

PROTOCOL FOR TEMPORARY INTERNAL AND EXTERNAL LOANS FOR CULTURAL AND SCIENTIFIC DISSEMINATION ACTIVITIES¹

1. Temporary loans for use (commodatum) may be authorised when records are required as part of an exhibition or a cultural or scientific dissemination activity, subject to prior compliance with the legal requirements and in accordance with the conditions and requirements established by the Barcelona City Council Municipal Archives System Management.
2. The request must be made by a natural or legal person of recognised cultural and scientific standing that is either external or internal to the municipal administration.
3. Under a commodatum agreement, the object of the loan and restitution is precisely the thing lent and under no circumstances may it be substituted for another of the same kind, quantity or value. The beneficiary of the loan, the borrower, has a duty to adopt the necessary measures for the preservation and proper use of the records lent as if they were the owner, in order to return them in the same conditions they were first handed over in.

Procedure for requesting a temporary loan for use

1. The interested entity or institution must submit a justified written request, signed by the senior manager or highest authority, expressing² its wish to take records out on temporary loan for their dissemination in exhibitions or cultural activities, attaching a detailed description of the records requested.
2. The Archives check the state of conservation of the records requested, as well as the technical conditions, and produce a technical report assessing the suitability or not of the loan, taking into account, among other things, the state of conservation of the records requested, the interest of the exhibition, the fact that these records are regarded as indispensable by the institution itself, and the possibility that it could result in the loss of information or documentation from the Archives.

¹“Authorisation may be given for records to be temporarily loaned out for exhibitions or cultural dissemination activities, in accordance with the procedure established by the Municipal Archives System Management and with prior agreement from the corresponding municipal body”. Article 54, on dissemination activities, of the **Municipal Archives System Regulations**, approved by Barcelona City Council at its Full Municipal Council meeting on 29 October 2010.

² The request must be submitted to the Archives centre or the Municipal Archives System Management allowing sufficient time for it to be processed and resolved: five months before the loan in the event that the exhibition will take place outside Barcelona or the number of requested records is more than twenty; three months if the exhibition will be held in Barcelona and the number of records requested is less than twenty.

3. Once the borrower has accepted and signed the general terms and conditions of the loan, and the technical terms and conditions that must be complied with for exhibiting the records, the Archives will initiate the loan file with a resolution proposal and submit the file to the Legal Services of the General Administration Department, so they can report on the suitability of the record loan, if applicable, by means of a decision from the First Deputy Mayor's Office.

Borrower's responsibilities

1. The interested entity or institution must submit a justified written request to take records on temporary loan for their dissemination in exhibitions or cultural activities, attaching the **duly completed 'identification of records requested on loan for use'** document (Record Sheet A).
2. The requesters must complete and send the form **on the technical conditions and requirements for conserving and exhibiting records on loan for use in** exhibitions (Form 1). They must also accept the general terms and conditions (Form 2) and technical terms and conditions (Form 3) of the loan for use.
3. The Archives shall assess and accept, or not, the request. If accepted, the conservation and restoration tasks that the records require before and after they are returned will be quantified. The cost of this intervention **will be met by the requesting entity or institution**, as well as the **cost of a quality digital reproduction** of the record, which will remain in the Archives as proof of the record being on temporary loan.
4. The requesters must take out a **fully comprehensive 'nail-to-nail' insurance policy** which ensures the return of the loaned records in the conditions they were handed over in. The insurance must cover any damage, loss, destruction and alterations that may be suffered by the records loaned out, as well as their restoration, if necessary³.

In order for the requesting entity or institution to be able to take out this insurance, the Archives must establish the value of the records requested, taking into account their originality, unique nature and historical-artistic characteristics, and send the **economic valuation and insurance record** sheet to the institution so it can complete and return it, duly signed (Form 4).

5. The tasks and expenses relating to packing, transport and care of the records on loan are the **responsibility of the requesting entity** or institution, as are the necessary formalities if the exhibition is outside the Spanish State (temporary export licence, customs, etc.), A member of the Archive technical staff will control and check that these operations are carried out correctly.
6. The Archives will determine the deadline for the loan, bearing in mind the duration of the exhibition. Should an extension of the loan period be necessary, it will require a **written request with sufficient notice** (two months before the end of the period established by

³ The signed copy of the policy must be handed in at the Archive centre seven days before the records are collected, at the latest.

decree or authorisation), and its authorisation will require an extension to the insurance policy and the other established terms and conditions.

7. The Archives will decide how their name appears in the credits and the exhibition catalogue, as well as the identification details that must appear at the foot of the records exhibited, in accordance with the **general terms and conditions for authorising the use of reproductions of Barcelona City Council documents** (Form 5).

Barcelona, 17 October 2017

IDENTIFICATION OF RECORDS REQUESTED ON LOAN FOR USE
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To enable the correct identification of any type of record (file, book, plan, drawing, report, etc.) requested on a commodatum or loan for use basis, it is essential that the following data are supplied:

1. Name of the file series; dossier; book where the requested records can be found.
2. File number and year; dossier, book, etc.
3. Exact original title of the record: plan, drawing, project report, etc.
4. Date of the record/document, where available.
5. Author as it appears on the original document, where there is authorship.
6. Registration number: only for graphic records (plans, prints, drawings, etc.) that have been taken out of their file or dossier.

Record series	Number of the record (file, book, volume, etc.)	Year	Title (identification) of the records	Date	Author

Examples:

Record series	Number of the record (file, book, volume, etc.)	Year	Title (identification) of the records	Date	Author
<i>Governance Committee</i>	File D-490	1861	Plan for the city hall ground floor renovation project. R. 690	March 1888	Luís Domènech
Urban Planning Management	File 35888	1861	Plan for the properties in the block surrounded by the Peu de la Creu, Àngels, Ferlandina and Joaquim Costa streets	n/d	
Public works - Development	File 3/1 1923	1857	Drawing of a public urinal model for Plaça de Palau...	10 November 1856	Miquel Garcia Roca
Exhumations and transfers	Book number 6663	1883-1891	Register of exhumations	31 April 1883 - 30 June 1891	
Full Council Minutes	Volume 14	1846	Minutes of the meeting on	14 April	

Conservation and exhibition conditions and requirements for records loaned for exhibitions⁴

1) Borrower's details:

Title of the exhibition:	
Venue and scheduled opening times:	
Opening and closing dates:	
Dates of the loan⁵:	

Details of the institutions and personnel directly involved in the exhibition
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Organising body <input type="checkbox"/> Name: <input type="checkbox"/> Address: <input type="checkbox"/> Tel: <input type="checkbox"/> Fax: <input type="checkbox"/> Email address:	
Coordinated by <input type="checkbox"/> Name: <input type="checkbox"/> Address: <input type="checkbox"/> Tel: <input type="checkbox"/> Fax: <input type="checkbox"/> Email address:	
Curator: <input type="checkbox"/> Name: <input type="checkbox"/> Address: <input type="checkbox"/> Tel: <input type="checkbox"/> Fax: <input type="checkbox"/> Email address:	
Preventive conservation <input type="checkbox"/> Name: <input type="checkbox"/> Address: <input type="checkbox"/> Tel: <input type="checkbox"/> Fax: <input type="checkbox"/> Email address:	
Installation <input type="checkbox"/> Name: <input type="checkbox"/> Address:	

⁴ *Temporary commodatum loan request forms, duly completed, must be delivered to the Barcelona City Council Archive Loan Centre in the following required timescales:*

-Five months before the loan in the event that the exhibition will take place outside the Barcelona municipal boundaries or the number of records loaned is more than twenty.

-Three months if the exhibition is within the Barcelona municipal boundaries and the number of records requested is less than twenty.

- Once the requirement has been accepted by the AMCB, the borrower will have a period of one month to accept all the expenses associated with the loan.

⁵ *If the exhibition is to be extended, a request must be made two months prior to the first closing date.*

<ul style="list-style-type: none">○ Tel:○ Fax:○ Email address:	
Transport <ul style="list-style-type: none">○ Name:○ Address:○ Tel:○ Fax:○ Email address:	
Security <ul style="list-style-type: none">○ Name:○ Address:○ Tel:○ Fax:○ Email address:	

Justification for including the records requested in the exhibition

2) Exhibition space conditions

Location of the exhibition space ⁶		Urban location and communication routes
o Occupies one room	YES NO	Functions of the non-exhibition spaces inside the building
o Occupies more than one room	YES NO	
o Integral part of a building for exhibition use	YES NO	
o Integral part of a multi-purpose building	YES NO	
o In an annexe	YES NO	
o There are adjoining buildings	YES NO	
o In a building undergoing renovation work	YES NO	
o There is construction work being carried out at adjoining buildings	YES NO	
o There are water sources nearby	YES NO	
o Areas of vegetation	YES NO	
o Below ground level	YES NO	
o At ground level	YES NO	
o Above ground level	YES NO	
Distribution conduits		Storage place before and after the definitive installation
o Water conduits in the room	YES NO	
o Air-conditioning distribution conduits in the room	YES NO	
Storage place before and after		
o In the exhibition space itself	YES NO	
o In another space inside the building	YES NO	
o In another space outside the building	YES NO	
Security		Maintenance service frequency
o There are action protocols in the event of an emergency	YES NO	Cleaning service frequency
o There is a maintenance service	YES NO	
o There is a cleaning service	YES NO	Type of alarms
o There are security alarm systems to detect intrusion	YES NO	
o There is an active security service (security guards)	YES NO	Type of extinguisher agent and system
o There are passive security systems (cameras)	YES NO	
o There are flooding detection systems	YES NO	
o There are pest detection systems	YES NO	Climate control systems
o There are fire alarms and detection systems	YES NO	
o There are fire extinguishing systems	YES NO	
Air conditioning		
o There are active control systems	YES NO	
o Climate measuring equipment	YES NO	
o Normal temperature levels	°C	
o Normal relative humidity levels	%	
o Air speed	m/s	

⁶ In addition, this document must be accompanied by the following graphic documents:

- Map showing urban location.
- Building plans and floor plan of the exhibition space
- Plans showing the location of air-conditioning and sanitation conduits and machinery in relation to the exhibition space.
- Location of access points and vertical circulation elements (lifts, service lifts and stairs) in relation to the exhibition space.
- Location and size of access openings in the exhibition rooms.

		Type of instruments for obtaining climate data			
Lighting		Type of artificial lighting			
<ul style="list-style-type: none"> ○ There are passive exterior lighting radiation control systems 	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO		
YES	NO				
<ul style="list-style-type: none"> ○ There are interior ultraviolet radiation control systems 	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO		
YES	NO				
<ul style="list-style-type: none"> ○ There are interior infrared radiation control systems. 	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO		
YES	NO				
<ul style="list-style-type: none"> ○ Normal lighting levels 	<table border="1"> <tr> <td colspan="2" style="text-align: center;">lux</td> </tr> </table>	lux			
lux					
<ul style="list-style-type: none"> ○ Normal ultraviolet radiation levels 	<table border="1"> <tr> <td colspan="2" style="text-align: center;">μW/lm</td> </tr> </table>	μW/lm			
μW/lm					

3) Exhibition systems

Type of display case			Display case materials				
<ul style="list-style-type: none"> ○ The records will be exhibited in display cases 	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO				
YES	NO						
<ul style="list-style-type: none"> ○ The display cases are... 	<table border="1"> <tr> <td>open</td> <td>closed</td> </tr> <tr> <td>individual</td> <td>collective</td> </tr> <tr> <td>vertical</td> <td>horizontal</td> </tr> </table>	open	closed				individual
open	closed						
individual	collective						
vertical	horizontal						
(wall format/table format)							
<ul style="list-style-type: none"> ○ Approximate date of manufacture 		Spatial collocation and orientation					
<ul style="list-style-type: none"> ○ Air-conditioning systems incorporated 	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>				YES	NO	
YES	NO						
<ul style="list-style-type: none"> ○ Lighting systems incorporated 	<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> </table>	YES	NO				
YES	NO						

4) Packaging and transport

Type of packaging	
<ul style="list-style-type: none"> ○ Packaging system 	
<ul style="list-style-type: none"> ○ Materials used 	
<ul style="list-style-type: none"> ○ Security systems 	
<ul style="list-style-type: none"> ○ Date of packaging 	
Type of transport	
<ul style="list-style-type: none"> ○ Type of vehicle 	
<ul style="list-style-type: none"> ○ Climate control systems 	
<ul style="list-style-type: none"> ○ Security systems 	
<ul style="list-style-type: none"> ○ Transport route and dates 	

Signed and stamped by the borrower:	Date:

GENERAL TERMS AND CONDITIONS OF THE LOAN

1. The borrower undertakes to ensure the integrity and conservation of the records that are the subject matter of the loan.
2. The borrower must take out an insurance policy for the value of the record(s). The records must be covered by fully comprehensive “nail-to-nail” insurance, taken out with an insurance company that has a branch in the city of Barcelona. The policy must provide for compensation for the loss of the value of the records. The borrowing party must have the insurance policy before the items are sent out.
3. The duration of the loan is from the collection of the records from the premises of the lender to their return after the exhibition has finished, except when, due to the concurrence of extraordinary circumstances, the Archives recall the documents loaned out before the end of the exhibition.

Barcelona City Council reserves the right to remove the records lent and cancel the agreed loan at any time if, in the judgement of those responsible for the records, none of the conditions outlined have been met.
4. Expenses incurred by transport, security and insurance, or any other expense that might arise, including extraordinary expenses of any kind whatsoever, must be paid by borrowing entity.
5. If the loan requires it, technical staff appointed by the Archives will be present during the installation and removal of the documents loaned out. The borrowing entity will be responsible for reimbursing any transport costs or expenses this may incur. The packing and transport of the documents must be entrusted to a company that specialises in this kind of work. The choice of company must be communicated to the Archives, which reserve the right to choose another carrier in the event that the one proposed by the borrowing entity cannot provide the necessary guarantees.
6. The rooms where the records that are the subject matter of the loan are situated must meet adequate security and environmental conditions for exhibiting and conserving them, which requires a supporting technical report to be submitted to the Archives.
7. Barcelona City Council’s collaboration must be made clear in the programmes, posters, catalogues and any other media, with the specifications referred to in the loan forms.
8. The lender undertakes to limit the loan to the use and terms specified in the request, and recognises the impossibility of granting it to third parties, as well as photographing, filming or carrying out any kind of reproduction of the document(s) loaned out without the express authorisation of the lending institution. Likewise, the Archives must give prior approval for any aspect whatsoever that is not provided for in these general terms and conditions or the specific conditions.
9. For any question whatsoever that might derive from this loan for use agreement, the jurisdiction of the courts and tribunals of Barcelona shall apply.

As proof of their conformity with the general terms and conditions of the loan for use, the representative of the borrowing entity or institution hereby signs this document.

<p>Date and borrower's signature</p> <p>Name and position</p>
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TECHNICAL CONDITIONS THAT MUST BE COMPLIED WITH FOR EXHIBITING THE RECORDS

1. The exhibition space must have security and protection systems for the items on display.
2. It must have effective fire-detection and fire-extinguishing systems. The use of combustible materials, as well as water in the event of a fire, must be avoided.
3. The exhibition records must be protected from direct exposure to light, avoiding direct sunlight and a light intensity greater than 50 lux. The artificial lighting used must have ultraviolet ray filters fitted.
4. Constant air conditioning must be maintained in the exhibition space with a temperature of 18-20°C and humidity of 50-55%.
5. No restoration or process that would mean modifying the document must be carried out without prior consultation with the Archives management.
6. The characteristics of the material used in exhibition systems must be ideal for conserving the documents put on display (neutral, free of acids and toxic vapours, and stable in the established conditions). The use of adhesive tapes, staples or any other fixing system which could harm the documents is forbidden.
7. The documents must be protected by display cases, frames or any other support that isolates them from environmental dust but allows air renewal and maintains constant, established interior climate conditions that are suitable for the material exhibited.
8. During the exhibition, the records must be kept in a relaxed position, without forced postures or any objects on top of them.
9. In the case of books, lecterns must be used during the exhibition or other presentation methods that maintain a maximum opening angle of 120°, or other protection methods. The same page must not always be displayed and should be changed every week.
10. Secure, effective transport and storage must be ensured, from the point of view of conserving the records.

INSURANCE AND ECONOMIC ASSESSMENT RECORD SHEET

BORROWER:**PURPOSE/ACTIVITY:****VENUE:****DATES OF THE EXHIBITION****DURATION OF THE LOAN****NAME AND ADDRESS OF THE LENDER:**

Name and address of the archive centre lending the records.

DESCRIPTION OF THE RECORDS:

- 1.- Elevation plan of the Casa Amatller façade. Josep Puig i Cadafalch, architect, 8 October 1898.
AMCB. Barcelona City Council Fonds: Q127 Large-scale works-Eixample, record 7294/1899 of 1899. R. 0036
- 2.- Plan projecting floors, façade and a section of Casa Batlló. Antoni Gaudí, architect, 26 October 1904.
AMCB. Barcelona City Council Fonds: Q127 Large-scale works-Eixample, record 9612/1904 of 1904. R. 0035
- 3.- Plan showing general perspective of the Montjuïc Exposition/Barcelona/MDCCCXVII. Josep Puig i Cadafalch, architect, 30 April 1915.
AMCB. Barcelona City Council Fonds: Q162 Planimetry. R. 0520
- 4.- Elevation plan of the façade of a block of flats in C/ Muntaner. Josep Lluís Sert, architect, 1929.
AMCB. Barcelona City Council Fonds: Q127 Large-scale works-Eixample, record 3756/1929 of 1929. R. 1001

ECONOMIC VALUATION OF THE RECORDS:

- 1.- Elevation plan of the Casa Amatller façade. J Puig i Cadafalch, R. 0036..... **Valued at 10,100 euros**
- 2.- Plan projecting floors, façade and a section of Casa Batlló. Antoni Gaudí, R. 0035..... **Valued at 9,800 euros**
- 3.- Plan showing general perspective of the Montjuïc Exposition. J. Puig i Cadafalch **Valued at 15,100 euros**
- 4.- Elevation plan of the façade of a block of flats in C/ Muntaner. J. Lluís Sert, R. 1001..... **Valued at 7,600 euros**

INSURANCE COMPANY ⁷:**HOW THE LENDER WISHES TO APPEAR IN THE CREDITS:**

Ajuntament de Barcelona. Arxiu Municipal Contemporani

⁷ *The copy of the insurance policy must be submitted seven days before the records are released.*

Date and lender's signature

Montserrat Beltran
Directora de l'Arxiu Municipal
Contemporani de Barcelona

Date and borrower's signature

Name and position

**GENERAL TERMS AND CONDITIONS FOR AUTHORISING THE
USE OF DOCUMENT REPRODUCTIONS**

Barcelona City Council's terms and conditions for authorising the use of copies of municipal fonds documents:

1. The copies must be for single use, in one language and a single edition or production. Under no circumstances may this use authorisation be transferred to third parties.
2. It is expressly forbidden to use photographs for uses other than those requested, and set out below:

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3. It is expressly forbidden to use images for uses other than those requested and for another territorial sphere of distribution. If the borrower wishes to make further use of them, they must obtain further authorisation and, where applicable, make the corresponding payment.
4. Any kind of reproduction or public communication of authorised copies must indicate the source (Barcelona City Council. Arxiu Municipal Contemporani), the name of the original's author and, where specified, the name of the fonds or collection.
5. Requesters undertake to respect the integrity of the document image.
6. Requesters undertake to send two copies of the publication or publications in which the reproduction subject to authorisation appears to the archive centre it comes from.
7. Barcelona City Council does not grant authorisations of an exclusive character nor is it responsible for possible duplication by third parties.
8. Barcelona City Council reserves the right to revoke this authorisation if the requesters do not comply with any of the points mentioned in this document.
9. If the author of the original documents is not known, nor their heirs or beneficiaries, Barcelona City Council may authorise their reproduction, without prejudice to the intellectual property rights holder.
10. Barcelona City Council reserves the right to take the legal action it considers appropriate against persons that do not comply with these conditions.