

FRENCH REPUBLIC - MINISTRY FOR CULTURE

Museums of France Department Questionnaire on the conditions offered by exhibition venues

Surname and first names of the borrowing institution's representative:

Title:

Position:

Has your institution already borrowed works from French national museums for the same venue?

Yes No

If yes, date of the last loan:

Has the exhibition venue already been visited by the Security Mission or the Safety Mission of the Ministry for Culture?

Yes No

The borrower acknowledges that after examination of this document describing the technical storage and security conditions by the Safety, Security and Accessibility Mission (MiSSA), the potential loan of works from French national museums may be conditional upon a satisfactory inspection of the security and safety conditions on site and the implementation of any recommendations made by the MiSSA.

The costs of organising this inspection (transport and accommodation) will be borne exclusively by the organisers of the exhibition.

By signing this document, the borrower is confirming the truth and accuracy of the information provided in this questionnaire on behalf of their institution and committing the letter to complying with the loan conditions of the French national museums as provided for by French legislation and regulations, in particular Articles R421-1 and D423-6 to D 423-8, D-423-14 and R451-26 to R451-28 of the French Heritage Code.

Signed in:

on:

Signature:

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 Directorate General for Heritage

CHAPTER I: Characteristics of the exhibition

C H A P T E R I	1-Title of the exhibition				
	2-Planned exhibition venue:	Name:		Postal address (Country):	
		Landline no.:		E-mail address:	
				Website:	
	3-Exhibition dates:	Opening:		Closing:	
		Installation of the works planned for:		Departure of works planned for:	
	4-Transportation:	Mode of transport envisaged:			
		Name of transport company:			
		Landline no.:		E-mail address:	
		Are there plans to use a subcontractor?	<input type="radio"/> Yes <input type="radio"/> No		
		If yes:			
Landline no.:			Postal address (Country):		
E-mail address:					
Website:					

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 Directorate General for Heritage

CHAPTER II: Organisation of the exhibition					
C H A P T E R I I	1-Borrowing organisation hosting the exhibition:	Name:		Postal address (country):	
		Landline no.:			
		E-mail address:		Website:	
P T E R I I	2-Legal status of the host organisation:	Public establishment (please specify):		Local authority (please specify):	
		Private legal entity (please specify):		Other (please specify):	
R E S P O N S I B L E	3-Organisation funding the exhibition (if different to the beneficiary):	Name:		Postal address (country):	
		Landline no.:			
		E-mail address:		Website:	
I I	4-Person with scientific responsibility for the exhibition:	Surname, first name:		Title:	Position/duties:
		Landline no.:		Postal address (Country):	
		E-mail address:			

FRENCH REPUBLIC - MINISTRY FOR CULTURE
 Directorate General for Heritage

CHAPTER III: Technical information on the exhibition venue

C H A P T E R I I I	1-Place where the exhibition will be held:	Name:		Postal address (country):	
		Landline no.:		Website:	
		E-mail address:			
2-Type of construction of the building:		<input type="checkbox"/>	Brick	3-Date(s) of construction of the building:	
		<input type="checkbox"/>	Concrete		
		<input type="checkbox"/>	Glass		
		<input type="checkbox"/>	Laminated glass		
		<input type="checkbox"/>	Steel		
		<input type="checkbox"/>	Stone		
		<input type="checkbox"/>	Timber		
		<input type="checkbox"/>	Fabric/carpet		
	Adobe				
	Other (please specify):				
	4-Description of the activities taking place in the same building, other than the displaying or works of art:				
	5-Accreditation by an official national and/or international authority:	<input type="radio"/> No	<input type="radio"/> Yes	Type of approval and date:	

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CHAPTER IV: Handling of the loaned works

C H A P T E R I V	1-Is there a special area set aside for packing and unpacking operations	<input type="radio"/> Yes <input type="radio"/> No			
	2-Is there a quarantine area?	<input type="radio"/> Yes <input type="radio"/> No			
	3-Technical access by:	<input type="checkbox"/> A goods lift <input type="checkbox"/> An unloading dock <input type="checkbox"/> Other:			
	4-Maximum dimensions of containers that can enter the building:	Height: _____ Width: _____ Depth: _____	5-Maximum dimensions of objects that can enter the rooms:	Height: _____ Width: _____ Depth: _____	
	6-Climatic conditions of the handling and packing areas:				
	7-Conditions of storage of empty containers:				
	8-Climatic conditions of the temporary storage areas (store rooms, etc.):				
	9-In-house staff specialised in handling and packing works of art:	<input type="radio"/> Yes <input type="radio"/> No	10-Number of people authorised to carry out these operations:		
	11-Outside firm(s) entrusted with handling and packing:		Contact:		

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Directorate General for Heritage

C H A P T E R I V	12-Are there in-house staff specialised in the examination and/or restoration of works of art?	<input type="radio"/> Yes <input type="radio"/> No			
	Access control temporary storage and exhibition spaces:				
	13-What type of movement tracking is used for the works?	<input type="checkbox"/> Measurement of mechanical risks (please specify): <input type="checkbox"/> Climate measurement (please specify): <input type="checkbox"/> Departure/arrival condition reports <input type="checkbox"/> Writing of courier reports			
	14-Is access to the works controlled and monitored after delivery and before installation, and vice versa?	<input type="radio"/> Yes <input type="radio"/> No		If yes, when?	<input type="checkbox"/> 24/24 <input type="checkbox"/> Other:
	15-Names and titles of the staff empowered to authorise internal movements of the loaned works:	Surname, first name	Title	Position	

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 Directorate General for Heritage

CHAPTER V: Environmental conditions			
C H A P T E R V	1-What method of lighting is used in the exhibition rooms in close proximity to the works?	<input type="checkbox"/> Natural <input type="checkbox"/> Background lighting <input type="checkbox"/> Incandescent tube <input type="checkbox"/> Fluorescent tube <input type="checkbox"/> LED	Average lux level calculated over 24 hours
	2-What method of lighting is used in the store rooms in close proximity to the works?	<input type="checkbox"/> Natural <input type="checkbox"/> Background lighting <input type="checkbox"/> Incandescent tube <input type="checkbox"/> Fluorescent tube <input type="checkbox"/> LED	
	3-Is the intensity of the light over the works measured regularly?	<input type="radio"/> Yes <input type="radio"/> No	
	4-What method is used to filter ultraviolet rays?		
	5-Are you able to control the intensity of the light:	<input type="checkbox"/> From the artificial lighting? <input type="checkbox"/> From the natural light ?	
	6-To how many lux can you reduce the light level?		
	7-Is the luminance reduced when the museum is closed?	<input type="radio"/> Yes <input type="radio"/> No	8-How often is it checked?

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Directorate General for Heritage

C H A P T E R V	9-Are there any specific measures for graphics arts, textiles and photographs?					
			In the exhibition halls		In the other spaces where the loaned works are kept	
	Humidity:					
	10-Is there a climate control system in operation at all times?		<input type="radio"/> Yes	Type:	Yes	Type:
			<input type="radio"/> No		No	
	11-Average relative humidity level (and average variation):		<input type="checkbox"/> 50% RH (+/- 5%)	Other:	<input type="checkbox"/> 50% RH (+/- 5%)	Other:
	12-Amplitude of the daily variations in the relative humidity level:					
	13-Humidity level controlled in the daytime:		<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No
	14-Humidity level controlled at night:		<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No
	15-Frequency of humidity level readings:					
16-Method of regulating the relative humidity level:						
17-Percentage fluctuation in the relative humidity level within a 24-hour period:						
18-Period of the year when it is most difficult to maintain these conditions:		Enclose examples of control sheets covering a long period or provide proof of other means of controlling the climatic environment.				

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 Directorate General for Heritage

		In the exhibition halls	In the other spaces where the loaned works are kept
C	Temperature		
H	19-Average temperature (and average variations):	<input type="radio"/> 20°C (+/-1°C) <input type="radio"/> Other:	<input type="radio"/> 20°C (+/-1°C) <input type="radio"/> Other:
A	20-Maximum amplitude of daily temperature variations		
P	21-Temperature controlled in the daytime:	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
T	22-Temperature controlled at night:	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
E	23-Frequency of temperature readings:		
	Pest control		
R	24-Date of last pest control checks:		
	25-Frequency of checks:		
V	26-Type of pests already found:		Date:
	Treatment applied:		

Observations on chapters 1 to 5:	

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 Directorate General for Heritage

SECURITY - SAFETY
Key:

Blue	Questions concerning security
Red	Questions concerning safety
Violet	Questions concerning safety and security

For establishments accessible to the public situated in France, please enclose a copy of the last safety commission report

CHAPTER VI: General points			
C H A P T E R V I	1-Museum opening days and times:	Days: <input style="width: 150px;" type="text"/> Times: <input style="width: 100px;" type="text"/>	
	2-Number of visitors per year:	<input style="width: 100%;" type="text"/>	
	3-Number of levels/floors in the borrowing establishment:	<input style="width: 100%;" type="text"/>	
	4-Location of the area where the loaned works will be displayed (temporary/permanent exhibition space, level, etc.):	<input style="width: 100%;" type="text"/>	
	5-Area of the temporary exhibition space:	<input style="width: 100%;" type="text"/>	
	6-Maximum number of visitors admissible:	<input style="width: 100%;" type="text"/>	
	7-For France: type and category of establishment (from 1 to 5):	Type: <input style="width: 150px;" type="text"/> Category: <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	
	8-For France: opinion given by the safety commission:	<input type="radio"/> Favourable <input type="radio"/> Unfavourable	
	9-Is there a cultural assets safeguarding plan for the establishment?	<input type="radio"/> Yes <input type="radio"/> No	

FRENCH REPUBLIC - MINISTRY FOR CULTURE
Directorate General for Heritage

CHAPTER VII: Physical resources

C H A P T E R V I I	1-Does the exhibition space consist of:	<input type="checkbox"/> A large room <input type="checkbox"/> A succession of small rooms <input type="checkbox"/> Other Please specify:		
	2-Is it possible to enter the exhibition space directly from outside?	<input type="radio"/> Yes <input type="radio"/> No If yes, specify the method of closing this access:	<input type="checkbox"/> <input type="checkbox"/> Padlock and chains <input type="checkbox"/> Grilles <input type="checkbox"/> Wooden shutters <input type="checkbox"/> Metal shutters <input type="checkbox"/> Locks <input type="checkbox"/> Security bars <input type="checkbox"/> Other (specify):	
	3-Presence of emergency exit(s) in the exhibition space?	<input type="radio"/> Yes <input type="radio"/> No	4- Is there a central emergency exit management system?	<input type="radio"/> Yes <input type="radio"/> No
	5-Are the doors to the temporary exhibition space:	<input type="checkbox"/> Fire-resistant? Specify for how long: <input type="checkbox"/> Designed to be burglar-resistant for a certain length of time? Please specify:		
	6-Do the doors to the temporary exhibition space:	<input type="checkbox"/> Not offer any particular resistance? <input type="checkbox"/> Other (please specify):		

FRENCH REPUBLIC - MINISTRY FOR CULTURE
Directorate General for Heritage

C H A P T E R	7-Are the other openings onto the temporary exhibition space:	<input type="checkbox"/> Single-glazed? <input type="checkbox"/> Double-glazed? <input type="checkbox"/> Reinforced to be burglar-resistant? (specify :) <input type="checkbox"/> Able to be opened by the public? <input type="checkbox"/> Blocked or have no means of opening them? <input type="checkbox"/> Blocked off by the display panels?					
	8-Is it possible to totally close off (lock) the temporary exhibition space?	<input type="radio"/> Yes <input type="radio"/> No					
	9-In terms of close protection of the works, is your institution able to provide:	<input type="checkbox"/> Secure hanging? Please specify: <input type="checkbox"/> A system of keeping the public physically at a distance? Please specify: <input type="checkbox"/> Glass cabinets (glass/Plexiglas)?					
	Fire-fighting equipment						
VI I	10-Are there portable fire extinguishers appropriate to the risks?	<input type="radio"/> Yes <input type="radio"/> No	11-If yes, are these: <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td><input type="checkbox"/></td> <td>water spray extinguishers?</td> </tr> <tr> <td><input type="checkbox"/></td> <td>CO2 extinguishers?</td> </tr> </table>	<input type="checkbox"/>	water spray extinguishers?	<input type="checkbox"/>	CO2 extinguishers?
	<input type="checkbox"/>	water spray extinguishers?					
	<input type="checkbox"/>	CO2 extinguishers?					
	12-Is there a network of fire hose stations?	<input type="radio"/> Yes <input type="radio"/> No					
13-Are there dry standpipes?	<input type="radio"/> Yes <input type="radio"/> No						
14-Are there wet standpipes?	<input type="radio"/> Yes <input type="radio"/> No						

FRENCH REPUBLIC - MINISTRY FOR CULTURE
Directorate General for Heritage

C H A P T E R V I I	15-Are there automatic or manually controlled fire extinguishing installations?	<input type="checkbox"/> Gas	<input type="checkbox"/> Powder	<input type="checkbox"/> Water	<input type="checkbox"/> No
	16-Are there private fire hydrants/post hydrants and water points?	<input type="radio"/> Yes	<input type="radio"/> No		
	17-Are there any irrigated construction elements?	<input type="radio"/> Yes	<input type="radio"/> No		
	18-What type of emergency escape lighting is installed?	<input type="checkbox"/> Self-contained emergency lights	<input type="checkbox"/> Central battery system		
	19-What type of smoke removal system is there?	For the entire museum		For the temporary exhibition space	
		Air supply/Extraction		Air supply/Extraction	
		Mechanical/Mechanical		Mechanical/Mechanical	
		<input type="checkbox"/>	Natural/Mechanical	<input type="checkbox"/>	Natural/Mechanical
		<input type="checkbox"/>	Natural/Natural	<input type="checkbox"/>	Natural/Natural

FRENCH REPUBLIC - MINISTRY FOR CULTURE
Directorate General for Heritage

CHAPTER VIII: Electronic equipment

Video protection:					
C H A P T E R	1-Is your site equipped with cameras?	Yes	<input type="radio"/> No	Number:	
	2-Are there cameras in the temporary exhibition space?	<input type="radio"/> Yes	<input type="radio"/> No	Number:	
	3-Are there cameras on the emergency exits?	<input type="radio"/> Yes	<input type="radio"/> No		
	4-Can they be directed specifically at the works you are asking to borrow?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Partly	
	5-Is it possible to dedicate a camera to one work in particular?	<input type="radio"/> Yes	<input type="radio"/> No		
	6-Are the cameras equipped with day/night technology?	<input type="radio"/> Yes	<input type="radio"/> No	Number:	
	7-Are they coupled with the detection system, in particular to record images?	<input type="radio"/> Yes	<input type="radio"/> No		
	8-What is the image quality?				
	9-How long are the images kept?				
	10-Where are they transferred to?	<input type="checkbox"/>	Reception		
	<input type="checkbox"/>	The central security station			
	<input type="checkbox"/>	A remote surveillance provider			
	<input type="checkbox"/>	An office			
	<input type="checkbox"/>	Other (please specify):			

FRENCH REPUBLIC - MINISTRY FOR CULTURE
 Directorate General for Heritage

C	11-Staff authorised to view the images : Are they...?		12- At what times of day?	
	<input type="checkbox"/> Dedicated to video protection? <input type="checkbox"/> Assigned to other tasks at the same time (reception, museum shop, room surveillance, etc.)? <input type="checkbox"/> Only authorised/required to view images after an incident?			
H	Intrusion detection			
	13-Is the museum equipped with intrusion detection sensors on the outside of the building?		Type(s) of sensors:	
A	14-Is the museum equipped with intrusion detection sensors on the building structure, doors and windows?		Type(s) of sensors:	
	15-Are there sensors in operation on the emergency exits at all times?			
P	16-Is the museum equipped with volumetric detection sensors		Entire museum	
			Temporary exhibition space	
T	17-Who is alerted if the intrusion alarm is triggered?		When the museum is open to the public :	
			When the museum is closed, but staff are present:	
E			When the museum is closed, at night:	
R				
VII				
I				

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Directorate General for Heritage

18-What is the average response time when an alarm goes off?	When the museum is open to the public:	When the museum is closed, but staff are present:	When the museum is closed, at night:
19-Does the museum have electronic close protection equipment for the works?	<input type="radio"/> Yes <input type="radio"/> No	If yes, type:	
20-Does the museum carry out tests on electronic anti-intrusion systems?	<input type="radio"/> Yes <input type="radio"/> No	If yes, how often:	
21-Has the museum had issues with alarms going off inadvertently?	<input type="radio"/> Never <input type="radio"/> Once or twice a quarter <input type="radio"/> More often	Please specify:	
22-Is there a logbook recording when alarms go on (even inadvertently)?	<input type="radio"/> Yes <input type="radio"/> No		
Fire detection			
23-Is there an automatic fire detection system?	<input type="radio"/> Yes <input type="radio"/> No	If yes:	<input type="radio"/> Covering the entire museum <input type="radio"/> Only in the areas open to the public <input type="radio"/> Only in the storage areas and rooms <input type="radio"/> Only in technical rooms
24-Is there a fire alarm system?	<input type="radio"/> Yes <input type="radio"/> No	If yes:	<input type="radio"/> Covering and audible throughout the establishment <input type="radio"/> Selected areas only, areas accessible to the public

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FRENCH REPUBLIC - MINISTRY FOR CULTURE
Directorate General for Heritage

Autonomous system (whistle,
bell, etc.)



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 Directorate General for Heritage

CHAPTER IX: Human resources - Organisation

C H A P T E R I X		During opening hours	When the museum is closed		During opening hours	When the museum is closed
		1-Number of staff working on visitor reception and surveillance in the building:			2-Status of these staff:	
	3-Number of staff in the temporary exhibition space:			4-Status of these staff:		
	5-Will staff be posted at the building exits while the exhibition is open to the public?	<input type="radio"/> Yes <input type="radio"/> No				
	6-Are patrols carried out or planned:	Round the entire building?		Round the temporary exhibition space?		
	Before opening:	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No	
	On closing:	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No	
	While the museum is closed	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No	If yes, how often:
	7-Is the presence of the objects specifically checked?	<input type="radio"/> Yes	<input type="radio"/> No	If yes, how often:		

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 Directorate General for Heritage

C H A P I T E R I X	8- Are there specific provisions to facilitate the intervention of the fire brigade?	<input type="checkbox"/> Plans <input type="checkbox"/> Fire-fighting stairways <input type="checkbox"/> Fire access shafts <input type="checkbox"/> Other:			
	9- Is there a fire safety department?	<input type="radio"/> Yes <input type="radio"/> No If yes:	<input type="checkbox"/> Consisting of qualified safety officers <input type="checkbox"/> Consisting of trained employees		
	10- Are there any safety instructions?	<input type="radio"/> Yes <input type="radio"/> No If yes, they concern:	<input type="checkbox"/> How to alert the fire brigade <input type="checkbox"/> What to do: <table border="1" style="display: inline-table; margin-left: 20px;"> <tr> <td><input type="checkbox"/> To evacuate the public</td> <td><input type="checkbox"/> To protect the cultural assets</td> </tr> </table> <input type="checkbox"/> How to use fire-fighting equipment <input type="checkbox"/> Receiving and guiding the fire brigade	<input type="checkbox"/> To evacuate the public	<input type="checkbox"/> To protect the cultural assets
	<input type="checkbox"/> To evacuate the public	<input type="checkbox"/> To protect the cultural assets			
11- Is there a safety control centre?	<input type="radio"/> Yes <input type="radio"/> No	12- Dedicated only to fire safety?	<input type="radio"/> Yes <input type="radio"/> No		
13- Is the safety control centre occupied or is someone present in the museum:	<input type="checkbox"/> 24/24 <input type="checkbox"/> During opening hours				
14- If there is no control centre, are fire alarms transferred to one person and, if so, who?	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/> Reception <input type="checkbox"/> Remote surveillance <input type="checkbox"/> Fire safety system <input type="checkbox"/> Other:			

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Directorate General for Heritage

C H A P T E R I X	15-What means of communication are there between visitor reception staff and surveillance staff?	<input type="checkbox"/> Radio <input type="checkbox"/> Landlines <input type="checkbox"/> Mobile phones <input type="checkbox"/> Other (please specify):		
	16-Are fire safety training drills organised?	<input type="radio"/> Yes <input type="radio"/> No		
	17-Are security/safety simulation-type drills organised?	<input type="radio"/> Yes <input type="radio"/> No	If yes, how often: Entered in the safety register? <input type="radio"/> Yes <input type="radio"/> No If yes, in what area? <input type="checkbox"/> Theft <input type="checkbox"/> Damage <input type="checkbox"/> Physical attacks <input type="checkbox"/> Terrorist attacks <input type="checkbox"/> Other:	
	Management of keys			
18- Does the museum have a key organisation chart?	<input type="radio"/> Yes <input type="radio"/> No			
19- Are keys kept:	<input type="checkbox"/> In an electronic cabinet <input type="checkbox"/> In a mechanical cabinet (under lock and key) <input type="checkbox"/> Other (please specify):			
		20-In these cases, is there a key register?	<input type="radio"/> Yes <input type="radio"/> No	

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 Directorate General for Heritage

CHAPTER X: Transportation of works to temporary exhibitions

C H A P T E R X	1-How will the works be transported?	Plane	Train	Vehicle		
	2-How will the works be tracked while in transit?	Human				
		GPS chip:			In the transport vehicle	As close as possible to the work
		GSM chip:			In the transport vehicle	As close as possible to the work
	Other (please specify):					
	3-Will the authorities (police, gendarmerie) be involved in the arrival and departure of the works?	<input type="radio"/> Yes	<input type="radio"/> No			

Other remarks on chapters VI to IX:

FRENCH REPUBLIC - MINISTRY FOR CULTURE
Directorate General for Heritage

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>	
<input type="checkbox"/>				