
UK Registrars Group
Standard Facilities Report
Display Case Supplement



Confidential

This Facilities Report supplement was formulated by the United Kingdom Registrars' Group (UKRG) in consultation with the Victoria & Albert Museum, London.

The form will enable lenders to assess the practicalities involved in making loans which need to be shown in display cases or vitrines. It is intended to help both borrowers and lenders identify potential problems and reach agreement on how these can be resolved.

It should therefore be completed and returned as quickly as possible.

Lending Institution Address	
Contact Position Telephone Fax Email Lending Institution's Reference Code	
Loan Venue Address	
Contact Position Telephone Fax Email Purpose of Loan/Title of Exhibition Dates at this Venue Date Form Completed	

[A] Case Construction

<p>1.1 What are the internal dimensions of the case?</p>	<p style="text-align: center;">Width Height Depth</p>
<p>1.2 If appropriate please specify</p> <ul style="list-style-type: none"> • Manufacturer • Model name or number • Type • Age <p><i>Please supply a manufacturer’s specification if available</i></p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>1.3 What materials are used in the construction of the case and the case linings?</p> <p><i>Please list all materials and their use</i></p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>1.4 If Medium Density Fibreboard (MDF) is to be used will it be coated with an inert material?</p> <p><i>Please supply details</i></p>	<p>YES/NO</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>1.5 Have lining materials to be used been scientifically analysed or tested (e.g. the Oddy Test)?</p> <p><i>If YES Please supply details of the procedure used</i></p>	<p>YES/NO</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>1.6 If the interior of the case is to be painted or varnished please supply the following details:</p>	

<p>1.6.1 What type of coating (e.g. water-based emulsion, acrylic) is to be used?</p>	
<p>1.6.2 How far in advance will this coating be applied?</p>	
<p>1.7 If the exterior of the case is to be painted or varnished please provide the following details:</p>	
<p>1.7.1 What type of coating (e.g. water-based emulsion, acrylic) is to be used?</p>	
<p>1.7.2 How far in advance will this coating be applied?</p>	
<p>1.8.1 Is the case to be fitted with shelves? If YES please supply the following details:</p>	<p>YES/NO</p>
<p>1.8.2 What material(s) are the shelves to be constructed from?</p>	
<p>1.8.3 What is the thickness of the shelves (in mm)?</p>	
<p>1.8.4 How are the shelves to be secured inside the case?</p>	

<p>1.9 How is the Case to be made stable (e.g. is it securely fixed to the floor or a wall)?</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>1.10.1 What materials are used to glaze the case?</p> <ul style="list-style-type: none"> • Glass • Laminated Glass • Perspex (Plexiglas) <p><i>Other Please supply details</i></p>	<p>YES/NO YES/NO YES/NO</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>1.10.2 What is the thickness of the glazing in mm?</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>1.10.3 Is the case air-tight?</p>	<p>YES/NO</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p><i>Please supply details</i></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

[B] Access & Security

<p>2.1 How is the case accessed?</p> <ul style="list-style-type: none"> • Hinged door/panel • Sliding door/panel • Other <p><i>Please supply details</i></p>	<p>YES/NO YES/NO YES/NO</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
---	--

<p>2.2 How is the case securely closed?</p> <ul style="list-style-type: none"> • Locks • Other methods (security screws etc.) <p><i>Please supply details</i></p>	<p>YES/NO YES/NO</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>2.3 If locks are used please supply details of their</p> <ul style="list-style-type: none"> • Age • Type • Number per case <p><i>Please supply a manufacturer's specification if available</i></p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>2.4 Can the case be individually alarmed?</p> <p><i>Please supply details of system & equipment used</i></p>	<p>YES/NO</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>2.5 What procedures exist for the secure safekeeping of display case keys?</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>2.6 What procedures exist for the routine inspection of display cases?</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

[C] Environmental Control Within The Case

a) *Temperature and Humidity*

<p>3.1 Is the case fully environmentally sealable?</p> <p><i>If YES please supply details of methods used</i></p>	<p>YES/NO</p> <hr/> <hr/> <hr/> <hr/>
<p>3.2 Is it possible to monitor the relative humidity within the display case?</p> <p><i>If YES please supply details of methods used</i></p>	<p>YES/NO</p> <hr/> <hr/> <hr/> <hr/>

(b) *Lighting*

<p>4.1 What method of lighting is used inside the case?</p> <ul style="list-style-type: none">• Fibre Optic• Tungsten Halogen• Daylight• Other <p><i>Please supply full details of the method used</i></p>	<p>YES/NO YES/NO YES/NO YES/NO</p> <hr/> <hr/> <hr/> <hr/>
<p>4.2.1 What level of light is it proposed will fall on items displayed inside the case?</p>	<hr/> <hr/> <hr/> <hr/>
<p>4.2.2 How are light levels within the case monitored?</p>	<hr/> <hr/> <hr/> <hr/>

<p>4.3 Is the light filtered?</p> <p><i>If YES please supply full details of the method used</i></p>	<p>YES/NO</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>4.4 Can light fittings or levels be altered without disturbing items displayed inside the case?</p> <p><i>Please supply details</i></p>	<p>YES/NO</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>4.5 Is there a barrier between lamps and the items displayed inside the case?</p>	<p>YES/NO</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

[D] Installation

5.1
Please provide diagrams and details (construction materials, dimensions & angles) for any mounts
you propose to use for items displayed inside the case

***Borrowing institutions may want to liaise with lending institutions in completing this
section to establish display requirements for individual loan items***

<p>5.2 Please supply details (including construction materials) of any other items to be displayed in the same case</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
---	---

Signed: _____ **Name:** _____

Position: _____ **Date:** _____

When returning this facilities form please include:-

(Tick as appropriate)

- | | |
|---|--|
| <input type="checkbox"/> Floor plans of each of the exhibition spaces to be used clearly indicating the position of the relevant display case(s). | <input type="checkbox"/> Lock manufacturer's information or specification |
| <input type="checkbox"/> Case manufacturer's information or specifications | <input type="checkbox"/> Any other information which you feel might be helpful |

Copyright Notice

These guidelines have been prepared by UKRG. They may be freely reproduced and distributed within the museums, galleries, archives, library and information professions provided that the source is acknowledged.

© 2015 UKRG