



## **QUEENSLAND MUSEUM – Cultural Environment Program**

### **VENUE REPORT**

This form is designed to provide the Queensland Museum with information necessary to process loan requests. If you cannot give some of the information requested write “not known” or if a section is not applicable, write “N/A”.

If you require assistance in completing the form, please contact **{insert appropriate contact details}**

Please return completed Form to:

Collection Manager  
Cultural Environment Program  
**{insert appropriate contact details}**

## SECTION 1 DETAILS OF VENUE

### 1.1 Form completed by

Applicant	Position:	Name
	Telephone (BH):	Fax No:
	Email Address:	
	Date:	Signature

### 1.2 What is the full name, address and phone number of the organisation or community applying for the loan?

Name		
Street Address		
		Postcode
Postal Address		
		Postcode:
	Telephone:	Fax No:
	Email Address:	

### 1.3 What is the name of the person who will accept legal responsibility for material on loan? (i.e. Director, Registrar, Division Head. If the applicant is a student, the person legally responsible would be their direct supervisor.)

Name		
Position		
	Telephone:	Fax No:
	Email Address:	

1.4 Where will the material on loan be located? Please give the full address including street name.

Name

Address

Postcode:

1.5 What is the purpose of the loan?

Exhibition  Other

If other, please give details (attach separate sheet if necessary).

1.6 Over what period do you want the loan material?

from

to

(NB. QM standard loan period is for 12 months with the potential for any extension beyond this to be negotiated)

(Remember to take into account time required for 24hour acclimatisation on arrival, any time restrictions which might be required for certain objects types if they are required for display eg. 3 months for paper based objects etc.)

## SECTION 2 HANDLING DETAILS

2.1 Does the venue have a covered loading / unloading area?

YES

NO

2.2 Is there a dock leveller or other form of lifting equipment available to assist with removing crates from a truck?

YES

NO

Please give details

2.3 (a) Do you have experienced staff available to unpack and repack the loan objects?

YES

NO

(b) If **yes**, provide details

Name

Position

Qualifications and/or experience

Paid

Unpaid

Telephone:

Fax No:

Email Address:

(c) If **No** do you require a QM staff member to come to the venue to assist?

YES

NO

(There would be associated costs for this service, available on request)

2.4 (a) Do you have experienced staff available to complete the Queensland Museum Object Condition Reports on receipt and before return of objects to the Museum?

YES

NO

(b) If **yes**, provide details

Name

Position

Qualifications or experience

Paid

Unpaid

Telephone:

Fax No:

Email Address:

(c) If **No** do you require a QM staff member to come to the venue to assist?

YES

NO

(There would be associated costs for this service, available on request)

2.5 (a) Do you have experienced staff available to install and de-install the objects?

YES

NO

(b) If **yes**, provide details

Name

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Position  
Qualifications or  
experience

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Paid

Unpaid

Telephone:

Fax No:

Email Address:

(c) If **No** do you require a QM staff member to come to the venue to assist?  
(There would be associated costs for this service, available on request)

YES

NO

2.6 (a) In addition to packing for transport, condition reporting, and installation, will the objects be handled in any other way? (eg. community research, presentations etc)

YES

NO

(b) If **Yes**, give details of use.

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Who will supervise the handling of the objects in this context?

Name

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Position

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Paid

Unpaid

Telephone:

Fax No:

Email Address:

**SECTION 3 SECURITY**

- 3.1(a) Will any material be on open display? YES  NO
- (b) If display cases are to be used, are they lockable? YES  NO
- (c) Is there a lockable preparation area near to the display area where objects can be unpacked? YES  NO

3.2 What type of security system is operating in the display/storage area where the loan objects will be kept? (i.e. alarm system, security desk)

Display

Storage

3.3 What type of fire detection equipment is provided in display/storage area?

Display

Storage

3.4 What type of fire extinguishing equipment is provided in the display/storage area?

Display

Storage

**SECTION 4 CONSERVATION DETAILS**

4.1 Are environmental conditions (RH, temperature, light) controlled in all areas where the loan material is to be kept?

YES  NO

If **Yes**, specify operating range on both Relative Humidity  +  -  %

Temperature  +  -  °C

Are the environmental controls run 24 hours a day / 7 days per week?

YES  NO

If **NO**, give details of standard running times and days

4.2(a) How are both the display and the storage facilities lit?

Tungsten  Fluorescent  Daylight  Other

(b) How do you control lighting?

(c) If lighting is controlled, can you maintain 50 lux if necessary

YES  NO

(d) What is the UV content?

Microwatts per lumen

4.3 (a) Are inspections for insect infestation carried out in display and storage areas and where packing materials will be kept?

YES  NO

Give details of the frequency of checks.

Week  Month  Annual  Other

(b) Is action taken to prevent insect damage

YES  NO

Give details of any traps or deterrents used.

Type:	Brand Name:
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(c) Is there an insect control program?

YES  NO

Give details as appropriate:

Pest control company

Product Used:	Frequency of treatment:

**SECTION 5 FOR LOAN OF ABORIGINAL & TORRES STRAIT ISLANDER MATERIAL**

5.1 Does your organization represent the Aboriginal or Torres Strait Islander community from which the proposed loan material originates?

YES  NO

If **Yes** it is not necessary to complete further questions.

5.2 Does your organisation have an Aboriginal & Torres Strait Islander advisory/consultative committee?

YES  NO

5.3 Have Aboriginal & Torres Strait Islander staff, consultants or a reference group been involved in the development of the exhibition/project?

YES  NO

5.4 Do you have appropriate procedures established within your organisation in accordance with Aboriginal & Torres Strait Islander cultural protocols?

YES  NO

5.5 Will your organisation consult with Aboriginal & Torres Strait Islander artists/craftspeople or the relevant community before exhibiting loan material?

YES  NO

**SECTION 6. VERIFICATION AND RESPONSIBILITY**

The undersigned is a legally authorised agent for the venue. The information indicated provides a complete and valid representation of the venue and level of care provided to loan objects.

Name: .....

Position Title: .....

Signature: .....

Date Completed: .....