. It is intended to help both borrowers and lenders identify potential problems and reach agreement on how these can be resolved.

It should therefore be completed and returned as quickly as possible.

Lending Institution Address	
	Contact
	Position
	Telephone
	Fax
	Email
	Lender's Reference

Loan Venue Address	
	Contact
	Position
	Telephone
	Fax
	Email
	Purpose of Loan/Title of Exhibition
Dates at this Venue	
Date Form Completed	

[A] CASE CONSTRUCTION

	<i>Width</i>	<i>Height</i>	<i>Depth</i>
1.1. What are the internal dimensions of the case	-----	-----	-----
1.2. If appropriate please specify			
Manufacturer	-----	-----	-----
Model name or number	-----	-----	-----
Type	-----	-----	-----
Age	-----	-----	-----
<i>Please supply a manufacturer's specification if available</i>	-----	-----	-----
1.3. What materials are used in the construction of the case and the case linings <i>Please list all materials and their use</i>	-----	-----	-----
	-----	-----	-----
	-----	-----	-----
	-----	-----	-----
1.4. If Medium Density Fibreboard (MDF) is to be used will it be coated with an inert material? <i>Please supply details</i>	YES/NO		
	-----	-----	-----
	-----	-----	-----
	-----	-----	-----
	-----	-----	-----
1.5. Have lining materials to be used been scientifically analysed or tested (e.g. the Oddy Test) <i>If YES Please supply details of the procedure used</i>	YES/NO		
	-----	-----	-----
	-----	-----	-----
	-----	-----	-----
	-----	-----	-----
1.6. If the interior of the case is to be painted or varnished please supply the following details			
1.6.1. What type of coating (e.g. water-based emulsion, acrylic) is to be used	-----	-----	-----
	-----	-----	-----
1.6.2 How far in advance will this coating be applied	-----	-----	-----
	-----	-----	-----

[A] CASE CONSTRUCTION (cont.)

1.7.
If the **exterior** of the case is to be painted or varnished please provide the following details

1.7.1.
What type of coating (e.g. water-based emulsion, acrylic) is to be used

1.7.2
How far in advance will this coating be applied

1.8.1
Is the case to be fitted with shelves?

YES/NO

If **Yes** please supply the following details

1.8.2
What material(s) are the shelves to be constructed from

1.8.3
What is the thickness of the shelves (in mm)

1.8.4
How are the shelves to be secured inside the case

1.9.
How is the Case to be made stable (e.g. is it securely fixed to the floor or a wall)?

1.10.1.
What materials are used to glaze the case

- Glass
- Laminated Glass
- Perspex (Plexiglas)
- Other *Please supply details*

YES/NO
YES/NO
YES/NO
YES/NO

1.10.2.
What is the thickness of the glazing in mm

1.10.3
Is the case air-tight?

YES/NO

Please supply details

[B] ACCESS & SECURITY

<p>2.1. How is the case accessed</p> <p>Hinged door/panel Sliding Door/panel Other</p> <p><i>Please supply details</i></p>	<p>YES/NO YES/NO YES/NO</p> <p>----- ----- ----- -----</p>
<p>2.2 How is the case securely closed</p> <p>Locks Other methods (security screws etc.)</p> <p><i>Please supply details</i></p>	<p>YES/NO YES/NO</p> <p>----- ----- ----- -----</p>
<p>2.3 If locks are used please supply details of their</p> <p>Age Type Number per case</p> <p><i>Please supply a manufacturer's specification if available</i></p>	<p>----- ----- ----- ----- ----- ----- ----- -----</p>
<p>2.4 Can the case be individually alarmed?</p> <p><i>Please supply details of system & equipment used</i></p>	<p>YES/NO</p> <p>----- ----- ----- -----</p>
<p>2.5 What procedures exist for the secure safekeeping of display case keys?</p>	<p>----- ----- ----- -----</p>
<p>2.6 What procedures exist for the routine inspection of display cases</p>	<p>----- ----- ----- -----</p>

[C] ENVIRONMENTAL CONTROL WITIN THE CASE

a) *Temperature and Humidity*

<p>3.1 Is the case fully environmentally sealable? <i>If YES please supply details of methods used</i></p> <p>3.2 Is it possible to monitor the relative humidity within the display case <i>If YES please supply details of methods used</i></p>	<p>YES/NO</p> <p>----- ----- ----- -----</p> <p>YES/NO</p> <p>----- ----- ----- -----</p>
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(b) *Lighting*

<p>4.1 What method of lighting is used inside the case</p> <p>Fibre Optic Tungsten Halogen Daylight Other</p> <p><i>Please supply full details of the method used</i></p> <p>4.2.1 What level of light is it proposed fall on items displayed inside the case</p> <p>4.2.2. How are light levels within the case monitored</p> <p>4.3 Is the light filtered <i>If YES please supply full details of the method used</i></p>	<p>YES/NO</p> <p>YES/NO</p> <p>YES/NO</p> <p>YES/NO</p> <p>----- ----- ----- -----</p> <p>----- ----- ----- -----</p> <p>YES/NO</p> <p>----- ----- ----- -----</p>
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(b) Lighting (cont.)

<p>4.4. Can light fittings or levels be altered without disturbing items displayed inside the case</p> <p><i>Please supply details</i></p>	<p>YES/NO</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p>
<p>4.5 Is there a barrier between lamps and the items displayed inside the case</p>	<p>YES/NO</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p>

[D] INSTALLATION

<p>5.1 Please provide diagrams and details (construction materials, dimensions & angles) for any mounts you propose to us for items displayed inside the case</p> <p><i>Borrowing institutions may want to liaise with lending institutions in completing this section to establish display requirements for individual loan items</i></p>
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[Empty box for installation details]

[D] INSTALLATION (cont.)

5.2.
Please supply details (including construction materials) of any other items to be displayed in the same case

[Dotted lines for text entry]

Signed: _____ **Name:** _____

Position: _____ **Date:** _____

When returning this facilities form please include: -

(Tick as appropriate)

- Floor plans of each of the exhibition spaces to be used clearly indicating the position of the relevant display case(s).
- Case manufacturer's information or specifications
- Lock manufacturer's information of specification
- Any other information which you feel might be helpful

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