



display case questionnaire

For 3D objects borrowed from the National Gallery of Australia

THIS FORM MUST BE COMPLETED AND RETURNED TO NATIONAL GALLERY OF AUSTRALIA, WITH THE DISPLAY CASE DESIGNS AND FLOOR PLANS, NO LESS THAN THREE MONTHS PRIOR TO THE DESPATCH DATE. THE LOAN WILL NOT BE DESPATCHED UNLESS THIS INFORMATION HAS BEEN RECEIVED AND THE DESIGN IS APPROVED BY THE DUE DATE.

NGA use only

Exhibition:.....

Venue:.....

Loan No:.....

Exhibition opening date:..... Date object required at your institution:.....

Date for submission of completed questionnaire to NGA:.....

PLANS MUST INCLUDE:

- A. INDIVIDUAL CASE DESIGNS (including external and internal dimensions)
- B. FLOOR PLANS INDICATING THE POSITION OF NGA OBJECTS WITHIN THE DISPLAY AREA
- C. DETAILS OF OBJECTS AND LENDERS WITH WHICH THE NGA WILL SHARE CASES.

1. GENERAL INFORMATION

Is the case custom-made or a standard commercial model?

If the case is a standard commercial model, provide model details below

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How old is the case? Under 1 year 1–5 years Over 5 years

2. CASE SECURITY

How is the case accessed? Hinged door or panel? Sliding door or panel?
Other? Please specify

Does this involve lowering a glazed hood? Can contact alarms be supplied and fitted?

If alarms are used, how are they monitored?.....

Is the case fitted with shelves? Yes No

Fixed? Yes No Type (Glass, MDF)Thickness (mm)

Load limits (sloping or flat etc.)

Is the case bolted to the floor? Yes No

} If 'no', how is it secured

Is the case bolted to the wall? Yes No

Is it lockable? Yes Number of locks? Type of locks

No How is the case secured?

Are restricted profile keys used? Yes No

Provide name and contact details of person responsible for keys at your institution

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Describe how keys are secured at your institution

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Describe the case locking mechanism (or provide a sketch)

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3. CASE CONSTRUCTION

What material is used to glaze the case?.....

Glass Is the glass laminated? Yes No or toughened? Yes No

Acrylic Is it UV absorbing? Yes No

Brand and type details.....

Other glazing (please specify).....

What is the thickness of the glazing? (mm)..... Is the case airtight? Yes No

What materials are used in the construction of the case?

(list materials and usage, including case linings such as paper, board and textiles)

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Have you tested the lining material using the *Oddy Test? Yes No

Please attach results of any tests conducted.

(* A Corrosion test adapted from BS903 by Andrew Oddy of the British Museum)

Is **MDF** (Medium Density Fibre Board) used in the construction of the case? Yes No

If so, how?.....
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Provide details of any materials and methods use to mitigate offgassing from MDF

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Will the interior of the case be painted/varnished prior to installation? Yes No

What type of paint is used?.....

How many days before object installation will painting be carried out?.....

4. LIGHTING

What lighting system is used? (fibre optic, tungsten-halogen etc.).....

Interior Exterior Are the lights UV filtered? Yes No

Can the light levels/fittings be altered or replaced without disturbing the display within the case?.....

If the display case is internally lit, provide details of ventilation used to mitigate heating.

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5. MICROCLIMATE CONTROLS

Will you include silica gel (for humidity buffering) or activated charcoal (for control on indoor air pollutants)?

Yes No Provide details below

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What pest proofing is used in your display cases? Provide details

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6. DUST MITIGATION

What dust mitigation measures are used to protect objects in your display cases?
Provide details of gap seals, etc.

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7. EARTHQUAKE ZONES

If you are in an earthquake zone, describe what precautions are taken to secure the objects within the cases?
(nylon thread, mats etc.)

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8. DISPLAY SUPPORTS

Please provide details (on separate attached sheets if required) of display supports used in the display cases

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9. ADDITIONAL DOCUMENTS THAT MUST BE ATTACHED

(please tick boxes indicating attachments)

- Individual case designs (including external and internal dimensions)
- Floor plans indicating the position of NGA objects within the display area
- Details of objects and lenders with which the NGA will share cases

Signed on behalf of the Borrower:.....

Name:.....

Position held:.....Date:.....

phone:..... fax:..... email:.....

For enquiries relating to completion of this questionnaire please contact:

National Gallery of Australia Registrar

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