

Getty Intern Shipping Instructions

Shipments are restricted to internship-work related items only, like books and documents. No personal items (clothing, household, etc).

Contact your department contact or supervisor to acquire shipping supplies (boxes, tape, Getty mailing label, etc.). We prefer that you use new shipping boxes and not used ones with old labels on it.

Prior to your last day, your GRI Library account must be closed. Before you pack, please contact Jay Gam by email jgam@getty.edu or call him at x7473 to close your library account if you have one open and return any checked out books. We must confirm this before your shipment is sent.

Contact Rick Bourn at rbourn@getty.edu and let him know when your shipment is ready for pick up. This must occur before you leave. Your boxes should be sealed and labeled. Please do not fill out an official shipping request form, Rick will handle that.

*Please also email Rick your ship-to info and phone number.

International shipments: in a Word doc, type a list of contents with a general description and value. See "International Ship Doc" for an example. One copy goes inside each box before you seal it.

You have a shipping allowance of \$100 for domestic shipments and \$200 for international. The shipment must first be weighed and processed in the Mailroom in order to determine cost. Rick Bourn will notify you if the cost exceeds your allowance. If it does, you can alter what you packed or write a check for the difference made out to, "J. Paul Getty Trust" and give to the Mailroom.

No increases will be added to your credit allowance if you are over.

Insurance: Federal Express automatically insures each shipment for \$100. If you require more insurance, let Rick Bourn know. An extra small amount will be applied to your shipping cost.

These are one-time shipments only and any unused shipping credit cannot be used at another time. Shipments cannot be held for you once you leave the Getty.

If you have any further questions, please e-mail Rick Bourn at rbourn@getty.edu or call him at x7406.