ACQUISITION PROCEDURES FOR SOFTWARE-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 Software-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. The Museum requires that all digital files be **delivered on a hard drive**. The Museum will not accept delivery of digital files using file transfer services such as Dropbox, WeTransfer, etc., due to the risk of file corruption during compression and transfer processes. A List of Deliverables may include:

- A master copy of the executable file and any additional files necessary to run the artwork, to be provided on a hard drive.
- A master copy of the source code used to run the work, to be provided on a hard drive. The source code is necessary for research, documentation, and future preservation of the artwork.
- An artist-approved computer that may be used for the exhibition of the artwork. All artist-produced files and additional libraries or images required to run the work must be installed on the artist-provided computer. Any third-party applications or browsers necessary for the exhibition of the artwork must be installed on this computer. The computer **must** be able to

run the artwork as intended by the artist without the need for the installation or loading of any additional programs or files.
- Any additional external components required to run the artwork.
- A copy of the source code editor used to write the code.

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.