



National Archives  
Traveling Exhibits Service

# Limited Facility Report

Limited security exhibitions need a minimal amount of environmental control, supervision, and art-handling experience. Requires a climate-controlled, limited-access display space with minimal temperature, humidity, and lighting controls.

Name of Institution: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Shipping Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ ext. \_\_\_\_\_ Email: \_\_\_\_\_

## Institutional Information

Does your organization hold 501(c)3 status? Yes  No

Gallery/Museum Open Hours: Mon \_\_\_\_\_ Tues \_\_\_\_\_ Wed \_\_\_\_\_ Thurs \_\_\_\_\_  
(e.g. closed, 10am-5pm, 10am-7pm) Fri \_\_\_\_\_ Sat \_\_\_\_\_ Sun \_\_\_\_\_

Do you open/close seasonally? Yes  No  If yes, please explain: \_\_\_\_\_

Does your facility meet accessibility criteria of the Americans with Disabilities Act? Yes  No

What is your annual attendance? \_\_\_\_\_

Type of Institution:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Museum:                 | <input type="checkbox"/> Cultural Institution:  | <input type="checkbox"/> Other:            |
| <input type="checkbox"/> Art                     | <input type="checkbox"/> Archives               | <input type="checkbox"/> Fair Building     |
| <input type="checkbox"/> Natural History/Science | <input type="checkbox"/> Library                | <input type="checkbox"/> Commercial/Retail |
| <input type="checkbox"/> History                 | <input type="checkbox"/> Community/Civic Center | (Specify): _____                           |
| <input type="checkbox"/> College/University      | <input type="checkbox"/> Religious Facility     | <input type="checkbox"/> Other             |
| <input type="checkbox"/> Historic House/Site     |   | (Specify): _____                           |
| <input type="checkbox"/> Children's              |   |  |
| <input type="checkbox"/> Other (Specify): _____  |   |  |

## Facility Information

- Is your building/facility locked and secure after viewing hours? Yes  No
- Does your facility have fire systems and fire protection devices according to local ordinances? Yes  No
- Does your facility have an electronic security control system? Yes  No
- Is your temporary exhibition gallery/space limited-access (no exterior doors)? Yes  No   
If no, please explain: \_\_\_\_\_
- Is your temporary exhibition gallery/space locked after public hours? Yes  No
- Can you provide exhibition supervision by volunteer, receptionist, or guard during public hours? Yes  No
- Size of your temporary exhibition gallery/space? Square Feet \_\_\_\_\_ Linear Feet \_\_\_\_\_
- On what floor of your building is your temporary exhibition gallery/space located? \_\_\_\_\_
- Do you have a freight or passenger elevator that can handle crates up to 600lbs? Yes  No
- Do you have a climate-controlled, pest-free crate storage area? Yes  No

## Environmental Information

- Does your gallery have a temperature and humidity control system active at all times? Yes  No
- Does your temporary exhibition gallery/space maintain a temperature between 68-72 degrees? Yes  No
- Does your temporary exhibition gallery/space maintain relative humidity between 45-55%? Yes  No
- Are all sources of sunlight in temporary exhibition gallery/space blocked by UV filters or shades? Yes  No

What type of lighting system do you use in the temporary exhibition gallery/space? Check all that apply.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Artificial Light:                    | <input type="checkbox"/> Daylight Windows:   | <input type="checkbox"/> Skylights:          |
| <input type="checkbox"/> Fluorescent Lighting                 | <input type="checkbox"/> Shades or Draperies | <input type="checkbox"/> Shades or Draperies |
| <input type="checkbox"/> Fluorescent Lighting with UV Filters | <input type="checkbox"/> UV Filters          | <input type="checkbox"/> UV Filters          |
| <input type="checkbox"/> Incandescent Lights, Stationary      |  |  |
| <input type="checkbox"/> Incandescent Lights, Track           |  |  |
| <input type="checkbox"/> Halogen Lights, Stationary           |  |  |
| <input type="checkbox"/> Halogen Lights, Track                |  |  |

- Are you able to adjust the light levels in your temporary exhibition gallery/space? Yes  No
- Do you allow eating and drinking in the temporary exhibition gallery/space or during packing/unpacking? Yes  No
- Have you had any pest/insect problems in the building within the past 6 months? Yes  No

# Shipping and Handling Information

Who handles exhibition objects? Check all that apply.

- Trained Staff
- Professional
- Technical
- Clerical
- Volunteer Staff:
- Trained
- Untrained with trained supervision
- Other (specify): \_\_\_\_\_

Are you able to provide 3-4 people to assist in loading, unloading, installation and de-installation? Yes  No

Do you have staff or volunteers able to handle exhibit crates up to 600 lbs in weight? Yes  No

Do you have a raised loading dock? Yes  No

If no, please explain your loading area: \_\_\_\_\_

If yes, can your loading dock accommodate a 53' tractor trailer? Yes  No

Contact person for shipping and installation issues:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ ext. \_\_\_\_\_ Email: \_\_\_\_\_

**Please attach a building floorplan and photographs of your temporary exhibition gallery/space.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (mm/dd/yyyy)

Mail to: National Archives Traveling Exhibits Service  
400 W. Pershing Road  
Kansas City, MO 64108

---or---

Email to: NATES@nara.gov

Contact NATES at: 816.268.8088



National Archives  
Traveling Exhibits Service