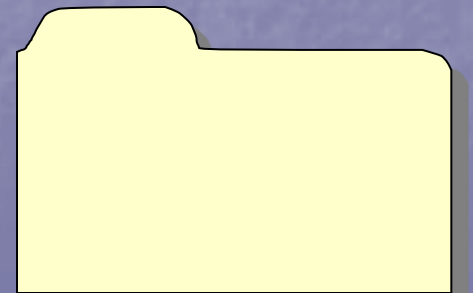
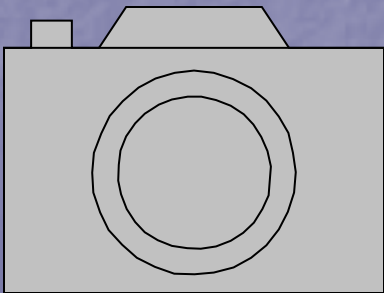


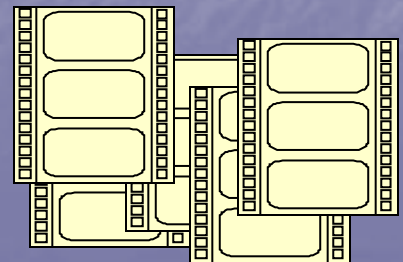
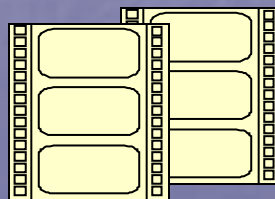
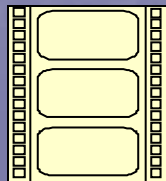
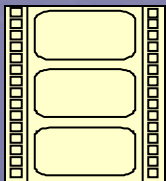
# From PC to PC

(From Photographer's Camera to Permanent Collection)



# J. Paul Getty Museum

- The Department of Photographs is one of six departments within the Getty Museum.
- The collection ranges from prints and stereographs to albums and daguerreotypes.
- The department currently has over 74,000 objects and continues to grow through purchases and donations.



# The Loan Process

Proposal Form (loan)



```
graph TD; A[Proposal Form (loan)] --> B[Loan Agreement]; B --> C[Receipt of Loan];
```

The diagram illustrates the loan process as a three-step flowchart. It begins with a box labeled 'Proposal Form (loan)', which is connected by a downward-pointing arrow to a second box labeled 'Loan Agreement'. A second downward-pointing arrow connects the 'Loan Agreement' box to the final box, 'Receipt of Loan'. All boxes are dark blue with white text and rounded corners, set against a lighter blue background.

Loan Agreement

Receipt of Loan

# Proposal Form (loan)

The J. Paul Getty Museum  
PROPOSAL FORM  
Loan to the Collection

*Complete, attach copies of any relevant previous correspondence, sign and forward to the Associate Director for Collections for approval. If the Museum will incur any costs, fill in the cost estimate box. Shipping and courier estimates can be obtained from the Registrar's Office (allow at least 2 weeks – or more if there are multiple objects). Multiple objects from a single lender can be listed on an attached sheet as long as all the information requested here is provided.*

Lender's name:

Person to contact:

Address:

Phone:

Fax:

Object location:

*(if different)*

Email:

Loan period:

Purpose of loan:

Preferred arrival date:

*Note: Allow at least 2 months for loans for acquisition consideration and 6 months for loans for special exhibitions*

Artist/Maker:

Title/Object:

Execution date:

Country of manufacture:

Medium:

Dimensions:

Value:

**Cost estimate:  
(if applicable)**

Special conditions:

For DOP loans, include permission to use photocorners or Japanese hinges: yes no

*Note: Normally the lender pays shipping costs for loans for acquisition consideration and any exceptions to this should be requested on this form and a cost estimate provided.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Curator)*

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Associate Director for Collections)*

If approved, please forward to the Registrar.  
3/09

# Loan Agreement



The J. Paul Getty Museum  
Registrar's Office  
1200 Getty Center Drive, Suite 1000  
Los Angeles, CA 90049-1687  
Tel 310 440 7485  
Fax 310 440 7746

## Loan Agreement

Please complete, sign and return one copy. The second copy is for your records.

### Loan Information:

Exhibition/Purpose: *Promised City*  
Loan Period: *Six months from date of arrival*

### Lender Information:

Lender: *Debby Lepp*  
Address: *722 Elm Street*  
*New York, New York 10012*

Telephone:  
Fax:

Contact:

E-mail:

Credit Line: \_\_\_\_\_

[View form of lender's data for ratings, rates and journals](#)

### Loan Object:

Artist/Maker: *Jane Smith (American, born 1988)*

Title: *Bird's Eye View*

Country of Origin: *United States*

Medium: *Caladin silver print*

Date: *2016*

Does date appear on [object](#)?

Signed/inscribed:

Dimensions: *Image: 148.9 x 190.5 cm (59 x 75 in.)*

### Framing:

Is the object framed?  *yes*  *no* Is the object matted?  *yes*  *no* Glazed with: *glass* [object type](#)

Receipt as created out here, the Lender agrees that the Getty may:

a) Remove the frame or mat for purposes of safety or examination.  
b) Reframe, ~~reframe~~ or attach specialized hanging hardware for purposes of safety or display, including the use of ~~reframe~~ or Japanese hinges.

c) Attach a radio-frequency identification tag to the back of the framed object for security purposes.

Attachment will be done with tape that does not leave a residue, and the tag and the tape will be removed before return to the Lender.

*(An object will be returned in their original frame or mat unless other arrangements are made with the Getty in writing.)*

### Insurance:

Total value of object(s) (for insurance purpose only): \_\_\_\_\_

Lender to insure (See Condition #3 on reverse)

Getty to insure: \_\_\_\_\_

### Shipping:

Lender to pay shipping costs: \_\_\_\_\_

Getty to pay shipping costs: \_\_\_\_\_

Terms and Conditions: This Loan Agreement shall be governed in all respects by the provisions set forth above and on the reverse side and/or attached. I have read them and accept them.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*(The J. Paul Getty Museum, an operating program of the J. Paul Getty Trust)*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*(Lender or lender's authorized agent)*

LC-2008-02

# The loan has arrived!



# From Loan to Own

Proposal Form



Acquisition (donation/purchase)



Permanent Collection

# Proposal Form (purchase)

**THE J. PAUL GETTY MUSEUM**  
**Curator's Report**  
**▲ Proposed Purchase**

Curator:

Department:

Date:

---

I. Description and Summary

Artist/Maker (and dates):

Nationality:

Title/Object: *If multiple objects, indicate number and type here, and attach object list.*

Medium:

Date:

Dimensions (inches & cms):

Signed, marked or inscribed:





# Acquisition Paperwork

Deed of  
Gift

Condition  
report,  
Object on  
site

Invoice,  
Warranty,  
W-9,  
License

# Congratulations!



*The Great Wave, Sète*, about 1857. Gustave Le Gray (French, 1820 – 1884). Albumen silver print, 34.3 × 41.9 cm. The J. Paul Getty Museum

# Some things to consider

- Multiple parts
- Reserve prints
- Frames

# Multiple parts

Are there  
multiple  
parts?

Will the  
parts remain  
together?

Are the  
parts  
independent  
beings?

# More multiple parts

Double-mounted  
objects

Bound/unbound  
objects

Mixed media

# Reserve prints

Are you collecting reserve prints?

Are they part of your permanent collection?

How will you track them?  
Where will you store them?

How will they be used?

# Frames

Is the  
object  
framed?

Will it  
remain  
framed?

What is  
going to  
happen to  
the frame?

Debby Lepp

Associate Registrar for Collections  
Management

[dlepp@getty.edu](mailto:dlepp@getty.edu)

(310) 440-6364