



## **RULES FOR THE ASSIGNMENT OF TANGIBLE HERITAGE ASSETS AND IMAGES**

The use of items or images belonging to the collection of MNF shall be governed by the following rules:

1. Execution of a Statement of Assignment of Assets between the **Requesting Entity (ER)** and **Fundação Museu Nacional Ferroviário (FMNF)**;
2. Submission of the proof of payment, with its sum mentioned in the Statement of Assignment of Assets or Order of the Board of Directors of FMNF, in the name of the requesting entity, in case of payment exemption of the assignment fee.
3. Storage and transportation of any assigned items to the exhibition venue and back to MNF, shall be under the ER's responsibility;
4. Insurance costs for the transportation of items shall be borne by the ER, who shall provide the appropriate insurance policy and proof of its payment;
5. The ER shall be responsible for the protection and safety of the items during the assignment period;
6. ER shall be held liable for any repair/restoration works on the assigned items arising from any damages caused during the event;
7. Captions of the items shall mention its origin, that is, Museu Nacional Ferroviário, as well as their inventory number;
8. The assigned items shall be solely used by the ER and shall not be loaned to any other entity without prior consent of FMNF;
9. The assigned items shall not be used for any purposes other than the ones declared by the ER.