

## Procedure for the Submission of Loan Requests

Fondazione Musei Civici di Venezia promotes, fosters, and disseminates expressions of culture and art understood as a public good. It is committed to the safeguarding, conservation, promotion, enhancement, and management of the cultural heritage entrusted to the Civic Museums of Venice, conceived as permanent institutions that acquire, preserve, catalogue, and display cultural assets for purposes of education and research, ensuring public accessibility and regular opening to visitors.

In this context, the Fondazione Musei Civici di Venezia grants loans of works from its Collections exclusively for initiatives of a scientific nature and/or for significant national and international exhibitions of recognized cultural relevance.

Loan requests must be submitted well in advance — at least 9/10 months prior to the opening date of the exhibition if held in Italy, and at least 12 months in advance if held abroad — in order to allow for formal registration of the request, evaluation by the Loans Committee, thorough assessment of the conservation conditions of the requested works, and completion of the ministerial authorization procedures within the statutory timeframes established by the Code of Cultural Heritage and Landscape (Legislative Decree no. 42/2004) art. 48 and by Circular no. 29/2019 of the Ministry of Culture.

Formal requests must be addressed to the Management of the Fondazione Musei Civici di Venezia, to the attention of the President, Dr. Mariacristina Gribaudo, and the Scientific Director, Dr. Chiara Squarcina, at the following address: San Marco 52, 30124 Venice, Italy.

Requests must also be anticipated by email to the Exhibition Office / Permanent Collections Loans Management at the following addresses: [gestioneprestiti@fmcvenezia.it](mailto:gestioneprestiti@fmcvenezia.it) and [direzione@fmcvenezia.it](mailto:direzione@fmcvenezia.it).

All loan applications must be accompanied by the exhibition's scholarly project, the checklist of selected works, and the Facility Report of the exhibition venue.

It is further specified that, pursuant to the internal procedures established under the Organizational Model pursuant to Legislative Decree 231/2001, works identified as masterpieces within the Collections of the Fondazione Musei Civici di Venezia are subject to an enhanced evaluation process requiring the approval of both the Loans Committee and the Board of Directors of the Fondazione Musei Civici di Venezia.



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Palazzo Ducale

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Museo Correr

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Torre dell'Orologio

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Ca' Rezzonico

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Museo del Settecento Veneziano

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Museo di Palazzo Mocenigo

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Casa di Carlo Goldoni

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Ca' Pesaro

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Galleria Internazionale d'Arte Moderna

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Museo Fortuny

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Museo di Storia Naturale Giancarlo Ligabue

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Museo del Vetro

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Scuola del Vetro Abate Zanetti

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Museo del Merletto

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Museo di Torcello

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MUVE A MESTRE

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MUVEC - Casa delle Contemporaneità

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Casermetta Forte Marghera

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Emeroteca dell'Arte

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Vega Stock

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