

2.2 The following four individuals must receive a signed copy of each centre's incoming and outgoing condition reports:

- the Registrar, Canada Council Art Bank
- the Exhibition Coordinator, External Affairs Department
- the Exhibition Coordinator at the exhibiting centre
- the Exhibition Coordinator at the next exhibiting centre

2.3 The condition report must specify the mode(s) of transportation for incoming and outgoing shipments with pertinent names, addresses and way bill numbers.

2.4 Each centre applying for the exhibition should be made aware that the condition reports may be used in legal action against a carrier named for damages sustained during transportation. (This might influence their choice of a person to complete the condition reports.)

2.5 No restoration work can be done on any of the paintings without prior consultation with the Director of the Art Bank and its conservation consultant. Only they have the authority to decide if a local conservator should treat the work or if the paintings must be returned to Canada.

These guidelines were compiled from a report prepared for the Art Bank by:

G. deW Rogers,
Conservation Scientist,
Conservation Division,
National Parks and Sites Branch,
Parks Canada,
Ottawa.