

The Tropical Research Institute (IICT) may proceed with the loan of cultural heritage, provided that the respective condition permits it, and if the Borrower ensures compliance with the conditions specified below in this Regulation and if the initiative is considered pertinent.

This document establishes the proceedings required to the loan of the IICT's scientific-cultural heritage to external institutions and to internal IICT services, based on national and international principles and on the experience of the institution in previous loan processes.

1. BEGINNING PROCEDURES

- a. The institution, or internal service, requiring the loan of IICT's goods, should send the request to the IICT Directive Board, with a minimum of six months precedence, or three months for internal services. All the requests must be addressed to the Directive Board, even when they are primary received by the service that holds the goods.
- b. The IICT qualified services, namely the Service's Direction or the service that holds the goods and the conservation area (Information and Documentation Centre - CDI), will give a preliminary opinion considering the relevance of the event and the importance of the artefact in the context of it, as well as the scientific-cultural value and the object's condition. In case of a positive opinion, the Artefacts ID Form (Appendix 1ⁱ) should be filled.
- c. A copy of the Cultural Heritage Loan Regulation and the Facility Report Form (Appendix 2ⁱ) will be sent to the Borrower, to be completed and returned to IICT. This form will be taken into account in the final opinion on the loan, in compliance with the trustworthiness of the Borrower as well as its environmental and safety conditions. If there is any doubt concerning the Facility Report information, a visit to the exhibition venue should be allowed and supported by the Borrower.
- d. After receiving the preliminary opinion, the Directive Board will inform the Borrower and the IICT's services directly involved, the final decision. If the decision is positive a Loan Agreement (draft in Appendix 3ⁱ) will be prepared.

2. GENERAL CONDITIONS

- a. All expenses related to the loan are the entirely responsibility of the requiring entity, namely: previous visit to the exhibition venue (if required), nail to nail insurance, art's specialized packing and transport, travel and accommodation of the courier (hotel category not less than three stars and *per diem*) and, if necessary, conservation interventions.
- b. The objects reproduction used to communication (catalogue included), implies a copy provided to IICT with high quality image. It can also be subjected to payment of a value for patrimonial rights. Three copies of the catalogue or other related products created within the exhibition, must be send to IICT for internal use and public services, namely AHU and CDI.

3. TRANSPORT CONDITIONS

- a. IICT will indicate a *courier* to accompany and monitor the artefacts during transport, assembling and dismantling of the exhibition, if possible a conservator, who will also be responsible for carrying out and verifying individual Condition Reports (Appendix 4ⁱ).
- b. In external loans, art's specialized transport should be done by accredited company. Between internal services of IICT, transport can be done by State service car and driver.
- c. The artefacts must be packaged with courier monitoring, in anti-shock packing, coated with inert materials, under Borrower costs. The artefacts must be returned within the same package.
- d. If air transport is used, the artefacts must be registered as value goods or as hand luggage. The courier must travel in business class if transporting hand luggage, regardless of length of flight. During shipment, palleting must be accompanied by a representative of the transport company and by the courier.

4. EXHIBITION CONDITIONS

- a. Exhibition and mounting areas should have the following requirements:
 - i. Permanent security against theft, vandalism, fire and other considerable risks;
 - ii. Stable environmental conditions, considering the objects custom medium values, with variations of 5% for relative humidity (RH) and 2°C for Temperature (T); maximum 50-60Lux illuminance (artificial indirect light UV-filtered);
 - iii. RH and T permanent monitoring;
 - iv. Exhibition display cases must be made of chemically stable materials with low ignition rate.
- b. Exhibiting mounts should be neutral and made of reversible materials. The Borrower is responsible for the assembling and dismantling of the artefacts, under courier's supervision.
- c. Handling of the artefacts must be done by specialized staff under the courier's supervision.

5. DOCUMENTATION

The loan process should include the following documents:

- a. Artefacts ID form (Appendix 1ⁱ), with full photographic record.
- b. Facility Report (Appendix 2ⁱ).
- c. Loan Agreement (Appendix 3ⁱ) in duplicate, signed by both parties. For IICT's internal services loans this agreement isn't mandatory.
- d. Condition Reports (Appendix 4ⁱ). This document must always travel with the loan artefacts and will be checked, signed and dated by both parties at the delivery and return. A duplicate is given to the Borrower.

**CULTURAL HERITAGE LOAN PROCESS
REGULATION**



- e. Insurance policy, with all loan artefacts individually declared. For IICT's internal loans the Directive Board will decide, case by case, if this document is mandatory, after hearing the competent departments mentioned in 1.b.
- f. Export License, applicable only on international requests. This document will be requested by IICT to the Portuguese competent official entity, accordingly to artefacts typology, namely Direção-Geral do Património Cultural (DGPC), Direção-Geral do Livro, Arquivos e Bibliotecas (DGLAB) and Biblioteca Nacional de Portugal (BNP). The form shall be filled in triplicate by IICT's services, signed by IICT's Directive Board, and sent to competent authority. This official entity will send two copies of the authorization that shall always travel with the artefact.
- g. Delivery/return Receipt (Appendix 5ⁱ) with all the loan artefacts listed and totalled. This document, issued by IICT, will travel with the artefacts and will be signed and dated by both parties at the delivery and return. A duplicate will be given to the applicant.

IICT, Lisbon, August 2013
Review January 2014

ⁱ Appendixs will be dispensed during the loan process.