



Security & Environmental Control Requirements For Hosting A Traveling Exhibition

Exhibit Envoy exhibitions require limited to high security levels. The type of security level required for each exhibition is indicated within its description. Security levels apply to both gallery and storage areas.

LIMITED SECURITY

Limited security is required for exhibitions such as text panels that contain no original artworks or materials. The following conditions must be met to display low security exhibitions:

Protection

- Exhibitions must be within a limited-access gallery or display area. An open hallway, lobby, or other traffic way is not acceptable.
- Responsible supervision of gallery area by an attendant during open hours is required. The gallery must be locked and secured during closed hours.
- Fire protection in place according to local ordinances.
- No food or drink in gallery area or around the exhibition at any time.

Environmental Controls

- No temperature or relative humidity extremes within a 24-hour period. Standard levels are 68 to 72 degrees Fahrenheit, and 45 to 55 percent relative humidity.
- Direct sunlight should be diffused or eliminated to prevent the fading of exhibition.
- Exhibition must be placed away from the convection flow of any heating device, contact with excessive moisture, or any other potentially damaging condition.

MODERATE SECURITY

Moderate security is required for exhibitions that contain original artworks or materials, such as framed photographs. The following conditions must be met to display moderate security exhibitions:

Protection

- Exhibitions must be within a limited-access gallery or display area. An open hallway, lobby, or other traffic way is not acceptable.
- Responsible supervision of gallery area by an attendant during open hours is required. The gallery must be locked and secured during closing hours.
- Fire protection in place according to local ordinances.
- No food or drink in gallery area or around the exhibition at any time.
- Only persons specifically trained in handling museum objects may handle artworks.

Environmental Controls

- No temperature or relative humidity extremes within a 24-hour period. Standard levels are 68 to 72 degrees Fahrenheit, and 45 to 55 percent relative humidity.
- Direct sunlight must be diffused or eliminated to prevent the fading of the artwork.
- Light sources (including windows with shades or blinds) must have ultraviolet filters.
- Light levels are not to exceed 5 to 7 foot-candles.
- Artworks must be placed away from the convection flow of any heating device, contact with excessive moisture, or any other potentially damaging condition.

HIGH SECURITY

High security is required for exhibitions that contain extremely fragile, original artworks or materials of extreme historical and/or high insurance value. The following conditions must be met to display high security exhibitions:

Protection

- Exhibitions must be within a limited-access gallery.
- Responsible supervision of gallery area by a trained attendant during open hours is required. The gallery must be locked and secured during closing hours with alarms in place.
- Fire protection in place according to local ordinances.
- No food or drink in gallery area or around the exhibition at any time.
- Only persons specifically trained in handling museum objects may handle artworks.

Environmental Controls

- Institutions must have environmental monitoring equipment in place to insure that no temperature or relative humidity extremes occur within a 24-hour period. Trained staff should check environmental conditions on a regular basis.
- Climate levels in the gallery must be maintained at 68 to 72 degrees Fahrenheit.
- Relative humidity must be maintained at 45 to 55 percent.
- No direct sunlight allowed.
- Light sources (including windows with shades or blinds) must have ultraviolet filters.
- Light sources must not be aimed directly at objects.
- Light levels are not to exceed 5 to 7 foot-candles.
- Artworks must be placed away from the convection flow of any heating device, contact with moisture, or any other potentially damaging condition.

THE STANDARD FACILITY REPORT

Exhibit Envoy requires all borrowing institutions to submit a completed Standard Facility Report (SFR), developed by the Registrar's Committee of the American Association of Museums (RC-AAM) including a floor plan of the borrowing institution indicating the gallery in which the exhibition will be displayed, and marking the path from the loading area to such gallery. Photographs of the gallery shall also be provided to Exhibit Envoy. A completed SFR must be received within 30 days of the submission of a signed contract to borrow an exhibition.

The AAM General Facility Report can be downloaded from the AAM website at:

http://iweb.aam-us.org/Purchase/ProductDetail.aspx?Product_code=E802

You can also request a modified form from our office.

The use of this standardized facility report allows the borrowing institution to complete a single form defining its facility specifications to Exhibit Envoy. We will keep the SFR on file for future use. You will be asked to update the SFR if there are any changes to your facility or operations before renting an Exhibit Envoy exhibition. Every effort should be made to complete the Standard Facility Report in its entirety; however, we do allow the omission of the following questions for low security exhibitions:

SECTION 2. BUILDING CONSTRUCTION, CONFIGURATION AND MAINTENANCE

2.1-2.3

2.36

SECTION 3. ENVIRONMENT

3.23-3.26

SECTION 5. SECURITY

5.34-5.38

SECTION 6. HANDLING AND PACKING

6.5

SECTION 7. INSURANCE

7.6

Please contact the Exhibit Envoy office at 415.525.1553 or info@exhibitenvoy.org if you should have any questions about security requirements or completing the Standard Facility Report.