

Carnegie Museum of Art

Guidelines For Requesting Loans from the Carnegie Museum of Art

As an important means of fulfilling its educational and scholarly purposes, the Carnegie Museum of Art lends works of art from its permanent collection to qualified institutions in this country and abroad. Loan requests must be evaluated considering the art historical and scholarly value of the exhibition for which they are requested, the condition of the object, and the availability of the artwork.

Loan requests must be made in writing at least twelve (12) months prior to the opening of the Borrower's exhibition. Requests received with less than the required lead time are not guaranteed to be accommodated due to the time required to process and prepare artworks for loan.

A formal outgoing loan request should include:

- A formal letter detailing the academic and educational benefits of the exhibition.
- A complete list of the object(s) being requested, including the title/artist name, accession number, and an overall description of how the requested work(s) will add value to the exhibition.
- A list of exhibition venue(s) and dates. Venues for traveling exhibitions must be secured and the dates for each venue should be finalized before CMOA approves the loan request. Added venues will require a new loan request.
- A completed American Alliance of Museums (AAM) General Facility Report for each venue. Loans will not be considered without a facility report.
- Current contact information for the exhibition curator and registrar.

Requests should be addressed to Eric Crosby, Henry J. Heinz II Director, Carnegie Museum of Art, and Vice President, Carnegie Museums of Pittsburgh. All relevant information can be submitted via email to the Registrar's Office at CMOAregistrar@carnegieart.org.

After receiving the required documentation, the outgoing loan request will be reviewed internally and the requestion institution(s) will be notified whether the loan is approved or denied. If approved, the Borrowing institution will receive a formal approval letter from the director and the Registrar's Office will send a Borrower's Agreement that outlines the conditions of the loan. CMOA will not sign other institutions' Borrower's Agreements.

The Borrower is responsible for all expenses relating to the loan including but not limited to loan fees, framing, handling, packing and crating, conservation treatment, round-trip shipping,

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insurance, courier costs, and any other related expenses. CMOA will provide the Borrower with an estimate of related costs when sharing the Borrower's Agreement. If the Borrower cancels the loan, any expenses already incurred will be billed to the Borrower.

The Schedule of Loan Fees is as follows:

Requested over 12 months from opening date:

\$375.00 first work

\$200.00 each additional work

\$100.00 for each additional venue per work

Requested under 12 months from opening date:

\$750.00 first work

\$200.00 each additional work

\$100.00 for each additional venue per work

Requested under 6 months from opening date:

\$1,000.00 first work

\$300.00 each additional work

\$100.00 for each additional venue per work

Information on image licensing can be found [here](#) on our website. All image requests must be received at least eight weeks prior to the date each image is needed to ensure adequate processing time. Additional time may be required if new photography is needed.

Please direct any questions to the Registrar's Office at CMOAreistrar@carnegieart.org.

