



Artist Files Revealed

Online Directory

Online Directory Help Document

The following style and definition glossary provides guidance for filling out the submittal form for new entries into the Artist Files directory or for changing existing records.

Submittal Information		
<i>Submitted By</i>	Name of individual submitting record	
<i>Your Email Address</i>	Email of individual submitting record	
<i>Institution Name/Parent Organization</i>	Name of institution if autonomous; name of parent organization if located within a larger institution	
<i>Department Name (w/in Parent Organization)</i>	Name of individual department if located within a larger organization	
Institutional Information		
<i>Institutional/Departmental Overview</i>	General overview of institution and department responsible for the Artist Files collection (please be as broad or brief as seems appropriate)	
<i>Institution Type(s)</i>	Select from the list below the kind of organization where the collection is held (check all that apply)	
	Archives	Place where records or historical documents and other materials are stored
	Artist	Person who creates cultural artifacts or is skilled in the arts; examples are painters, sculptors, and writers
	Art Institution/ Center	Organization that promotes visual or performing arts through education, preservation, and presentation
	College / University	Institution of higher education
	Community Arts Organization	Organization that coordinates business and creative services for arts' institutions within a community

	Community Foundation	Publicly supported charitable organization that aggregates donor funds to directly benefit residents of a community or geographic area; serves as a grant making body
	Community Organization	Organization that promotes education about and study of a particular population group; represents community needs to broader public
	Community Service Organization	Organization that is non-profit or government-run with programs intended to improve the quality of life for community residents; often grass roots or political in character
	Cultural Institution	Institution that seeks to preserve and promote cultural aspects of a community
	Cultural / Professional Association	Association that supports exchange of ideas and networking between people from similar arts or professional areas
	Foundation	Organization that is supported by an endowment and makes grants to worthy causes
	Gallery	Display space for exhibition of cultural and artistic works; entity that operates for a profit
	Historic Site	Place that is significant because of its historical, architectural, archaeological, or cultural value
	Historical Society	Organization that seeks to preserve the historical record for a geographic area or an institution
	Library	Collection of print and digital resources maintained for reference, reading, or lending
	Monument	Structure that commemorates an event or a person; examples include sculptures, buildings, or gravestones
	Municipal-City	City government and its agencies
	Municipal-County	County government and its agencies
	Museum	Organization that collects, studies, displays, and conserves cultural or scientific objects of value
	National Organization	Organization that has the entire country as its scope; may be a federal government entity
	Non-profit Organization	Entity that exists to serve public interest rather than financial gain of its members or directors and does not make a profit
	Not for Profit Organization	Entity that does not have the institutional goal to make profit
	Private Collection	Collection of materials owned by an individual, family, or private entity
	Public Benefit Institution	Institution that offers services aimed at contributing to the efficacy of government and of public systems for the common good

	Religious Organization	Organization that promotes understanding of a particular religious belief, either to members or those outside the organization
	Research Center / Institution	Organization that conducts research within a particular discipline
	State/Federal Government	State or national government and its agencies
	Other	Enter other institutional types that are not listed above
<i>Mailing Name</i>	Institution's name used for mailing address purposes if different from the Institution Name	
<i>Physical Address</i>	Street address of institution	
<i>Mailing Address (if different than above)</i>	Mailing address if different than street address listed above	
	City	
	State	
	Province	
	Zipcode	
	Country	
<i>Contact</i>	Person to whom correspondence should be directed	
<i>Position</i>	Position/title of contact person	
<i>Email</i>	Email address of contact person	
<i>Telephone</i>	Telephone number of contact person	
<i>Institutional Website</i>	Web address of institution's home page	
<i>Library Catalog Website</i>	Web address of library catalog collection' home page if different than above	
<i>Webpage Dedicated to Artist Files</i>	Web address of site dedicated to Artist Files	
<u>Collection Information</u>	How a collection is organized, maintained, and developed	
<i>General Description of Artist Files Collection</i>	Contents of the collection as related to the Artist Files Ephemera database; specific description of the holdings is advised to enhance retrieval	
<i>Collection Size</i>	Number of files [linear feet, meters, number of files, or number of cabinets] of materials in collection	Enter N/A if not applicable
<i>Organizational Structure</i>	Select from the list below the way in which the collection is organized (check all that apply)	
	Alphabetical	Collection arranged in the order of the letters of the alphabet
	Chronological	Collection arranged in or according to time
	Geographical	Collection arranged according to particular geographic regions

	Subject – in-house	Collection arranged according to an in-house system, subject or other
	Other	Enter types of organization methods that are not listed above
<i>Cataloging Method</i>	Method used to systematically order materials in order to facilitate their storage and retrieval; examples include collection management systems, library databases, accession number records, and printed card files.	Select from the list below the way in which the collection is cataloged (check all that apply)
	LC/Dewey	Collection arranged according to the subject heading standardization of the Library of Congress or Dewey Decimal Systems
	Subject – in-house	Collection arranged according to an in-house system, subject or other
	Other	Enter types of cataloging methods that are not listed above
<i>Bibliographic Utility</i>	An electronic or paper utility that allows for the description and identification of the editions, dates of issue, authorship, and typography of books or other written material.	
	Local Catalog/Software	
	MS Office Access	
	MS Office Excel	
	OCLC	
	Other	Enter types of bibliographic utilities used in collection that are not listed above
<i>Present or future digitization plans or activities</i>	Enter digitization plans and/or activities; free text	
<i>Language of Materials</i>	Select from the list the languages represented in the collection (check all that apply)	
<i>Type of material(s)</i>	Select from the list below the types of items that are represented in the collection; elements may be physical or digital and of any media. (check all that apply)	
	Announcements	Public notification or declaration
	Architectural Drawings	Architect's drawings or blueprints for design and construction of structures
	Artists' Books	Books made by artists
	Artworks	Original works of fine art; examples include paintings, drawings, sculpture, installations, photography, multiples, and multi-media
	Auction Catalogs	Auction catalogs (usually public sales) listing sale of items, descriptions, provenance, discussion of rarity, dimensions; may include photographs or other visual reproductions of material

	Biographical Information	May include, résumés, artists' statements, manifestos, etc.
	Books	Sets of written or printed pages bound along one side, usually with protective outer covers
	Brochures	Unbound printed publication with no cover or with a paper cover
	CD/DVD	Disc(s) used for recording, storing, and playing back digital information
	Cultural Artifacts/Materials	Objects made by people that are of cultural value and the substances used in their creation
	Diaries / Journals / Papers	Personal written records of daily life and private letters or documents
	Electronic Files	Ephemera created and distributed via electronic means
	Exhibition Catalogs	Book, published by an organization, that represents a public showing, as of works of art
	Geographic	Files/materials relating to particular geographic regions
	Groups	Files/materials relating to two or more individuals having a unifying relationship
	Individual artists	Files/materials relating to a single artist or individual
	Institutional Publications	Works published by an organization that represent the institution in some manner; examples include newsletters, press releases, journals, and exhibition catalogs
	Institutional/Gallery Records	Files/materials relating to a single institution or gallery; Organization documents that are retained primarily to record the history of that organization; use "Official records" for documents that have legal or historical significance
	Interviews	The questioning of a person (or a conversation in which information is elicited); an account or a reproduction of such a conversation
	Invitations/Private View Cards	A request (spoken or written) to participate or be present or take part in something; in the UK: "private view card"
	Manuscripts	Works written by hand or typed, or original works of an author submitted for publication
	Memorabilia	Objects collected for their historical, cultural, or nostalgic value
	Microform/film/fiche	An arrangement of images reduced in size, as on microfilm or microfiche
	Negatives	Negative photographic image on transparent material used for printing positive pictures/photographs
	Newspaper Clippings	News articles or other items cut out from a newspaper

	Newspapers	Publications issued daily or weekly that contain news articles, editorials, and advertisements; usually printed on newsprint
	Official Records	Company, government, or organization documents that are retained for legal, evidential, or historical value; use "Institutional Records" for documents that are retained to record the history of a particular organization
	Oral Histories	Recorded or transcribed interviews with persons who have firsthand experience with historical events
	Pamphlets	Unbound printed publication with no cover
	Photographs	Still images produced using a camera, analog or digital, and then reproduced on light sensitive surfaces such as paper, glass, or metal
	Postcards	Cards printed with an image on one side with space for a message and mailing address on the reverse
	Press Clippings	Articles or other items cut out from journals, magazines, newsletters, or press releases
	Press Kits	A packaged set of promotional materials, such as photographs and background information, for distribution to the press, as at a news conference
	Press Releases	Statements issued for publication or broadcast that generate news coverage or publicity for organizations
	Printed Works	Written or graphic items produced with a printing press
	Prints	Copies of pictures made by transferring image from one surface to another
	Price Lists and/or Checklists	List giving a value; estimation; excellence; or worth; and/or a list giving an inventory
	Realia	Objects used to relate teaching to real life, especially of peoples studied
	Scripts	Texts of stage plays, motion picture screenplays, television or radio programs, including dialogue and stage instructions
	Serials	Publications issued at regular intervals such as newspapers, magazines, journals, and newsletters
	Slides	Images printed on transparent material and mounted in a rigid frame for projection on a screen
	Subject	Files/materials relating to a single subject
	Transcripts	A written, printed, or typed copy of dictated or recorded material
	Materials Other	Enter types of materials in collection that are not listed above
<i>Artistic Styles/Periods</i>	Select from the list below the artistic styles and/or periods represented in the collection (check all that apply)	

	Classical	Of or relating to the ancient Greeks and Romans, especially their art, architecture, and literature
	Contemporary	The art of the late 20th and early 21st century
	Medieval	Relating or belonging to the Middle Ages; 12th - 14th century
	Modern	A genre of the fine arts created from the mid-19th century which strayed from traditional techniques and styles
	Renaissance	Humanistic revival of classical art, originated in Italy, roughly the 14th - 16th century
	Styles/Periods Other	Enter types of styles/periods in collection that are not listed above
<i>Additional research materials in collection that supplement artist files collection</i>	Describe supplemental material in institution's holdings that compliment the collection	
<i>Acquisitions</i>	Methods of acquiring and lending ephemeral materials in collection – may include: acquiring through donation and/or purchase; may include lending through ILL, ARIEL, borrowing, lending for fee or not, and providing photocopies or digital scans	
	Donations	Donations of materials are accepted from the public by the institution
	Purchases	Materials are purchased by the institution to augment existing holdings
<i>Publicizing Collection - methods</i>	Methods of publicizing collection, making materials available, and raising public awareness of the institution and its offerings (check all that apply)	
	Brochures/Flyers/Pamphlets	Printed publications of one to five or more pages, used for promotional or educational purposes
	Class visits	Scheduled tours for school groups
	Community Service	Services performed within the community for promotional purposes
	Conference/Conventions	Attendance of meetings sponsored by organizations with similar goals and interests
	Directories	Maintaining listing in compilations of organization names or other entities along with addresses, telephone numbers, and other identifying details; examples include city directories and telephone directories
	Exhibitions	Presentation of art shows and other exhibits
	Library Events	Produce readings, exhibits, and other events at the library

	Mailings	Send batches of institutional publications to a selected list of addresses through the postal service; examples include newsletter and press release mailings
	Meetings	Sponsor gatherings focused on organization interests
	Newsletter	Issue a serial publication detailing newsworthy items from the institution
	Public Lectures/Programs	Produce performances, talks, and workshops that are open to the public
	Publications	Issue books, serials, and other publications
	Reports	Issue reports to disseminate institutional research
	Staff Orientations	Tours that familiarize staff with institutional offerings
	Student Orientations	Tours that familiarize students with institutional offerings
	Study Guides	Issue publications that provide context, definitions, and bibliographies for a particular scholarly area
	Telephone	Provide contact directly by telephone
	Website	Maintain a presence on the Internet with a website and email contact
	Word of Mouth	Rely upon publicity generated by one person telling another about the organization
	Publicizing Other	Enter types of outreach used for collection that are not listed above
<u>Access Information</u>	How and when a collection may be used and under what conditions	
<i>Open All Year (if no, provide dates open)</i>	Collection available year round or specify dates open	
<i>Available to Public</i>	Available to the general public at large	
	Public Hours (for access to Artist Files Collections)	Hours of public access to Artist Files collection
	Public Hours (of Parent Institution)	Hours of public access to parent institution if different than above
	Appointment or Reservations Required	Yes/No
	Public Fee	Yes/No
	Public Fee Amount	Fee required to access the collection
	Access Procedures for Public Patrons	Terms which must be met before accessing the collection. May include approval from organization staff or an advance appointment.
<i>Available to Scholars</i>	Available to all members of the scholarly or museum communities	
	Scholar Hours (for access to Artist Files Collections)	Hours of scholar access to Artist Files collection
	Public Hours (of Parent Institution)	Hours of scholar access to parent institution if different than above
	Appointment or Reservations Required	Yes/No

	Scholar Fee	Yes/No
	Scholar Fee Amount	Fee required to access the collection
	Access Procedures for Scholars	Terms which must be met before accessing the collection. May include approval from organization staff or an advance appointment.
<i>Onsite Technology</i>	Computer equipment, media viewing equipment, and/or reproduction equipment available onsite	
	Photocopier - B/W	Independent and/or staff access to black and white photocopier; may involve a fee
	Photocopier - Color	Independent and/or staff access to color photocopier; may involve a fee
	Scanner/Digital Imaging	Independent and/or staff access to digital scanning equipment; may involve a fee
	Web Access	Access to intra and/or internet
	Workspaces	Areas set aside for work, such as desks, study tables or carrels
	Onsite Other	Enter types of onsite technology available that are not listed above
<i>Additional Comments</i>		Knock yourself out ...
<i>Lending and ILL</i>	Interlibrary loan of materials from collection allowed may include lending through ILL, ARIEL, borrowing, lending for fee or not, and providing photocopies or digital scans	
	ARIEL	
	Odyssey	
	Photocopies	
	Scans (digital)	
	Conditions Other	Enter types of lending/reproduction available that are not listed above