

## Guidelines for Requesting Loans from LACMA

### Outgoing Loans Program Mission

LACMA encourages loans from its permanent collection to both domestic and international borrowing institutions that meet the criteria outlined below. These loans are subject to the art historical importance of the borrower's project, the condition and availability of the art object, and the ability of the borrower to properly house and care for the object. Contingent on the foregoing requirements, a loan program is encouraged for the advancement of art historical research and public understanding of art and culture, and to enable a wider audience to see and enjoy artworks from the permanent collection.

### How to Make a Loan Request

#### Initial Research

Institutions intending to request artworks from LACMA's permanent collection are encouraged to thoroughly research our [Collections Online](#) database prior to submitting a formal request.

#### Timeline

Outgoing loan requests should be received at least 12 months in advance of the expected exhibition opening date, in order to accommodate the loan processing and preparation work. As LACMA's outgoing loans program receives a high volume of requests per year, late requests are not guaranteed to be accommodated. If late requests are approved, they will be subject to additional charges.

#### Required Documentation

The following documents and information are required in order for a request to be considered:

- Formal letter detailing the academic and educational benefit of the exhibition and its working title.
- List of requested artwork(s) from LACMA's permanent collection, including museum accession number, and a clear statement of how the artwork(s) will add value to the exhibition.
- Principal organizer of exhibition and all participating venues, including projected dates, and the contact information of organizing staff.
- American Alliance of Museums (or equivalent format for international institutions) facility report for each venue.
- Gallery climate readings (temperature and relative humidity) for each venue's intended exhibition space and display season.

The formal letter should be addressed to Michael Govan, CEO and Wallis Annenberg Director of the Los Angeles County Museum of Art. All aforementioned items should also be forwarded to the Registration Department ([regoffice@lacma.org](mailto:regoffice@lacma.org)) to commence the review process; electronic versions in PDF are strongly preferred.

Michael Govan  
CEO and Wallis Annenberg Director  
Los Angeles County Museum of Art  
5905 Wilshire Blvd  
Los Angeles, CA 90036

**Loan Process**

After receiving the required documentation, the outgoing loan request will be reviewed internally and the requesting institution will be notified whether the loan is approved or denied.

**Fees and Potential Costs**

Should a request be approved, the borrower will be responsible for all costs, including but not limited to loan fees, packing, shipping, insurance, courier costs, and any necessary preparation (matting and framing, mount fabrication, dressing supplies for costume works, etc.) or conservation treatment.

Standard loan fees:

- \$250 fee per object; for late requests, this fee is doubled
- \$100 conservation assessment fee
- \$350 total fee to release and return artwork to LACMA storage