

## **Conditions for requesting the loan of original material belonging to the National Cinema Museum**

The loan, in Italy or abroad, of collections belonging to the National Cinema Museum is strictly bound by authorization granted by the competent Superintendencies.

The procedure to be followed is listed below:

1. The body requesting the loan of original material from the National Cinema Museum must transmit to the Museum its official request at least **4 months prior to the beginning of the exhibition** (Executive Order 22 January, 2004, art. 48, comma 2). This request must contain the following documentation, which the Museum requires in order to receive authorization for the loan from the competent Superintendencies:
  - 1) the scientific and exhibitory project of the exhibition;
  - 2) the name of the person who will be responsible for safeguarding the works during the period they are exhibited;
  - 3) an official declaration of the organizing body which guarantees:
    - the packing and transportation of the material by a company specialized in works of art;
    - “all risks” insurance coverage of the material, including the clause regarding “acts of terrorism and non-declared war;”
    - the environmental conditions of the exhibition, including luminosity no greater than 50 lux, protection against UV and IR rays, climatized exhibition cases with a temperature range between 18° and 20° Celsius and a relative humidity of 45-55%;
    - the use of manual, dry powder fire extinguishers and an independent electric wiring system in conformity with EEC norms.

The Museum also requires that the body requesting the loan ensures:

- payment of the cost of any eventual restoration of the materials requested;
- payment of the cost for picture frames, mats or other support needed for the proper conservation of the materials during the exhibit;
- the indication of the provenance of the works in the exhibit captions with the heading: “Collection of the National Cinema Museum, Torino.”
- acknowledgement of the collaboration of the National Cinema Museum in any informative advertising material that might be prepared for the exhibit.

Any eventual extensions of the loan must be formally requested from the National Cinema Museum.

The same work may not be loaned out more than twice during the year.

Authorization for a loan abroad of the collections belonging to the National Cinema Museum is furthermore bound by an official declaration of the organizing body guaranteeing that the works will be immediately returned upon the conclusion of the event.