

Conditions for Borrowing Loan Collection Material from 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.

INITIAL RESEARCH

Potential 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 and finalized before submission of the formal loan request. It is the responsibility of the researcher/borrower to take note of specific box and folder numbers of original material when examining and selecting materials.

PROCEDURE

1. Loans are generally limited to under 10 objects. Potential borrowers must submit a formal loan request with final object list in writing to the director of the Getty Research Institute (details provided below), according to the following schedule:
 - a. For loans to domestic venues:
 - 1–9 objects: 8 months in advance of the opening date
 - 10+ objects: 12 months in advance of the opening date
 - b. For loans to international venues:
 - 1–9 objects: 12 months in advance of the opening date
 - 10+ objects: 15 months in advance of the opening date
 - c. For loans of objects co-owned with other institutions (e.g., Mapplethorpe):
 - 1–9 objects: 12 months in advance of the opening date
 - 10+ objects: 15 months in advance of the opening date

Requests of 10 or more objects and requests to create exhibitions based entirely on Research Institute materials require additional lead time and active collaboration with the Research Institute. These loans may incur loan fees payable to the Research Institute in addition to the costs of crating, shipping, insurance, and courier travel. Contact Glenn Phillips, Senior Curator and Head of Exhibitions, at gphillips@getty.edu.

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2. An American Alliance of Museums [General Facility Report](#) or equivalent information about each exhibition venue should accompany the request.
3. The associate director will acknowledge receipt of the request and forward it to the registrar for coordination. The Research Institute will conduct an internal review of the requested objects, the borrower's facilities, and the availability of staff resources to administer the loan according to the requested schedule.
4. A fully executed Loan Conditions and Agreement form and Certificate of Insurance must be received prior to shipping.
5. All fees for contracted services required by the loan are billed directly to the borrower. These may include custom frames, specialized conservation work, packing, crating, shipping, and courier expenses.

FORMAL REQUEST

Please send written, formal requests to Mary Miller, Director, Getty Research Institute, 1200 Getty Center Dr., Suite 1100, Los Angeles, CA 90049, with a copy to Glenn Phillips, Senior Curator and Head of Exhibitions (at the same address). Email transmission of signed requests saved as PDFs is preferred. Please email requests to Theresa Marino (assistant to Mary Miller) at tmarino@getty.edu with a copy to Glenn Phillips at gphillips@getty.edu. The following information is to be included in the request:

1. Title of the exhibition, statement of purpose, number of overall works, names and dates of all exhibition venues, and contact information.
2. A detailed list of the collection objects requested, including call number or accession number, box/folder numbers, or other unique cataloging number. If available, please email digital photos or provide a citation to a published or online image.
3. A copy of the AAM General Facility Report or equivalent documentation in English for each venue.

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DIGITAL REPRODUCTIONS FOR EXHIBITION-RELATED USES

Please note that Requests for reproductions and permissions are handled by the Getty Library's Research Services section. It is the responsibility of the requester to ensure that requests for digital images for exhibition-related use(s) are received within the posted timelines.

For all Reproductions and Permissions requests, please submit [Library Reproductions and Permissions request forms](#) applicable to your use(s). [Collection Image Fees](#) may apply.

REPRODUCTION AND PERMISSIONS SCHEDULE

- a. If your request for digital images for exhibition purposes is related to an active loan request, your form, and a final checklist of digital images, must be received 6 months in advance of the exhibition's opening **and** 12 weeks ahead of your editorial deadline.
- b. If your request for digital images for exhibition purposes is **not** related to an active loan request, your form, and a final checklist of digital images, must be received 12 weeks ahead of your editorial deadline.

Requests for digital images for all exhibition-related uses, including display, publication in print or electronic formats, promotion, and merchandising may not exceed a total of 30 images. All requests are subject to approval.