



MARGARET HERRICK LIBRARY
Academy of Motion Picture Arts and Sciences

EXHIBITION LOAN POLICY

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I. General Overview

The Academy of Motion Picture Arts and Sciences' Margaret Herrick Library will lend materials from its collections to recognized institutions, such as museums and libraries, provided they have established exhibition programs and a professional staff qualified to handle the materials requested. Materials are never loaned to individuals. Traveling exhibitions will be considered, but the Library reserves the right to limit the loan to the original venue, or to stipulate that certain objects in an exhibition cannot travel to multiple venues.

Each loan request is judged on its own merits and the final decision to loan items for exhibition is based on the following criteria:

- The condition of the requested items as determined by the Library's conservation staff
- The nature and length of the exhibition
- The educational value of the exhibition
- The anticipated need of the items for the Academy's own research or exhibition purposes

Original items from the Library's collections that may be borrowed for exhibition include:

- Film posters
- Production art (costume and production design drawings, animation art)
- Special collections materials (scripts, storyboards, memos, letters, production materials)
- Published materials (books, magazines, clippings, pressbooks)
- Original photographic prints*
- Oscar statuettes**

*Except in certain cases, the Library does not generally loan its original photographic prints for exhibition. Institutions are encouraged to order digital scans or custom photographic prints; however, all requests are reviewed on a case-by-case basis.

**Oscar statuettes are governed by their own policies, and requests to borrow them will be considered on a case-by-case basis.

Original materials from the Library's collections are limited to exhibition periods of three to six months. For exhibition, the Library requires that all original items be framed or housed in an appropriate mat, display case, or cradle. All framing and other preparation will be done by Academy staff prior to shipping, at the borrower's expense and to the Library's specifications. Any expenses in excess of \$1,000 must be paid prior to shipping. The Library reserves the right to determine if original materials must be accompanied by a courier from the Academy staff. In those cases, the borrower will pay all of the courier's travel costs outlined in the loan contract.



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II. Research and Selection

The Library maintains numerous databases that will assist with preliminary research. In addition, curators or assistants working on their behalf are strongly encouraged to contact the Library when an exhibition is in the planning stages. This is the best way to assure that the curator starts the process with a complete understanding of the Library's holdings and how to access them.

Many items in the Library's collection, such as posters and costume or production design drawings, have been digitized and may be viewed online. Curators looking for specific items from these collections should start by exploring the Library's databases and compiling lists of preliminary selections. A final item list based on this online research may then be included with the loan request. Please review our [FAQs](#) for assistance using the Library's online resources.

Some photographs and Special Collections materials are also available for viewing online, though researchers should bear in mind that the vast majority of the Library's photograph collection has not been digitized. Curators who are interested in materials but are unable to visit the library to conduct research may be able to obtain assistance from our National Film Information Service. This is a fee-based service handled via email at nfis@oscars.org or by regular mail.

III. Loan Requests

Loan requests must be submitted in writing at least six months before the requested loan date. Loan requests received less than six months before the requested date are considered but subject to additional fees of \$250 per original object loaned. Late requests to digitize materials are \$80 each for the first ten files and \$125 for each file in excess of ten.

The loan request should include the following information:

- Exhibition title and dates, and a description of the institution making the request.
- Name and affiliation of the curator and/or designer of the exhibition.
- Detailed list of the requested items, generated using the Library's online resources.
- Statement describing the exhibition, including its intellectual content and educational value. This statement should also indicate what percentage of the exhibition is comprised of items (originals and reproductions) from the Library's collections.
- Proposed loan dates, taking into account travel, installation and deinstallation.
- Information about any publications planned in conjunction with the exhibition, including catalogs, websites, postcards, etc.
- Copy of the institution's most current Facilities Report, for original object loan requests.



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IV. Loan Fees and Other Expenses

If the loan request is approved, the Library will supply the borrower with a loan agreement. At that time, the borrower will agree to the following fees and charges:

- An administrative fee of \$150 will be charged for each original item borrowed and a fee of \$35 for each 300ppi digital file. Loan requests received less than six months before the requested date are subject to additional fees determined by the scope of the request.
- The borrower will be charged for any conservation procedures that may be necessary in order to prepare an item for loan, or for photographing an item for conservation purposes. These additional fees will be disclosed to the borrower before a loan agreement is signed.
- The borrower will be charged for all costs necessary to make the objects ready for exhibition, including matting and framing, and when necessary, the manufacture of special boxes and display cradles. All preparations for exhibition will be performed before shipping, by or under the direction of the Library staff and to its specifications.
- The Academy reserves the right to determine when a Library staff member is required as a courier to accompany materials being consider for a loan. In those cases, the borrower will pay all of the courier's travel costs, including airfare, ground transportation, accommodations, and meals for a three-night minimum stay.
- The borrower will assume all responsibility for the cost of shipping, including packing and crating, freight costs, customs charges, and broker fees. All preparations for shipment will be performed by or under the direction of the Library staff and to its specifications.
- If an exhibition is cancelled after a loan agreement has been signed, the borrower will be responsible for paying any costs incurred for conservation and preparation, as well as a cancellation fee of \$50 per item.
- If there are any additions or substitutions after a loan agreement has been signed, the borrower will be responsible for paying any costs incurred for conservation, preparation, and digitization, as well as a late change fee of \$100 per item.
- Digital file requests received less than six months before the requested date are considered but are subject to additional fees of \$80 each for the first ten files and \$125 for each file in excess of ten.



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V. Printing Standards for Digital Files

When files are loaned from the Library's digital studio for reproduction by the borrower, the Library requests that the borrower use professional-grade printing. The Library can provide suggested printing standards upon request.

VI. Insurance

Once the loan agreement is signed, the borrower must provide written proof of insurance covering the Library's objects during the duration of the loan period. Borrowers may be required to pay the costs of appraising materials for insurance purposes.

VII. Use of Reproductions

Some materials in the Library's collections are not available for loan, including those judged too fragile or too environmentally sensitive to travel. If the loan of originals is not approved, the borrowing institution may have the option of requesting high-quality facsimiles or digital scans of materials. In these cases, the borrower is responsible for all reproduction and shipping costs.

VIII. Credits and Permissions

The borrower will provide full credit to the Library and the Academy in all text related to the exhibition, including labels, catalogs, press releases, and announcements. The exact wording to be used will be included in the loan agreement.

Written permission is necessary when the borrower publishes images from the Library's collections. Please note that additional permissions from third parties may be required. The borrower assumes the responsibility for obtaining all necessary permissions from copyright holders before publishing photographs or facsimiles of any items borrowed from the Library. When an exhibition catalog or pamphlet is published, the borrower will provide two printed copies or PDF files of the publications to the Library.

IX. Contact Information

- For exhibition loan inquiries and requests, please contact the Margaret Herrick Library's Exhibitions Coordinator, Laura Darlington: ldarlington@oscars.org.
- Three-dimensional objects in the collections of the Academy Museum of Motion Pictures are governed by their own policies. Inquiries should be directed to registrar@oscars.org.
- Moving images materials are governed by policies defined by the Academy Film Archive. Requests for moving images may be submitted to filmarchive@oscars.org.