APPLICATION FORM FOR LOANS OF FOLGER SHAKESPEARE LIBRARY MATERIALS TO OUTSIDE EXHIBITIONS

Exhibition

Title: ___________________________________________
Date of Opening: _________________________________
Date of Closing: __________________________________
Name and address of institution:
________________________________________________________________
________________________________________________________________
________________________________________________________________
Name of contact at institution:________________________________________
Position: ________________________________________________________
Telephone: ______________________ Email: __________________________

Item(s) requested for exhibition:

<table>
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<th>Call number</th>
<th>Artist or Author</th>
<th>Title</th>
<th>Date (incl. place of publication if applicable)</th>
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Conservation Precautions:

Gallery Climate:
1. Supply records of temperature and relative humidity (RH) within proposed exhibition area from the past 12 months. Attached? _____________ (YES / NO)

2. Are you able to supply temperature and RH records upon request during the exhibition? _____________ (YES / NO)

3. What are the room’s guaranteed limits for temperature? _______ to _______ degrees F

4. What are the room’s guaranteed limits for relative humidity? _______ to _______ RH

5. Supply temperature and RH range for a 24-hour period, as well as seasonal range:

Lighting
6. Do you have windows or other means of natural light in your exhibition space?
_____________ (YES / NO)

6.1. If YES: In which direction(s) do the windows face? ________ (ie, N, NE, S, SE, skylights, etc)

6.2. If YES: What means are in place to control UV and intensity of daylight from windows?

________________________________________________________________
________________________________________________________________
________________________________________________________________

7. What is the means of general artificial lighting? (check all that apply)
- □ Fluorescent
- □ LED
- □ Halogen
- □ Tungsten
- □ Filtered
- □ Unfiltered
- □ Other (describe): ____________________________________________

8. How many hours per day are lights on in the gallery? _____________

9. How many hours per day are lights on in the display cases? _____________

10. Measure and state ultra-violet light reading in exhibition space: _____________

10.1 What means are in place to control or adjust UV from artificial lights in gallery and display cases?
________________________________________________________________
________________________________________________________________
________________________________________________________________

11. Measure and state intensity of the visible light (in lux or foot-candles) in exhibition space: _____________

11.1 What means are in place to control or adjust light intensity in gallery and display cases?
________________________________________________________________
________________________________________________________________
________________________________________________________________

Fire Precautions
Add additional sheet if necessary

12. Describe the detection systems for fire/heat/smoke within the exhibition area:
13. State the number and type of fire extinguishers in the exhibition area:

________________________________________________________________
________________________________________________________________
________________________________________________________________

14. Is smoking allowed within the exhibition area? _______________ (YES / NO)

15. What is the method of fire suppression in the exhibition area (check all that apply)?:
   □ Sprinklers
     □ wet pipe
     □ dry pipe
     □ pre-action
   □ Halon
   □ Clean agent (specify: __________)
   □ Other (describe): ______________

16. Describe any other fire precautions:
________________________________________________________________
________________________________________________________________
________________________________________________________________

Security against Theft
We understand that some security arrangements are confidential, but we should be satisfied if the following points are covered. Additional information may be requested at the discretion of the Folger Shakespeare Library:

17. Upon arrival, loan(s) must be acclimatized in a secure location with the same environmental conditions as the exhibition gallery for a period of 24 hours. Please state the following:

   17.1. Where is the secure storage location?: ________________________

   17.2. Who has access to the secure storage location?: ________________

   17.3. Are climate conditions the same as the exhibition gallery?: ______________

18. What security precautions are provided in exhibition gallery? (check all that apply):
   □ Motion detector
   □ Security screws for hanging/framed art
   □ Secure hanging rail system
   □ Alarms
     □ Audible alarm
     □ Local alarm
     □ Contact alarm
     □ Vibration or breakage alarm
Monitored by security staff onsite
Monitored by security staff offsite
Cameras
Monitored by CCTV
Monitored by security staff onsite
Monitored by security staff offsite
Recorded footage

19. Do you take special precautions (e.g. security guards) during the periods of mounting and dismantling the exhibition?
_____________ (YES / NO)

30. Are security guards on staff or through a commercial security service?
________________________________________________________________
________________________________________________________________
________________________________________________________________

31. Do you have 24-hour attendant security (as opposed to electronic-only) surveillance?
_____________ (YES / NO)

31.1. If NO, would you be willing to hire additional guards if required?
______ (YES / NO)

32. Describe the safeguards (e.g. alarms, cameras, restricted access) in place when the exhibition is shut (at night, on weekends, etc)?
________________________________________________________________
________________________________________________________________
________________________________________________________________

Geographic Profile and Disaster Plan

33. Do you have an Emergency or Disaster Preparedness Plan? ______ (YES / NO)

34. Is your building located in an earthquake or earth movement-prone zone? ______ (YES / NO)

34.1 If YES, what earthquake mitigation/preventative techniques have been implemented for your collection and display or gallery space (check all that apply):
□ Framed works hung on more than one hook
□ Framed works hung on weight rated hooks
□ Framed works covered with plexiglass
□ Display shelves fastened in place
□ Sculptures secured to bases
□ Bases secured to floor
□ Items on tables/shelves secured with archival adhesive or mount
Items in cases secured with archival adhesive or mount
□ Other (describe): ________________________________

35. Is your building located in an area subject to other natural catastrophes such as flooding, hurricanes, tornadoes, or severe windstorms?
______ (YES / NO)

35.1 If YES, what is the height of your gallery or display space and loan storage floor elevation above the known high water level? ____________________________

35.2 If YES, what preventative measures are in place for your collection and display or gallery space (check all that apply):
□ Storm shutters (what type: __________)
□ High-impact-resistant glass on windows and doors
□ Roof straps
□ Roof tile clips
□ Back-up generator
□ Collection movement plans in case of hurricane
□ Response plan in case of tornado or wind damage

Signed: _______________________________ Date: __________________

The Folger reserves the right to cancel a booking at any time if the Folger determines that the Borrower has misrepresented the information contained in this Application. The Folger reserves the right to cancel the full Loan or any part of the Loan if it is determined by the Folger, in its sole discretion, that the Folger no longer desires to travel the Loan.