

CONDITIONS FOR BORROWING COLLECTION MATERIALS FROM THE GETTY RESEARCH INSTITUTE

The Getty Research Institute supports loans from its collections to further its mission and to increase public access to its holdings. These benefits of the loan program are balanced against the Research Institute's own exhibition and research programs, the internal resources required to support the loan, and the Getty's mission to preserve collection materials for the long term. All requests are considered on merit and the project's contribution to art historical or humanities research.

These procedures outline the steps for borrowing collection materials from the Getty Research Institute and establish the conditions that a borrower must meet in order to receive loan approval.

INITIAL RESEARCH

Borrowers are encouraged to make initial inquiries and to conduct research at the Getty Research Institute well in advance of the request deadlines provided below. All potential loan items must be selected before submission of the formal loan request.

PROCEDURE

1. Borrowers must submit a formal loan request in writing to the Director of the Getty Research Institute (details provided below) according to the following schedule:
 - a. For domestic loans of 10 or more items and all international loans: 12 months in advance
 - b. For domestic loans of 1-9 objects: 8 months in advance
 - c. For facsimile reproductions: 6 months in advance
 - d. Extra large requests (25+ items) and requests to create exhibitions based entirely on Research Institute materials require additional lead time.
2. An AAM Standard Facilities Report or equivalent information about each exhibition venue should accompany the request. (Available from the American Association of Museums. [link: http://iweb.aam-us.org/Purchase/ProductDetail.aspx?Product_code=1802])
3. The Registrar will acknowledge receipt of the request, request any missing information, and provide a date by which the borrower may expect an initial response. Meanwhile, the Getty begins an internal analysis: the Registrar and Curators check to see if the requested materials are available for loan, Conservators and Curators evaluate their physical condition, and department managers determine if staff and resources can be devoted to administering and providing the loan according to the requested schedule.
4. The Registrar communicates to the borrower the terms and conditions of the loan, including a cost estimate.
5. If the loan is approved and the borrower agrees to the terms and conditions, the Registrar will ask the Director to approve the loan. The loan agreement and invoice are prepared based on curatorial and conservation recommendations.
6. A signed loan agreement and certificate of insurance must be received. Invoices are due 30 days after receipt.

LOAN FEES AND EXPENSE REIMBURSEMENTS

All fees for contracted services required by the loan are billed directly to the borrower. These may include:

1. The building of shipping crates
2. Special conservation work
3. Cargo screening required by the U.S. government
4. Transportation costs to and from the Getty and all venues
5. Insurance

Fees and expense reimbursements payable directly to the Getty Research Institute include:

1. Administrative fee: \$200 per item (first venue) + \$100 for each additional venue (includes publication-level photography)
2. Conservation work required for the loan, packing, matting, framing, or display equipment required by either the borrower or the Research Institute: \$30 per hour plus cost of materials
3. Fees for the use of images in publications or publicity materials
4. The production of facsimiles or special photography required to produce large-sized reproductions
5. Courier travel expenses (if required): Business Class when accompanying loans, appropriate lodging, and \$80 per diem

An invoice will be sent when all costs have been accurately determined. Payment terms are 30 days. Only the Getty Research Institute Director is authorized to waive or reduce loan fees and expense reimbursements.

FORMAL REQUEST

Please send written, formal requests to Thomas Gaehtgens, Director, Getty Research Institute, 1200 Getty Center Dr., Suite 1100, Los Angeles, CA 90049, with a copy to Marcia Reed, Chief Curator (at the same address). E-mail transmission of signed requests saved as pdf files is preferred. Please send e-mail requests to Martha Alfaro (Assistant to Thomas Gaehtgens) at malfaro@getty.edu with a copy to Marcia Reed at mreed@getty.edu. Include the following information in your request:

- Title of the exhibition and statement of purpose, including art historical significance
- Approximate number of works in the exhibition
- Exhibition venues and dates
- Loan dates (date of shipment/date of return)
- Name, address, telephone, fax, and e-mail of the exhibition organizer
- Name, address, telephone, fax, and e-mail for the contact person at each venue
- Detailed list of the collection objects requested, including call number or accession number, box/folder numbers, or other unique cataloging number. If available, please e-mail digital photos or provide a citation to a published or online image
- A copy of the AAM Standard Facility Report or equivalent documentation for each venue.

