



Artist Files Working Group Meeting Notes
Art Libraries Society of North America Conference 2006
Banff, Alberta
May 7, 2006

Jon Evans (Museum of Fine Arts, Houston) called the meeting to order at 4:40pm. Agenda was distributed to discuss the following:

I. Introductions

Attendees introduced themselves and their institutional affiliations. Mr. Evans announced that if there were new attendees, that they could join the Artist Files listserv. Representatives from academic, museum, public, private, national, and international institutions were interested in the Committee's report. Mr. Evans acknowledged several individuals that helped with several issues: Kay Teel (Stanford University), Chair of the ARLIS/NA Cataloging Advisory Committee; Gunter Waibel of the Research Libraries Group (RLG); Kraig Binkowski (Yale Center for British Art), ARLIS/NA Professional Resources Editor; Andrea Goldstein (Temple University) for her work on producing MARC record guidelines; Sally McKay (Getty Research Institute) and Barbara Rominski (San Francisco Museum of Modern Art) for their work on creating an online directory profile form (to be reviewed); and the Committee's Publicity Committee, Terrie Wilson (Michigan State University), Alba Fernandez-Keys (Indianapolis Museum of Art), and Barbara Rominski.

II. Progress since last meeting (ARLIS/NA in Houston, 2005).

Mr. Evans explained that this committee would review the *Artist Files Working Group Site Structure* (docs distributed). That elements A and B of the *Site Structure* will be considered PHASE I of the draft (timeline in the next 4 months May-August 2006). Elements C-F will be developed in time as appropriate.

❖ **A. Input**

Mr. Binkowski stated that he is waiting to hear about the software purchase from ARLIS/NA. The idea is to review the range of current and future project needs.. One such project is a Membership Directory database that Ann Baird Whiteside (MIT), Vice-President/President Elect is proposing using FileMaker Pro. Having two directory proposals submitted, Mr. Binkowski is optimistic that the projects will be funded through the ARLIS/NA Publications Committee (a report should be released around September 2006).

Cecilia Chin (Smithsonian Institution) announced that the four art libraries have been working on their own artist file of names and should be finished in August 2006.

III. Presentation of Directory Structure

Sally McKay (Getty Research Institute) and Barbara Rominski (San Francisco Museum of Modern Art) explained how they worked on making an online form

that institutions would fill out for the *Directory of Artist Files*. The heart of the ***Directory of Artist Files*** will be the institutional holdings. A statement from each institution would be included. The Getty initiated a similar resource for archives where an institutional profile is created. Use of a database such as FileMaker Pro or Access software will allow for a dynamic site.

This online directory is based loosely upon the University of Southern California's *L.A. as Subject* site, which is an "online directory of less visible archives and collections that preserve historical materials related to the Los Angeles region." <http://www.usc.edu/libraries/archives/arc/lasubject/>

Ms. McKay asked that this Committee review the contents and structure of the proposed Directory form. They noted that the sample draft was created in Excel for demonstration purposes and input. The following comments were made upon review:

- Software will determine how the information will be controlled
- A GLOSSARY (PDF) was constructed to define various fields. Active links within the form will connect contributors to the glossary.
- Within the INSTITUTION section, a free text section was recommended
- There will be some decisions made later about the order of information
- A COUNTRY option was recommended to expand geographically the location of artist files -- adding items such as province, postal code, etc. This proposed ***Directory of Artist Files*** is meant to compliment other databases such as the Canadian Union List of Artists and Smithsonian resources.
- A recommendation to include additional information about the size of a collection under DESCRIPTION was made (e.g. linear feet, # of files, # of cabinets, etc.). An explanation of how the material is organized (alphabetic, chronological, geographic, etc.) was included. Several other suggestions were made to add categories for other types of files (e.g. individual, group, gallery, museum, etc.).
- There remains the question of who will host and maintain the site.
- The form includes identifying the language of the materials.
- TYPE OF MATERIALS could be an endless list so a free text section was added as well as the following: artist books, press kits, press releases, resumes, realia
- Further discussion about a field associated with interlibrary loan fees will be required.
- Recommendation to change OUTREACH PROMOTION to OTHER FORMS OF ACCESS
- There was a discussion about using the term ILL since artist files are rarely lent through ILL -- suggestion to perhaps to use an open text section for explanation or state "contact institution" option. It was recommended to move this ILL section to the ACCESS section of the form
- Mr. Binkowski suggested that the Artist Files Committee should consider a presentation at the 2007 ARLIS/NA conference in Atlanta. He also recommended that we consider a potential name change.

Adjourned approximately 6:10 pm

Draft submitted by Pamela J. Eyerdam, Cleveland Public Library