

## Procedure for submitting loan requests

Fondazione Musei Civici di Venezia promotes, trains and disseminates expressions of culture and art seen as a common good, committing itself to protecting, conserving, promoting, enhancing and managing the cultural heritage of the Musei Civici in Venice, understood as permanent structures that acquire, conserve, arrange and exhibit cultural assets for educational and study purposes, guaranteeing their public enjoyment and opening to the public.

For these reasons, Fondazione Musei Civici di Venezia grants the loan of works from its Collections for scientific initiatives and/or for relevant national and international exhibitions of cultural interest.

Loan requests must be sent well in advance – at least 9/10 months before the opening of the exhibition if in Italy, 12 months if abroad – in order to be taken over and evaluated by the Loan Committee, to promptly analyze the conservation conditions of the requested works, and to perfect the ministerial authorization procedures in terms of the law and according to the timescales established by the Code of the Cultural and Landscape Heritage (Legislative Decree 42/2004) art. 48 and circular no. 29/2019 of the Ministry of Culture.

Requests must be sent to the Management of Fondazione Musei Civici di Venezia, President - Dr.ssa Mariacristina Gribaudi; Director of the Museum Activities Area - Dr.ssa Chiara Squarcina, at the following address: San Marco 52, 30124 Venice.

Such requests must be sent in advance by email to the Exhibition Office / Gestione Prestiti Collezioni Permanenti via the addresses gestioneprestiti@fmcvenezia.it and direzione@fmcvenezia.it

Loan requests must necessarily be accompanied by the scientific project of the exhibition, the list of identified works and the Facility Report of the exhibition spaces.

It is specified that - pursuant to the internal procedures envisaged by the Organizational Model 231 - the works of Fondazione Musei Civici di Venezia which are among the masterpieces of the Collections will follow an evaluation process through the consent of the Loans Committee and the Board of Directors of Fondazione Musei Civici di Venezia.

Palazzo Ducale

Museo Correr

Torre dell'Orologio

Ca' Rezzonico Museo del Settecento Veneziano

Museo di Palazzo Mocenigo Centro Studi di Storia del Tessuto, del Costume e del Profumo

Casa di Carlo Goldoni

Ca' Pesaro Galleria Internazionale d'Arte Moderna

Museo Fortuny

Museo di Storia Naturale Giancarlo Ligabue

Museo del Vetro

MUVE Mestre

Centro Culturale Candiani

Forte Marghera

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