



ART LIBRARIES SOCIETY OF NORTH AMERICA

**36<sup>th</sup> Annual Conference**  
**Grand Hyatt, Denver, Colorado, May 1-5, 2008**

**ARLIS/NA Artist Files Working Group Meeting Minutes**

**May 3, 2008**

**Chair: Jon Evans, Museum of Fine Arts Houston**

**Recorder: Pamela J. Eyerdam, Cleveland Public Library**

Welcome & Introduction:

- Chair, Jon Evans acknowledged the assistance of Sally McKay and Barbara Rominski who helped develop the wiki database for Artists Files.
- A "sign-up" sheet was distributed to expand the listserv

Overview of Progress since last meeting (Atlanta 2007):

- Evans distributed documents for review pertaining to *Best Practices*, *Project Parameters*, *Statement of Purpose*; *Directory Statement*; *MARC Recommendations*
- Kraig Binkowski was thanked for his support via ARLIS/ NA and will later introduce a marketing concept.
- Evans reported that the full scope of the project was reviewed and several issues had to be hashed out in order to write the *Statement of Purpose* and the *Project Parameters*.
- The *Project Parameters* tried to be broad and take into consideration all aspects of different types of institutions
- Guidance on refining the *MARC Recommendations* document was solicited. A review by the Cataloging Advisory Committee and other catalogers was extremely valuable. A review of records created by institutions, such as MoMA, Brooklyn Museum of Art, and the Frick also proved beneficial. Roger Lawson made recommendations associated with the 008 (date range) field. More collective things can be done.
- The *Additional Resources Related to Artist Files* document is a list of printed and online resources that relate to the project. It is hoped that they will enable readers to explore other research and activities in the field. There was a comment to include ephemeral material.
- There is an effort to provide guidelines for loading records from local OPACs to OCLC and RLG. Only a few institutions load artist file records

into OCLC. There was a comment that OCLC will give credit for original cataloging for an artist file record.

#### Best Practices Document:

- Evans gave a preliminary look at the *Best Practices* documents that only recently have been mounted on the ARLIS/NA website thanks to the efforts of Kraig Binkowski. The documents can presently be viewed as pdf documents on the Online Resources page, although they are still a work in progress. Looking for volunteers to continue to review the *Best Practices* documents. If anyone would like to assist, contact Jon Evans (MFA Houston). Several members volunteered: Francine Snyder from the Guggenheim, Alba Fernandez-Keys from the Indianapolis Museum of Art, Tammy Ravas from the University of Montana
- At a previous meeting, Debbie Kempe (Frick) made comment that the term "Artist Files" was not an authorized AAT term (Evans stated that he and Sally McKay were working on documentation to have this approved in the near future.)
- Pam Eyerdam (Cleveland Public) made comment about using the MARC 856 field to attach detailed electronic Finding Aids (EAD documents) in the bibliographic record. EAD (Encoded Archival Documents) are electronic Finding Aids and could be created in several formats such as WORD docs, pdf files, EXCEL files, using open source software such as the Archivist Toolkit (from SAA) or some consortia's have developed their own open source software such as OhioLINK.

#### Directory Update & Presentation:

- Sally McKay (Getty) and Barbara Rominski (SFMOMA) noted that they reviewed several types of software to construct an Artist File directory.
- They first began with MediaWiki but learned that the software could not absorb as much data as desired. So they began to experiment with Tiki Wiki which can be browsed and easy for institutions to contribute data.
- The presentation showed how the wiki can be sorted by intuition's name, type, geographic location. There is a SEARCH box. The SUBMISSION FORM is to be used to create a profile of an intuition's holding of an artist file. This is a free text box that can be filled out. The submitting institution can be as selective or detailed as they want. The boxes (fields) of information will be explained in detail utilizing a USER GUIDE *link or "roll over"* to explain the definition of the field (if anyone has any other suggestions, contact Sally McKay or Barbara Rominski). To EDIT information, one would log in as an Administrator.

#### Marketing Plan (Phase II):

- Kraig Binkowski, Online Resources Editor for ARLIS/NA, introduced a marketing plan to solicit institutions to submit artist file profiles to the Directory.
- When the directory (wiki) is ready to be populated, Kraig will assist with the marketing
- He will post a Press Release on the ARLIS/NA website; will post on the NEWS & EVENTS link; may do interviews with committee members when released; create an advertisement for *ART DOCUMENTATION* (half page); present an article in *ART DOCUMENTATION*
- Beyond ARLIS/ NA, he will market to other interested organizations such as VRA, SLA, SAA. The press release will be sent to these organizations, as well as to other conferences. A brochure will be created for conference information packets.
- Information will be listed on various blogs.
- Members of this Artist Files Working Group will market the Directory individually as well as at the ARLIS Chapter level. All institutions were encouraged to contribute data.

#### Goals for the Coming Year:

- The next six months will be focused on reviewing the *Best Practices* documentation and the Directory.
- Looking for a group of beta-testers to begin inputting content into the Directory. Evans acknowledged Erica Dowell, who continues to host the lltserv at Indiana University.
- Phase II will also review aspects of digitization, and investigate the management and preservation of artist files. Copyright issues need to be addressed.
- Greta Ernest (FIT) offered to spearhead an effort to put together a program proposal related to Artist Files for the Indianapolis conference in 2009. Other members agreed to participate, including Beth Hylan (Corning Museum of Glass), Samantha Deutch (Center for History of Collecting in America) and Francine Snyder (Guggenheim).

Recorder, Pamela J. Eyerdam – Cleveland Public Library, Fine Arts & Special Collections Manager