

# STANDARD FACILITY REPORT

## Exhibit Envoy (EE)

### Adopted 2002

*Modified from the 1998 Standard Facility Report of the  
Registrars Committee - American Association of Museums (RC-AAM)*

#### NOTICE

IT IS UNDERSTOOD THAT THE INFORMATION INDICATED IN THIS FORM IS CRITICALLY CONFIDENTIAL AND WILL BE USED BY EE ONLY IN EVALUATING FACILITIES OF POTENTIAL BORROWERS AND IN PREPARING APPLICATIONS FOR INDEMNITY. THIS FORM MUST BE STORED IN A SECURE LOCATION AND NO COPIES ARE TO BE MADE OR DISTRIBUTED WITHOUT THE EXPRESS CONSENT OF THE SUBJECT INSTITUTION. THIS FORM MUST NOT BE DISTRIBUTED VIA FAX.

#### Borrowing Institution Profile

<b>Name of Borrowing Institution/Loan Venue</b>	Museum of the Bible
<b>Contact Person</b>	Stephen Gorman
<b>Title</b>	Lead Registrar
<b>Mailing Address</b>	400 4th St SW, Washington, DC 20024, USA
<b>Street Address</b>	400 4th St SW, Washington, DC 20024, USA
<b>Shipping Address</b>	400 4th St SW, Washington, DC 20024, USA
<b>Telephone Number</b>	+1 202 848 1600
<b>Fax Number</b>	+1 770 317-0499
<b>E-mail Address</b>	<a href="https://www.museumofthebible.org/contactFrancisco">https://www.museumofthebible.org/contactFrancisco</a>
<b>World Wide Web URL</b>	<a href="https://www.museumofthebible.org">https://www.museumofthebible.org</a>
<b>Purpose of Loan/Exhibition Title</b>	Impact of the Bible, Presidential Bibles, <i>Bible in the World</i> Exhibit
<b>Dates at Loan Venue</b>	August 1, 2018 – February 1, 2019 (timeframe not including logistics)

**INSTITUTION NAME:** Museum of the Bible

**Please attach a floor plan of the museum, indicating:**

- where borrowed object(s) will be displayed
- receiving area
- location of reception areas
- location of portable fire extinguishers, fire suppression and detection systems

Floor plan attached  **Yes**  No

Please indicate the system of measurement used to report dimensions and weight capacities for your museum:

- English measure (feet, inches, miles, etc.)  
 International System of Units (IS) (meters, centimeters, kilograms, kilometers, etc.)

**1. GENERAL INFORMATION**

1.1 Is your institution currently accredited by the American Association of Museums?  **Yes**  No

If yes, date of most recent accreditation decision We are currently working towards the accreditation process.

1.2 Check the type(s) that best describe your institution:

**Museum (non-profit)**

- Aquarium
- Arboretum/Botanical Garden
- Art**
- Children's/Youth
- General
- Historic House

**History**

- Natural History/Anthropology
- Nature Center
- Science
- Zoo
- Other (specify) \_\_\_

University

- Museum or Gallery
- Student Center/Union
- Library
- Department \_\_\_

Cultural Organization

- Library
- Religious Institution
- Civic/Exhibition Center
- Fair Building
- Other (specify) \_\_\_

Other (specify) \_\_\_

**GENERAL INFORMATION (cont.)**

**Staff and Major Contractors**

1.3 Use the matrix below to provide information on key museum staff members who will work with temporary or traveling exhibitions. Provide both work and home numbers for employees. Under employment status, please indicate if employee is a full- or part-time staff member or is a contractor. If employee is a contractor, provide the name of the contracting firm or organization. Please provide the specialty of curators and conservators. Attach a continuation sheet if necessary.

<b>POSITION</b>	<b>NAME</b>	<b>TITLE</b>	<b>TELEPHONE/FAX NUMBERS</b>	<b>E-MAIL ADDRESSES</b>	<b>EMPLOYMENT STATUS (F/T, P/T, Contractor)</b>
Conservator	Francisco Rodriguez Specialty: Paper	Conservator	Work: 405 448-3377 Home: 405 465-0252 Fax:	francisco.rodriguez@mbible.org	F/T
Curator	Daved Anthony Schmidt, Associate Curator of Bible and Religion in America Specialty:	Curator	Work: 405 996-4936 Home: Fax:	Anthony.schmidt@mbible.org	F/T
Director (Chief Exec. Officer)	Tony Zeiss Executive Director	Executive Director	Work: 202 848 1600 Home: 202 848-1544 Fax:	tony.zeiss@mbible.org	F/T
Educator	Kay Peninger	Director of museum Education	Work: 202 848-1564 Home: Fax:	Kay.peninger@mbible.org	F/T
Preparator	Travis Childers	Preparator	Work: 703 424-1917 Home: Fax:	Travis.childers@mbible.org	F/T
Public Affairs Officer	Jeremy Burton	Director of Communications	Work: 405 448-3374 Home: Fax:	Jeremy.burton@mbible.org	F/T
Registrar	Stephen Gorman	Lead registrar	Work: 405 996-4591 Home: 262 364-4171 Fax:	stephen.gorman@mbible.org	F/T
Security Supervisor	Darrell Utt	Director of Security	Work: 202 848-1542 Home: 405 227-2799 Fax:	darrell.utt@mbible.org	F/T
Shipping/Receiving Officer	Stephen Gorman	See above	Work: See above Home: Fax:	See above	See above

## GENERAL INFORMATION (cont.)

### Geographic Profile

Contact your local fire department and/or municipal building department for assistance in answering questions 1.4 and 1.5.

1.4 Is your building located in an area designated as a flood zone or next to a body of water which can overflow its boundaries?  Yes  **No**

If so, what is the flood rating for your building? \_\_\_

Explain rating method: \_\_\_

1.5 Is your institution in a designated brush zone?  Yes  **No**

## 2. BUILDING CONSTRUCTION, CONFIGURATION AND MAINTENANCE

### General

2.1 Are all structures free-standing?  **Yes**  **No**

If no, provide a physical description and the purpose of the larger structure into which it is incorporated and how museum access is restricted/monitored:

\_\_\_

2.2 Are you undergoing renovation at this time?  Yes  **No**

2.3 Do you anticipate any construction or renovation projects during the proposed loan period?  Yes  **No**

If yes, explain: \_\_\_

2.4 How many floors does your building have? 7

If more than one floor, indicate mode of access between levels:

**Stairs**  **Elevator**  Other (*specify*) \_\_\_

### Temporary Exhibition Space(s)

2.5 Indicate the layout of your temporary exhibition area(s):

**One large room**  Series of small rooms

Other (*specify*) \_\_\_

2.6 Are any temporary exhibition spaces located in public activity areas such as lobbies, lounges, hallways, libraries, cafes, classrooms, etc.?  Yes  **No**

If yes, describe: \_\_\_

2.7 Are the temporary exhibition areas used only for viewing?  **Yes**  **No**

If no, what other function(s) do they serve? \_\_\_

## BUILDING CONSTRUCTION, CONFIGURATION AND MAINTENANCE (cont.)

### Temporary Exhibition Space(s) (cont.)

2.8 Are there any water fixtures or accessories such as plumbing pipes, sprinkler systems, water fountains, etc., located in or above temporary storage or exhibition areas?  **Yes**  No

If yes, describe: \_\_\_ A fully automatic wet-pipe sprinkler system will be provided throughout the building. Each space is provided with an individual sprinkler zone.

2.9 Do you have a modular wall partition/panel system?  Yes  **No**

If yes, indicate means of support:

Supported at floor and ceiling  Supported only at floor

Indicate the materials used in construction: \_\_\_

2.10 Describe the type and location of public activities that take place in your building, other than exhibitions:  
\_\_\_

Do these activities take place in temporary exhibition galleries?  Yes  **No**

2.11 Are eating and drinking ever permitted in:

Temporary exhibition galleries?  Yes  **No**  
Temporary exhibition storage?  Yes  **No**  
Receiving area?  Yes  **No**  
Temporary exhibition preparation area?  Yes  **No**  
If yes, please explain: \_\_\_

2.12 Do you make routine inspections for rodent, insect and microorganism problems?  **Yes**  No

If yes, describe means and frequency: \_\_\_ Exhibitions dept. makes weekly check

2.13 Do you undertake routine extermination/fumigation procedures?  Yes  **No**

If yes, describe methods, products used, and frequency: \_\_\_  
We would use an IPM process. When needed.

Describe what course of action you would take if and when an infestation occurs:  
We follow the strict lines of an IPM Process

2.14 Please supply details of how the exhibition area is managed during an exhibition with regard to routine lamp replacement, cleaning procedures, and checking of equipment: \_\_\_  
Cleaning is carried out daily with the minimum of invasiveness. All equipment and materials are checked on a daily basis by the exhibitions team

### Shipping and Receiving

2.15 What are your normal receiving hours? \_\_\_ 8am-5pm

2.16 Can you accommodate a delivery at times other than these hours?  **Yes**  No

2.17 How are large shipments received? x \_\_\_ At our designated loading dock

2.18 What is the largest size vehicle your loading area will accommodate (if it pertains to the loan objects in question)?  
50' Semi trailer maximum size

## BUILDING CONSTRUCTION, CONFIGURATION AND MAINTENANCE (cont.)

### Shipping and Receiving (cont.)

2.19 Do you have (or have access to) the following? Please "x" all that apply and provide requested details, if they relate to the loan item(s) in question.

- Shipping/receiving door (dimensions: H 16ft W 26ft)  
 Raised loading dock (height from ground 3.5ft)  
 Dock leveler  
 Forklift (weight capacity: 6,500lbs)  
 Hydraulic lift (weight capacity:     )  
 Crane (weight capacity:     )  
 Ramp (length:     )  
 Scaffolding (height: 4-10ft)  
 Other (specify:     )

2.20 What is the maximum size crate your shipping/receiving door can accommodate?  
(H 105" W 90" D 130")

2.21 If you do not have a shipping/receiving door or a raised dock, how do you receive shipments? (*Describe loading area and indicate on attached floor plan*)     

2.22 Is your loading area:  Sheltered  **Enclosed**  Neither

2.23 Describe security precautions taken in your loading area: 24hr security guard present, CCTV

2.24 Do you have a secure receiving area separate from the loading area?  **Yes**  No  
(Dimensions: L 26ft W 20ft Ceiling H 10ft)

If yes, is this area used only for exhibition objects?  Yes  **No**

If not, please describe other uses. Merchandise for Museum Store

2.25 How is access to the receiving area controlled? Access only with museum security pass

2.26 Where do you usually unpack/repack/prepare objects for exhibition? (*Indicate by numbering all appropriate items in priority order, with 1 being the space most frequently used.*)

- 3- Receiving room 1-Exhibition galleries  
2- Exhibition preparation room 4- Storage area  
  - In-house packing facility   - Outside packing facility

2.27 Do you utilize an off-site packing/preparation facility?  Yes  **No**

If yes, indicate the most appropriate description:

- Museum property  Commercial space contracted as needed  
 Rented commercial space  Other (specify)

Indicate distance from your institution:     

What is the mode of transportation between the two facilities?     

Does a professional museum staff member always supervise packing/unpacking?  Yes  No

What is the title of the staff person responsible?

## BUILDING CONSTRUCTION, CONFIGURATION AND MAINTENANCE (cont.)

### Shipping and Receiving (cont.)

2.28 Where do you usually store loaned objects before they are installed? (Indicate by numbering all appropriate items in priority order, with 1 being the space most frequently used.):

- |   |   |
|---|---|
| <input type="checkbox"/> Receiving room                 | <input type="checkbox"/> 3-Exhibition galleries   |
| <input type="checkbox"/> 2 -Exhibition preparation room | <input type="checkbox"/> 1- Storage area          |
| <input type="checkbox"/> In-house packing facility      | <input type="checkbox"/> Outside packing facility |

2.29 Do you have a freight elevator?  **Yes**  No

Interior dimensions: L 216" W 100" Ceiling H 95"

Load capacity: 8,000lbs

### Storage

2.30 Do you have a secured storage area for temporary exhibition objects?  **Yes**  No

Interior dimensions: L 40' W 110' Ceiling H 8'

Dimensions of door: H 96" W 75"

Is it: Separate from your permanent collection storage	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> <b>No</b>
Locked	<input checked="" type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> No
Alarmed	<input checked="" type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> No
Climate-controlled	<input checked="" type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> No

(See Section 3 for detailed environmental information)

Who has access/keys? Exhibition Director, Preparator Staff, Conservator, Registrars

How is access controlled? Electronic Security Pass

2.31 Do you have fire detection and/or suppression systems in your temporary exhibition object storage area? (See Section 4 for detailed information on fire protection)  **Yes**  No

Describe: A fully automatic wet-pipe sprinkler system will be provided throughout the building. Each space is provided with an individual sprinkler zone.

2.32 Where do you store empty crates? ("x" all appropriate)

On-premises  Off-premises

If on-premises, is area:  temperature-controlled  
 pest-controlled  
 humidity-controlled

If off-premises, is area:  temperature-controlled  
 pest-controlled  
 humidity-controlled

## 3. ENVIRONMENT

### Heating and Air Conditioning

3.1 Is your environmental control system in operation 24 hours a day, 7 days a week including times when the museum is closed?  **Yes**  No

Is there a back-up system for your environmental control system?  **Yes**  No

If yes, how long can it operate? \_\_\_ For a week on back up generators. These units will be on emergency power and will be sized to handle at minimum 50% of the load

**ENVIRONMENT (cont.)**

**Heating and Air Conditioning (cont.)**

3.2 Indicate the type and location of your environmental control systems ("x" all appropriate):

	Temporary Exhibition Storage	Temporary Exhibition Gallery	Throughout Building
Centralized 24-hour temperature control system	x	x	x
Centralized 24-hour humidity control system	x	x	x
Centralized 24-hour filtered air	x	x	x
Simple air conditioning (window units)			
Simple heating			

3.3 Describe cooling system:

	Type	Year Installed or Upgraded
In temporary exhibition galleries	Chilled water systems	2017
In temporary exhibition storage	Chilled water systems	2017

3.4 Describe heating system (i.e., convection, forced air, solar):

	Type	Year Installed or Upgraded
In temporary exhibition galleries	Hot water, steam water systems	2017
In temporary exhibition storage	Hot water, steam water systems	2017

3.5 Are portable heating devices used anywhere in your facility?  Yes  **No**

If so, what kind and where? \_\_\_

3.6 Describe humidity control equipment:

	Type	Year Installed or Upgraded
In temporary exhibition galleries	Clean Steam humidifier	2017
In temporary exhibition storage	Clean Steam humidifier	2017

3.7 Do you use any additives (i.e. corrosion-inhibitors, water treatments) in your humidification system?  Yes  **No**

If yes, explain: \_\_\_

3.8 Who monitors and services the environmental systems?

- Staff**
- On maintenance contract

Called repair as needed

3.9 How often are the environmental systems monitored and serviced? \_\_\_\_

Monitored daily, serviced weekly

**ENVIRONMENT (cont.)**

**Heating and Air Conditioning (cont.)**

3.10 What are the recorded temperature and relative humidity ranges in your:

	Temporary Exhibition Galleries		Temporary Exhibition Storage	
	Temperature	% RH	Temperature	% RH
In Spring/Summer	70F (+/-2F)	45% (+/-5%)	70F (+/-2F)	45% (+/-5%)
In Fall/Winter	70F (+/-2F)	45% (+/-5%)	70F (+/-2F)	45% (+/-5%)

3.11 What is the maximum usual variation percentage within a 24-hour period in your:

	Temporary Exhibition Galleries		Temporary Exhibition Storage	
	Temperature	% RH	Temperature	% RH
In Spring/Summer	70F (+/-2F)	45% (+/-5%)	70F (+/-2F)	45% (+/-5%)
In Fall/Winter	70F (+/-2F)	45% (+/-5%)	70F (+/-2F)	45% (+/-5%)

3.12 Who responds to environmental control system problems?

- In-house personnel**
                                 
  Contractor  
 Other (please specify): \_\_\_\_

3.13 Are records of the variations in temperature and relative humidity kept? x **Yes**   
 No

3.14 Do you have the ability to adjust your temperature and relative humidity levels to meet the needs of different types of objects? x **Yes**   
 No

3.15 How many of each of the following do you have available and how often are they calibrated?

	Number available	Frequency of calibration
Recording hygrothermographs	50	Weekly
Psychrometers		
Hygrometers		

3.16 Do you monitor and record temperature and relative humidity levels on a regular basis in:

- Temporary exhibition galleries? x **Yes**  No  
 Temporary exhibition storage spaces? x **Yes**  No  
 Display cases containing environmentally sensitive material? x **Yes**  No

If yes, by what means: x **Recording hygrothermographs**  
 Other (specify): \_\_\_\_

Indicate frequency: \_\_\_\_ **Every 15min**

Who is responsible for monitoring these levels? \_\_\_\_ Director of Exhibits

3.17 Are the environmental conditions in temporary exhibition galleries: ("*x" the most appropriate*)

- Individually controlled  
 All controlled as part of the entire building or with several other rooms

3.18 Are the temporary exhibition storage areas: ("*x" the most appropriate*)

- Individually controlled  
 All controlled as part of the entire building or with several other rooms

## ENVIRONMENT (cont.)

### Heating and Air Conditioning (cont.)

3.19 How closely are loan objects positioned to heating, air conditioning, or humidification vents or units?

Describe: \_\_\_ Loan objects are not positioned closely to any of the above. These are all in the ceiling

### Lighting

3.20 What type of lighting do you utilize in the temporary exhibition galleries? ("*x*" all appropriate)

- |   |  |
|---|--|
| <input type="checkbox"/> Daylight                       | <input type="checkbox"/> Fluorescent                           |
| <input type="checkbox"/> Windows                        | <input type="checkbox"/> UV Filtered                           |
| <input type="checkbox"/> UV filtered                    | <input checked="" type="checkbox"/> Incandescent               |
| <input type="checkbox"/> Equipped with shades or drapes | <input type="checkbox"/> Tungsten                              |
| <input type="checkbox"/> Skylights                      | <input type="checkbox"/> Iodide                                |
| <input type="checkbox"/> UV filtered                    | <input type="checkbox"/> Quartz                                |
| <input type="checkbox"/> Equipped with shades or drapes | <input checked="" type="checkbox"/> Other (specify) <u>LED</u> |

3.21 Do you have a light meter?  Yes  No

If yes, what type: \_\_\_ Extech Instruments LT-300 / Extech LT-40

Do you have a UV meter?  Yes  No

3.22 How low can you adjust your light levels (# of foot-candles)? 5 FC

3.23 Are display cases ever internally lit?  Yes  No

If yes, what type of lighting is used in the display cases ("*x*" all appropriate):

- Fluorescent  Incandescent/LED  UV filtered  Fiber optic

3.24 Are objects in display cases safeguarded against ultraviolet rays and heat build-up from interior lights?  Yes  No

If yes, how: \_\_\_ Use of low emission LED lighting and constant monitoring

## 4. FIRE PROTECTION

Contact your local fire department or municipal building department for assistance, if necessary, in answering questions 4.1 and 4.2 and 4.15.

4.1 What is the fire rating of your building (e.g., A1)? A1/ F1

4.2 Is the entire building protected by a fire and/or smoke detection/alarm system?  Yes  No

If yes, indicate type (ion detectors, etc.): \_\_\_ In accordance with the National Fire Protection Association's (NFPA) Fire Alarm and Signaling Code. Smoke detection will be by an early warning air sampling smoke detection type system for increased smoke detection response

If no, describe areas not protected: \_\_\_

4.3 Are all emergency exit doors equipped with alarms?  Yes  No

If yes, indicate type: Audio and Electronic to/at Central Security

Do doors automatically unlock when a fire alarm is activated?  Yes  No

4.4 How are the systems checked? \_\_\_

By whom? \_\_\_ Exhibitions Team and Security Team

How frequently? \_\_\_Daily

**FIRE PROTECTION (cont.)**

4.5 How is the fire/smoke detection/alarm system activated? ("x" all appropriate)

	Temporary Exhibition Galleries	Temporary Exhibition Storage Areas
Self-activated heat detection	x	x
Self-activated smoke detection	x	x
Control panel	x	x
Manual pull stations		
Water flow switches in sprinkler system		

4.6 Who does your fire alarm system alert? ("x" all appropriate)

- In-house central station (proprietary system)
- In-house audible devices
- Local fire station--direct line
- UL/FM-approved central station (specify company) \_\_\_
- Other (specify) \_\_\_

4.7 Indicate the type(s) of fire suppression system(s) in operation where loaned object(s) will be **received, stored** and **exhibited**: ("x" all appropriate)

*Sprinklers*

	Received	Stored	Exhibited
Wet pipe	x	x	x
Dry pipe			
Delayed action			
Pre-action			
Other			

Location(s): Whole Building/Ceiling

Year installed 2017

Are the staff and guards trained in shut-off procedures?  **Yes**  **No**

*Gaseous fire suppression systems*

	Received	Stored	Exhibited
Halon			
Clean agent			
Other ___			

Location(s) \_\_\_

Year installed \_\_\_

*Fire hose cabinets per local fire code*

Received	Stored	Exhibited
x	x	x

Are fog nozzles installed?  **Yes**  **No**

*Portable fire extinguishers*

Received	Stored	Exhibited
x	x	x

Specify type (e.g., pressurized water, carbon dioxide, dry chemical, foam, Halon, acid, other) Dry Chemical

## FIRE PROTECTION (cont.)

4.8 How often are portable extinguishers tested? Weekly

4.9 How frequently is the staff trained in the use of portable fire extinguishers? Every Six Months

4.10 In what areas and under what conditions is smoking allowed in your building? None (No Smoking building)

4.11 How far is your institution from the local fire station? Two Blocks

4.12 How long does it take the fire department to arrive at your facility in response to an alarm? Five Minutes

4.13 How far is your building from the nearest fire hydrant? 10ft

4.14 Is your local fire station staffed 24 hours a day?  **Yes**  No

What is the town class number for the fire department? (NB 4, NB 5, NB 9)? PPC 2

Is there an on-site fire brigade?  Yes  **No**

Has the fire department visited your facility and met with you to pre-plan a course of action should a fire occur at your facility?  Yes  **No**

Date of the last visit by the fire department for pre-planning: Fire Department has visited last month (November 2017)

4.15 Do you have an established fire emergency procedure?  **Yes**  No

If yes, how frequently is the staff trained in this procedure? First training in Oct 2017, next in three months time

## 5. SECURITY

### Guards and Access

5.1 Do you have 24-hour human guard security (as opposed to periods of electronic-only surveillance)?  **Yes**  No

If no, would your institution be willing to hire additional guards, if required?  Yes  No

5.2 What type of security personnel does your institution utilize? ("*x*" all appropriate)

- Security employees of your institution
- Other staff
- Contractors from an outside service company      Name of company
- Students
- Volunteers/docents
- Other (specify)

5.3 Do you have a trained security supervisor in charge at all times?  **Yes**  No

5.4 Are your security personnel specially trained for your facility?  **Yes**  No

If yes, briefly explain the extent and duration of their training:           

5.5 Are your guards ("*x*" all appropriate)

- Armed?**
- Pager-equipped?
- Other (specify)
- Radio-equipped?**
- Phone-equipped?**



Please list the date of the last revision **for each**: \_\_\_ERP: 1 Nov. 2017 DRP: 1 Nov.2017

If your institution utilizes such plans, how frequently is the staff trained in their implementation?  
\_\_\_Year Round

5.18 What emergency procedures are observed in the case of theft or vandalism?

\_\_\_There are armed guards all throughout the building as well as an D.C. Metropolitan Police Department Officer while we are open to the public. The armed guards have full arrest authority and police powers within the jurisdiction of the building. In any case, the Security Officers would be the first responders on the scene and MPD Police Officers would be notified.

## SECURITY (cont.)

### Physical and Electronic Systems

5.19 Do you have an electronic security alarm system in operation throughout the building?  **Yes**  **No**

If no, specify which areas are **not** protected: \_\_\_\_

5.20 What types of detection equipment are in operation ("*x*" all appropriate)

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> <b><u>Magnetic contacts</u></b>   | <input type="checkbox"/> Microwave motion detectors                                 |
| <input type="checkbox"/> Photo electric beams                         | <input checked="" type="checkbox"/> <b><u>Passive infrared motion detectors</u></b> |
| <input type="checkbox"/> Ultrasonic motion detectors                  | <input type="checkbox"/> Pressure mats on switches                                  |
| <input type="checkbox"/> Sonic sensors                                | <input checked="" type="checkbox"/> <b><u>Closed circuit TV</u></b>                 |
| <input checked="" type="checkbox"/> <b><u>Break glass sensors</u></b> | <input type="checkbox"/> Water detection devices                                    |
| <input type="checkbox"/> Other (specify) ____                         |   |

5.21 Where does your detection system sound an alarm? ("*x*" all appropriate)

- Proprietary central station**  
 **Local audible alarms**  
 Local police--direct line (if ALL systems do not automatically register at the police station, indicate which ones do not) \_\_\_\_  
 UL/FM central station (specify company) \_\_\_\_  
 Other (specify) \_\_\_\_

5.22 Do exterior doors open directly into the temporary exhibition area?  Yes  **No**

If yes, indicate locking mechanism: \_\_\_\_

5.23 Are there windows in the temporary exhibition area?  Yes  **No**

If yes, what type of physical security (e.g., bars, gates, mesh) protects them? \_\_\_\_

5.24 Are all the building's exterior openings (including entry/exit doors, windows, roof doors and air ducts) secured and alarmed?  **Yes**  **No**

If no, explain: \_\_\_\_

5.25 How are your security systems tested? \_\_\_\_ We are currently in our commissioning phase to verify functionality.

How often? \_\_\_\_

Who undertakes these tests? \_\_\_\_

5.26 Are records kept of all alarm signals received, including time, date, location, action taken and cause of alarm?  **Yes**  **No**

Who is responsible for keeping these records? MOTB Security Team

## 6. HANDLING AND PACKING

6.1 Do you have personnel available for loading and unloading?  **Yes**  No

If yes, how many? 4

6.2 Do you have staff specially trained to pack and unpack objects?  **Yes**  No

If yes, how many? 4

Supervised by whom? Lead Registrar

What type of training is provided? AAM Training parameters

Do volunteers or interns handle borrowed objects?  Yes  **No**

If yes, how are they trained and who supervises their work?     

6.3 Are written incoming and outgoing condition reports made on all objects?  
No  Yes

If yes, by whom? Registrar's Department

6.4 When do staff use gloves for handling objects? At all times ( But not when the type of artifact is at risk by wearing gloves i.e. large glass objects)

6.5 Does your institution have a van or truck appropriate for transporting loan objects?  Yes  **No**

If yes, provide dimensions of: Door (H      W     )

Interior (L      W      Ceiling H     )

Is the vehicle ("x" all appropriate):

- Air-ride
- Climate controlled
- Equipped with an alarm system
- Equipped with movable straps
- Equipped with lift gate

6.6 For the movement of objects, which companies (either air or ground) have given consistently good and conscientious service to your institution?

Company Name	Contact Individual	Telephone Number
Masterpiece International	Leah Perez	+1.404.768.1978
Hasenkamp	Ralf Schellpfeffer	+49 (0) 89 63822-12
USArt	Frank Marcotti	+1.781 831-3942
Arteria	Luca Parini	+39 643 394 700
LP Art	Nicholas de Tudert	<u>    </u> +33 1 4935 3000
Artex Fine Art	Matt Curran	+1. 301-909-5472
		<u>    </u>

## 7. INSURANCE

7.1 Which company provides insurance for your institution? Marsh Ltd.

Broker's name: Rose Proby

Address: Marsh Ltd. 1 Tower Place, London, EC3R 5BU, United Kingdom

Telephone number: +1.44 207 357-1229

Fax number: +1.44 207 929-2705

7.2 How long have you carried insurance with this company?     

We have placed a policy for Hobby Lobby for over 10 years.

The MOTB policy has been in effect since July 2017.

7.3 What coverage does your policy for borrowed objects provide? Please "x" all that apply:

- All-risk museum coverage, wall-to-wall (while on exhibit and in transit), subject to the standard exclusions
- Coverage against burglary and theft
- Coverage against fire
- Coverage against rising water and water damage
- Coverage against natural disasters (i.e., earthquake)
- Coverage against mysterious disappearance
- Coverage against employee dishonesty

7.4 What are the applicable non-standard exclusions of your policy affecting loans?     

Subject always to the full terms and conditions of the policy the main exclusions are; normal wear and tear, gradual deterioration, inherent vice, nuclear reaction, radiation, or radioactive contamination, chemical, biological, electromagnetic weapons, cyber-attacks, war and civil war, as well as onsite: warlike actions and rebellion.

7.5 What are the deductible limits of coverage for borrowed objects? Nil.

7.6 Have there been any individual damages or losses over \$5,000 to permanent, loaned or borrowed collections incurred during the last three years (whether or not a claim was filed)?  Yes  **No**

If yes, state the date of damage or loss, circumstances and cause, extent of the damage or loss, whether there was litigation or subrogation to determine blame or negligence (add additional sheet, if necessary).

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What precautions have now been undertaken to prevent any further incidents?

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## 8. LOAN HISTORY

8.1 List temporary exhibitions you have recently hosted:

Exhibition Title/Organizing Institution	Year
In the Valley of David and Goliath, Bible Lands Museum	2017
Christmas Illuminated, Bavarian State Library Collection	2017
Amazing Grace: How Sweet the Sound, Museum of the Bible	2017
Ecclesiastes Through Art, Museum of the Bible	2017
Amsterdam: A City of Books, Jewish Historical Museum	2017
Treasures of the Vatican, Vatican Library/Museums	2017
__Ancient Isreal, Israel Antiquities Authority	2017

8.2 List other institutions you have borrowed from recently:

Name of Institution	Object Type	Year
_Israel Antiquities Authority	Antiquities	2017
Uffizi Gallery	Paintings	2017
Galleria Borghese	Paintings	2017
National Gallery of Art, DC	Prints	2017
Bible Lands Museum	Antiquities	2017
Rijksmuseum	Paintings	2017
Vatican Library	Prints	2017
Bavarian State Library Collection	Books	2017

## 9. ADDITIONAL INFORMATION AND COMMENTS

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**10. VERIFICATION AND RESPONSIBILITY**

THE UNDERSIGNED IS A LEGALLY AUTHORIZED AGENT FOR THE SUBJECT INSTITUTION AND HAS COMPLETED THIS REPORT. THE INFORMATION INDICATED PROVIDES A COMPLETE AND VALID REPRESENTATION OF THE FACILITY, SECURITY SYSTEMS AND CARE PROVIDED TO OBJECTS (BOTH OWNED AND BORROWED).



Signature \_\_\_\_\_

Typed Name Stephen Gorman

Title \_\_\_ Lead Registrar

Date 3/16/2018

PLEASE SIGN AND DATE BELOW TO INDICATE THAT THE INFORMATION PROVIDED IN THIS DOCUMENT HAS BEEN REVIEWED FOR ACCURACY AND HAS BEEN UPDATED WHERE NECESSARY WHEN IT IS REISSUED.

SUBSEQUENT REVIEWS:

Signature	Title	Date

MAIL REPORT TO:

Exhibit Envoy  
P.O. Box 193307  
San Francisco, CA 94119

OR EMAIL:  
info@exhibitenvoy.org