

LOAN CONDITIONS FOR ITEMS FROM THE CAJAL LEGACY FOR TEMPORARY EXHIBITION

The loan of works for exhibitions with scientific, educational, and outreach purposes is a way to contribute to the greater dissemination of the Cajal Legacy. All loans will comply with the current legal regulations in Spain, as well as the criteria established by the general loan policy of the National Museum of Natural Sciences-CSIC, where the Cajal Legacy has been transferred and is deposited by the instruction of the CSIC presidency dated July 19, 2023.

Once the loan is approved by the National Museum of Natural Sciences and the Cajal Legacy Commission, it will be conditional on the acceptance by the applicant of the clauses outlined in this document, the original of which, duly signed, will be sent to the National Museum of Natural Sciences-CSIC as proof of acceptance.

1. Loan Application

The loan application for items from the Cajal Legacy must be addressed to the Director of the National Museum of Natural Sciences-CSIC and Secretary of the Cajal Legacy Commission. The minimum application period will be six months before the scheduled date for the exhibition opening. In the case of exhibitions abroad, the regulations established by the Ministry of Culture (Spanish Historical Heritage Law, Title III, Article 31) will apply.

The loan of any work will be subject to scientific or technical considerations and, in any case, contingent on the conservation status, which will be assessed by the National Museum of Natural Sciences-CSIC.

2. Object and Content

The loan application must be accompanied by a report detailing the object and content of the exhibition, specifying the following:

1. Reason for the exhibition and the need to include the requested works, justifying that they are directly related to the theme of the exhibition.
2. List of objects requested on loan, including their precise identification and, whenever possible, inventory numbers.

The number of pieces requested will not exceed twelve items. If the request exceeds this limit, the possibility of expanding the number of objects will be considered for reasons of special interest in the exhibition or dissemination of the Cajal Legacy.

3. Location and date of the exhibition. Any change in venue and/or dates must be communicated well in advance to the National Museum of Natural Sciences-CSIC, which must expressly authorize the changes.
4. Exhibition hall characteristics (facility report): Description of the environmental conditions of the halls and a floor plan, specifying: relative humidity and temperature values, light intensity (lux), and characteristics of the planned room and showcase lighting, as well as a description of the air conditioning and lighting infrastructures that ensure the required conditions.
5. Security conditions (facility report): usual function of the rooms; construction materials; alarm systems; surveillance and physical and electronic security devices; floor plan indicating the conditions of the room; humidity and temperature graphs of the room; plans and characteristics of the showcases, external and internal materials, especially those elements in direct contact with the works.

The loan of the works will be subject to the prior approval by the National Museum of Natural Sciences-CSIC of the security and technical conditions of the room and showcases.

6. Any changes in environmental, security, showcase, or exhibition conditions must be communicated well in advance to the National Museum of Natural Sciences-CSIC, which must approve them and reserves the right to revoke the loan.

3. Duration of Exhibitions

The loan will be made for a single venue. Pieces that due to their nature require it, especially those on paper, cannot be exhibited for more than 120 days. After that period, books will have its exhibited page changed, and drawings, photographs, or manuscripts will be replaced with a similar one or a reproduction. The handling or replacement must always be carried out by a representative of the National Museum of Natural Sciences-CSIC, who will follow the conditions established in point 13. The loan period for the same work will not exceed 6 months of effective exhibition per year (up to 120 days for paper items). After this period, paper works cannot be loaned until 4 years have passed.

4. Restoration

The MNCN-CSIC reserves the right to decide whether the works will be restored or not, taking into account their state of conservation and other scientific and technical aspects. If the National Museum of Natural Sciences-CSIC deems it convenient, the costs associated with the restoration must be covered by the borrower, including the expenses for the transport and insurance of the works for restoration when it takes place outside the facilities of the National Museum of Natural Sciences-CSIC.

5. Ministerial Order

According to Article 63.2 of Law 16/1985, of June 25, on Spanish Historical Heritage, all works from the Cajal Legacy require a Ministerial Order expressly authorizing their export. The Ministerial Order will establish the value of each of the works subject to the loan according to the appraisal carried out by the MNCN-CSIC. All necessary documentation for obtaining the relevant Ministerial Order must be in the possession of the National Museum of Natural Sciences-CSIC at least one month before the scheduled date for the departure of the works; otherwise, the National Museum of Natural Sciences-CSIC will not guarantee the departure of the works.

6. Export Authorizations. Customs

The temporary export of pieces destined for exhibitions held outside Spanish territory is subject to approval by the Qualification, Valuation, and Export Board of Spanish Historical Heritage. The organizing entity of the exhibition will be responsible for customs procedures. All necessary documentation to obtain the relevant Export Permit must be in possession of the National Museum of Natural Sciences-CSIC at least two months before the scheduled date for the departure of the objects, otherwise the National Museum of Natural Sciences-CSIC will not guarantee the departure of the works.

7. Insurance

The borrowing entity must take out an all-risk insurance policy that covers the entire time the Cajal Legacy items remain outside the National Museum of Natural Sciences-CSIC, including transfers, in which the individual value of each work in euros will be specified. The beneficiary will always be the Cajal Legacy and the insurance will be considered invalid if it does not expressly include the following clauses: "Institute Cargo Clauses A (ICCA)"; "Institute Strikes Clauses," including

terrorism coverage during the stay of the works; "Institute War Clauses"; Exoneration Clause; Depreciation and/or Artistic Diminution Clause; Malicious Acts Damage Clause; Repurchase Option Clause with no time limit; Museum Clause; Claims Settlement Clause without deductible; Dismemberment Clause; Frames Clause; Exclusion Clause for radioactive contamination; Glass Clause (if applicable).

The organizing entity must provide the insurance certificate to the National Museum of Natural Sciences-CSIC at least 3 days prior to the departure of the pieces. In the case of exhibitions to be held outside Spain, the insurance certificate must be provided at least one month before the departure of the works. In no case the works will depart if this certificate is not in possession of the National Museum of Natural Sciences-CSIC.

The National Museum of Natural Sciences-CSIC reserves the right to reject the insurance company proposed by the organizing entity. If the borrower wishes to use the State Guarantee system, explicit authorization from the National Museum of Natural Sciences-CSIC will be required.

8. Packaging and Transportation

The packaging and transportation must be carried out by a specialized company in the transport of heritage goods with proven experience in the sector and always in accordance with the specifications established by the National Museum of Natural Sciences-CSIC.

The National Museum of Natural Sciences-CSIC reserves the right to reject the transportation company proposed by the organizers.

The works will be properly packaged, both on departure and return journeys, and the packaging and unpacking operations will be under supervision of personnel from the National Museum of Natural Sciences-CSIC.

All works must be transported in conditioned boxes. These boxes must be made of metal or resistant wood (not particleboard) treated with fire retardants and anti-parasitic substances, equipped with handles for handling, and external strips or blocks to prevent them from being dragging. The packaging will follow international standards regarding materials, sealing, identification codes, graphic marking, and pictograms related to handling (position, fragility, weather protection, etc.) and will be free of references to the owner, destination, and its content. They will be sealed with screws and security seals. All packing and unpacking costs will be borne by the organizing entity.

The organizer or the transportation company will submit to the National Museum of Natural Sciences-CSIC a travel plan and a work program specifying all terms of transfer, travel, and stay, including details of the mail, contact persons, and any necessary information.

Ground transportation will be carried out in maximum security vehicles protected against theft and conditioned for the transport of heritage goods in compliance with current regulations on transportation and security.

For air transportation direct flights will be chosen, and if not possible, those with fewer layovers and a shorter route. The works must travel in containers, pallets, or extra seats. In addition, is essential that the transportation company hires ground personnel at airports (origin, layovers, and destination). This service includes loading, palletization, handling, and activities on runways and customs areas. The travel plan (mail itinerary and packaging roadmap) must be presented for the provider's knowledge and approval.

As a general rule, when the valuation of the works exceeds €250,000 or when the National Museum of Natural Sciences-CSIC deems it necessary, the services of a security agency will be required during the transfer, also at the expense of the organizing entity.

Before unpacking, the boxes will remain at least 24 hours at their destination to allow acclimatization process of the items.

The date of packaging and transportation will be agreed upon between the organizing entity and the National Museum of Natural Sciences-CSIC. Transport to the exhibition hall will be directly from the headquarters of the National Museum of Natural Sciences-CSIC and will not be made more than 3 days before the exhibition's opening date, unless expressly authorized by the National Museum of Natural Sciences-CSIC. The transport company will communicate to the Museum at least seven days in advance the schedule for the collection and delivery of the pieces.

9. Exhibition Environmental Conditions

The organizing institution of the exhibition must ensure the safety and preservation of the exhibited works by providing permanent surveillance and appropriate fire detection and extinguishing systems.

The following environmental conditions will be respected:

RELATIVE HUMIDITY. Unless specific conditions are indicated for certain pieces, the relative humidity in the exhibition rooms will be maintained at a constant point within the range of 40 to 50%, with daily fluctuations not exceeding +/- 3%.

TEMPERATURE. Unless specific conditions are indicated for certain pieces, the temperature in the exhibition rooms must remain constant and be within the range of 18 to 22°C, with a daily fluctuation not exceeding 1.5°C.

If required by the National Museum of Natural Sciences-CSIC, the organizers will send bi-weekly graphs with thermo-hygrographic records.

ILLUMINATION. The lighting levels, unless specified otherwise, will be:

Maximum 50 lux: Paper, textiles, feather art, vegetable fibers, leather, wood, ivories, bone, mother-of-pearl, and other related organic materials.

Maximum 200 lux: Oil paintings.

Maximum 300 lux: Inorganic materials such as metals, ceramics, stone, metal.

Direct sunlight will never reach the objects. Sunlight or fluorescent light sources will be filtered with a UV absorbent, as specified by the organizing institution.

The National Museum of Natural Sciences-CSIC may send a technician to verify that the exhibition room facilities meet all the previously mentioned requirements before approving the loan.

The National Museum of Natural Sciences-CSIC may state in its pre-exhibition reports the need to adjust the recommended values if the special characteristics of the pieces require it.

The installation of the works will be done in closed display cases, away from heat sources, avoiding the use of any sharp, adhesive, abrasive, etc., elements that could damage the works. The minimum distance between the inside of the showcase and the installed piece will never be less than 5 cm. When the mounting of a work does not require a stand and can be placed directly on the base of the showcase, the base must be lined with cotton cloth, canvas or neutral acid-free cardboard.

When deemed appropriate, the National Museum of Natural Sciences-CSIC will install humidity and temperature measuring equipment inside the display showcase.

The National Museum of Natural Sciences-CSIC reserves the right to inspect the installation and security conditions of the exhibition rooms, request humidity and temperature graphs at any time, and withdraw the pieces if it deems the conditions inadequate.

10. Installation of the Artworks

Museographic works of carpentry, wall painting, or any other activity involving potential risks to the artworks in the exhibition room must be completed 48 hours (2 weeks in the case of coatings or paintings inside display cases) before the arrival of the packaging to the exhibition space, which must be clean and organized.

Once the items are delivered, they may only be handled by qualified personnel provided by the organizing institution and always in the presence of the courier. The items will be permanently installed before the courier's departure.

The installation of the artworks will follow the instructions provided by the National Museum of Natural Sciences-CSIC. The design and creation expenses for the required exhibition supports will be covered by the organizing institution.

The display cases containing the artworks will be sealed in the presence of the courier from the National Museum of Natural Sciences-CSIC and cannot be opened until their disassembly unless express authorization of the National Museum of Natural Sciences-CSIC, and always in the presence of the courier designated by them.

Drawings, photographs, loose handwritten sheets, and any other work deemed appropriate will leave the National Museum of Natural Sciences-CSIC mounted in neutral acid-free passe-partout framed with methacrylate or, with prior authorization, in museum-quality glass or armored glass as indicated by the technical staff of the provider.

Once the artworks are mounted, they cannot be unframed, manipulated, moved, or removed from their location for any reason without the express authorization of the National Museum of Natural Sciences-CSIC and always in the presence of the courier designated by them.

The organizing institution will be responsible for the installation and will cover the associated expenses.

11. Delivery Reports

The delivery of the goods will be accompanied by a record of the temporary loan and an individualized report on their conservation status. After unpacking by the organizers and the accompanying courier, the condition of the artwork will be checked at that moment. All relevant observations will be documented in the report, and both parties will sign it. One copy of the report will be retained by the organizers.

12. Reproduction of Documents and Catalog

The borrowed goods cannot be reproduced by mechanical, electronic, or any other means without the express authorization of the National Museum of Natural Sciences-CSIC. The borrower may photograph these pieces solely for internal control and for advertising purposes related to the exhibition.

Security reproductions: The loan of artworks implies that the Cajal Legacy has a complete digital reproduction – backup copy. When the pieces do not have, at the time of the loan request, an alternative support of this characteristics, the requesting institution will assume the cost of obtaining it, calculated on the basis of current public prices. The digital support will remain property of the National Museum of Natural Sciences-CSIC.

Reproductions for catalog: All reproductions will be provided by the National Museum of Natural Sciences-CSIC. To illustrate the catalog or any other publication related to the exhibition, properly identified, high-resolution color digital reproductions can be requested.

The drafting of the technical specifications for the requested artworks for the catalog will be supervised by the National Museum of Natural Sciences-CSIC.

The photographic credits will mention the National Museum of Natural Sciences-CSIC as the source of the reproductions. If a catalog is published, five copies must be sent to the National Museum of Natural Sciences-CSIC.

Labels: The explanatory labels for the exhibited pieces will be supervised by the MNCN-CSIC.

13. Mention/Citation of the Cajal Legacy.

In both the catalog entries or citations and the exhibition labels, the items from the Cajal Legacy will be referenced as it follows: Legado Cajal-CSIC.

14. Courier for Artworks

As a general rule and unless expressly indicated otherwise, the National Museum of Natural Sciences-CSIC will send personnel along with the loaned artworks to supervise their transportation and installation in the exhibition halls. The National Museum of Natural Sciences-CSIC will send more than one courier whenever deemed necessary based on the number or importance of the artworks. All travel expenses, using the means of transportation chosen by the National Museum of Natural Sciences-CSIC, and accommodation costs will be covered by the organizing institution of the exhibition.

The courier is the official representative of the institution, and the applicant acknowledges that the courier is authorized to request, on-site, additional precautionary, security, conservation, and exhibition measures. Additionally, the courier may withdraw the artworks when, due to evident risks, it is deemed necessary.

The amount of meal allowances, which, in accordance with the law, will not be subject to any tax withholding, will be calculated according to the official scales established for State Administration Officials. The full meal allowance will be paid regardless of the departure and/or arrival time. The courier will receive the allowances in cash before departing from the National Museum of Natural Sciences-CSIC or at the exhibition venue. The borrowers will cover the accommodation, including breakfast, in a hotel of at least three stars (Superior Tourist) located near the exhibition venue. Generally, the courier's stays will be 2 days / 1 night in Spain, 3 days / 2 nights in Europe and the Canary Islands, and 6 days / 5 nights in intercontinental trips. The National Museum of Natural Sciences-CSIC may require longer stays based on the number or characteristics of the borrowed pieces, as well as justified unforeseen circumstances. If, due to installation needs, it is necessary to extend the courier's stay, the organizer will cover all expenses.

In travels that require a layover and the courier travels with the artwork in hand, the presence of a representative from the transportation company will be required in the transit areas for assistance with potential issues – customs procedures, delays, cancellations, etc.

When the artworks travel with the courier in the passenger cabin of the plane, a first-class or similar ticket and an additional seat for the briefcase will be required. Similarly, when the duration of the trip exceeds five hours, including layovers and/or stops, the courier from the National Museum of Natural Sciences-CSIC will travel in first class or similar.

Transportation from/to the airport or station and other expenses related to the courier's work will be paid by the organizers in cash upon presentation of the corresponding receipts.

The organizing entity will take out a health and accident insurance policy for the courier when the exhibition is held in countries not belonging to the European Union.

15. Return

Upon the conclusion of the exhibition, the pieces will be returned directly to the National Museum of Natural Sciences-CSIC within a maximum period of one week, with a maximum of three days from the end of the exhibition and re-packaging. Under no circumstances the period specified in the Ministerial Order will be exceeded. Upon receiving the artworks, the National Museum of Natural Sciences-CSIC will review the conservation status of the returned items to detect any possible deterioration.

If any incident occurs, the National Museum of Natural Sciences-CSIC reserves the right to demand responsibilities.

16. Expenses

The borrower will be responsible for all expenses arising from the loan of the items, including those mentioned in the previous points, as well as those that may arise from the proper exhibition of the items during the exhibition.

17. Acceptance of the Rules

The return of this document duly signed and stamped by the borrower is an essential requirement for the granting of the requested loan. This document must necessarily accompany the loan file and the application.

I declare that I am aware of and accept these general rules, and I commit to comply with them, and accordingly, I sign.

Signed: The person in charge of the organizing entity

In (place/date):

IMPORTANT: The acceptance can only be signed by the person holding the highest representation of the Organism or Organizing Entity (President, Director General, etc.). This paper acceptance, once signed in triplicate by the Petitioner, must be sent to: Cajal Legacy, National Museum of Natural Sciences, Calle de José Gutiérrez Abascal, 2, 28006 Madrid. To expedite the process, a digital copy may also be sent via email to legado@csic.es.