
ACQUISITION PROCEDURES FOR FILM-BASED ARTWORKS

In order to consider the acquisition of your work, the Metropolitan Museum of Art must first receive:

- A completed copy of the Artist's Questionnaire for Film-based Artworks

Following receipt of the questionnaire, and upon the decision to proceed with the acquisition, the Museum will also require the following items:

- The Museum's Time-Based Media Acquisition Agreement signed by the artist and/or copyright holder
- A Certificate of Authenticity signed by the artist or artist's authorized representative stating the details of the work, size of edition, and the number in that edition that this acquisition represents (e.g.: Edition 1 of 3, plus 2 Artist Proofs)
- Detailed installation instructions for the work. The contents of the installation instruction document are up to the artist, but may include information about equipment preferences, room and exhibition preferences, and placement of components in the exhibition space
- Signed Warranty and Indemnification form (for purchases) or Offer of Gift
- Nonexclusive license

Based on the information provided in the completed Artist's Questionnaire, the Museum will provide a List of Deliverables that the artist/gallery must provide to the Museum. As film discolors and deteriorates over time, a List of Deliverables may include:

- Two Master reels, which constitute the original work of art. The first reel will never be projected, but is intended for cold storage. The second reel is to be used for the future creation of derivative copies for exhibition and preservation purposes. If more than one film is to be displayed in the exhibition of this artwork, then the Museum requires two Master reels per film that comprises the artwork.
- Two artist-verified Exhibition Copies of the film in addition to the master reels. One is to be used for display of the artwork in an exhibition. The second is to be used as a match print for the production of future exhibition copies.

If the work is coming from overseas, the Museum requires that the work is accurately described on the foreign export license, with particular attention to the work's country of origin (where the work was made), value (acquisition price), and properly declared upon import to the U.S.

As no two artworks are the same, the Museum's collections management team may request additional materials, if deemed necessary for the proper care and exhibition of the artwork. If the artwork was created without the use of a computer, our collections management team will work with you to determine the most appropriate materials to provide.

The Museum recognizes that all of the above deliverables constitute a single edition of the artwork and agrees not to deaccession any of the above deliverables as a duplicate.

The Museum reserves the right to create derivatives of the artist-provided file(s) for use in exhibitions and loans, and to migrate or transcode the master for preservation purposes, if necessary.