

Statens historiska museer
Box 5428
SE-114 84 Stockholm
Sweden

FACILITIES REPORT

1. Exhibition details

Name of exhibition: _____
Exhibition website: _____
Exhibition dates: opens _____ closes _____
Exhibition venue: _____
Exhibition address: _____

2. Institutional details

Name of institution: _____
Postal address: _____
Visiting address: _____
Telephone: _____
Email: _____
Responsible manager: _____
E-mail address of responsible manager: _____
Institutional website: _____

Governing body

- ☐ National/governmental
☐ Regional (e.g. county council)
☐ Local governmental (e.g. municipal)
☐ Foundation
☐ Private organisation
☐ Other, namely _____

Staff

Exhibition project staff:
No. with curatorial competence _____
No. with conservator competence _____
No. museum technicians _____

Responsibilities

Main contact for the loan
Name: _____
Professional title: _____
E-mail: _____
Telephone: _____

Person in charge of transport planning

Name: _____

Professional title: _____

E-mail: _____

Telephone: _____

Person responsible for reception of incoming loans

Name: _____

Professional title: _____

E-mail: _____

Telephone: _____

3. Freight and goods reception

Do you have these facilities?

Freight/goods reception ☐ Yes ☐ No

Loading bay ☐ Yes ☐ No

Climate-controlled buffer zone ☐ Yes ☐ No

Lift ☐ Yes ☐ No

Please describe the route from the transport vehicle to the exhibition space:

Is your goods reception area built over? ☐ Yes ☐ No built in? ☐ Yes ☐ No

Provide the maximum dimensions of object/packing crates that can be brought into the exhibition space:

Where are crates containing objects stored before they are unpacked? *See SHM's General Conditions of Loan regarding SHM's minimum requirements.*

4. Handling and packing

Where do you unpack and pack objects, if not in the exhibition space?

☐ Special packing room

☐ Elsewhere, namely: _____

Where is this facility located in relation to the exhibition space?

In the same building? ☐ Yes ☐ No

In another building? ☐ Yes ☐ No

Please attach relevant documentation (see 8 below).

Staff that will take part in unpacking, packing, inspection, and condition assessment:

Name: _____

Professional title: _____

Name: _____

Professional title: _____

5. Environmental conditions

Temperature, relative humidity

Who is responsible for climate control and monitoring?

Name: _____

Professional title: _____

Please state the temperature and relative humidity ranges of your exhibition space (giving the lowest and highest readings respectively).

	TEMPERATURE (°C)		RELATIVE HUMIDITY (%RH)	
Spring/summer	lowest _____	highest _____	lowest _____	highest _____
Autumn/winter	lowest _____	highest _____	lowest _____	highest _____

Please attach relevant documentation (see 8 below).

Lighting

What kind of light source/s are used in the exhibition space?

- ☐ Daylight from windows
- ☐ Daylight from roof lanterns
- ☐ Artificial lighting (heat-generating)
- ☐ Artificial lighting (LED)
- ☐ Artificial lighting (non-heat-generating, i.e. fibre optics)

What kind of light source/s will be used in the exhibition to illuminate objects in showcases?

- ☐ Artificial lighting (heat-generating)
- ☐ Artificial lighting (LED)
- ☐ Artificial lighting (non-heat-generating, i.e. fibre optics)

Are the light sources inside or outside the showcase? _____

Where are fibre optic light projectors/transformers positioned in relation to the showcase?

Is daylight from windows and roof lights UV-filtered? ☐ always ☐ if necessary ☐ never

Are the artificial light sources used UV-filtered? ☐ always ☐ if necessary ☐ never

How are lighting conditions for the exhibits recorded and documented?

6. Showcases

Is it possible to control the climate in the showcases? ☐ Yes ☐ No

If so, how? _____

Please attach relevant documentation (see 8 below).

7. Pests

Are regular pest controls carried out on the exhibition premises? ☐ Yes ☐ No

If so, how often? _____

8. Other relevant documentation

Please include the following:

- Plans showing the exhibition space and other relevant premises.
- Details of construction and display materials to be used in the showcases.
- Description of transport procedures within/between the premises/buildings. How and over what distances are objects transported?
- A report showing environmental conditions documented in the exhibition space for a corresponding exhibition period in previous years, if possible.

If you are unable to provide any of these details, please consult SHM.

Responsible manager

Contact person for the loan

Place, date

Place, date

Signature

Signature

Name in block letters, title

Name in block letters, title