

REBECCA SALTER
METHOD

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...again on top.

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...ed to form a new image
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AN 8 DAY MOUNTAIN WALK IN SOBAEK SAN KOREA APRIL 2003

REBECCA SALTER
BLISS OF SOLITUDE
2 NOVEMBER - 2 DECEMBER 2006

PRIVATE VIEWS
WEDNESDAY 1 NOVEMBER 2006
6-8.30 PM
SUNDAY 5 NOVEMBER 2006
12-4 PM

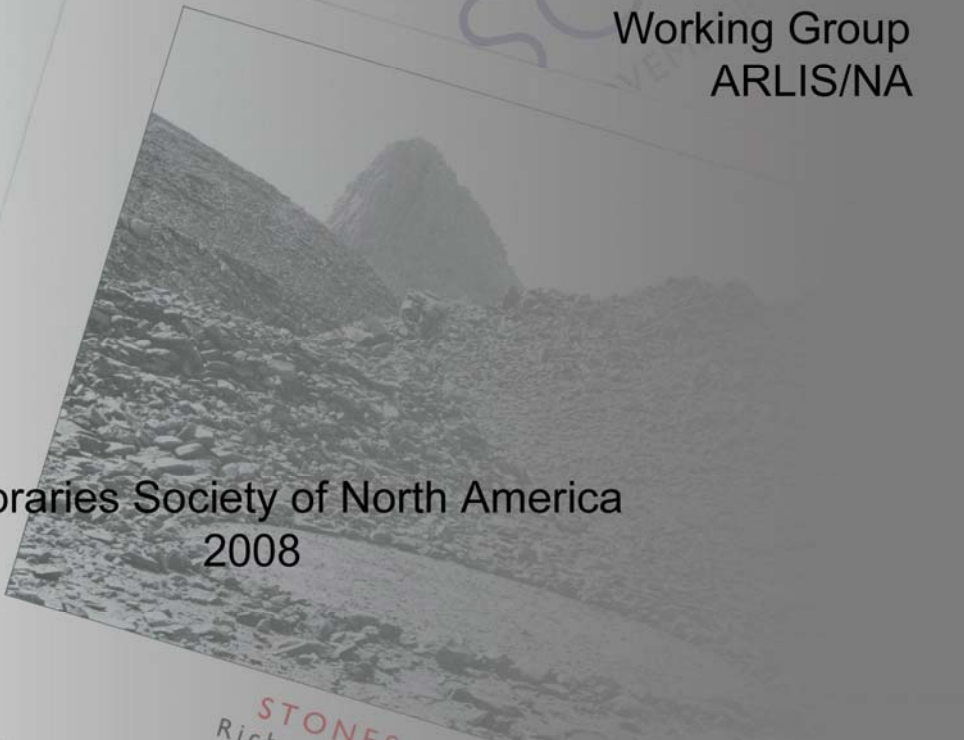
ILLUSTRAT
BEA

Artist Files Revealed

Documentation and Access

by
The Artist Files Working Group
ARLIS/NA

Art Libraries Society of North America
2008



STONES
Rich

Artist Files Revealed

Documentation and Access

Statement of Purpose

Artist files are among the most valued and heavily used resources in art research facilities. These files often provide critical documentation about well established artists, as well as lesser known artists not well documented in the literature. Researchers rely on artist files to establish chronologies, flesh out exhibition histories, review stylistic developments and assess the critical reception of artists over time. Artist files often do not circulate due to their unique and irreplaceable nature. Artist file collections frequently have regional strengths that make them particularly vital repositories for communities.

Ironically, artist files are among the least accessible resources in research collections. The very nature of the material, limited cataloging staff, and lack of technical or administrative support have all contributed to this problem.

While a large number of institutions have made records of their files accessible from their local catalog or website, they have yet to migrate them to larger union catalogs where users can more readily connect with them. As a result, it is only the most diligent of researchers that will discover these files by searching individual local catalogs or other publicly published indexes. In effect, this has made artist files the single most untapped resource to the broader art research community.

This publication links the art researcher to a web-based directory of institutional holdings of artist files (Directory of Artist Files) that allows for efficient browsing of collection statements and provides links to further institutional resources.

For the art librarian, this publication provides general guidelines for creating MARC records representing artist files. Documentation about the migration of artist file records to larger union catalogs is presented, further facilitating discovery for users.

Future updates to this site will include documentation about establishing, managing, digitizing and maintaining artist files.



Project Parameters

Project Definition of Artist Files

In keeping with the diverse nature of artist files and the varying institutions that maintain them, a broad definition has been used for the purposes of this project.

Artist files are:

Collections of small-sized documents relating to the visual arts that are collected and arranged for the purposes of research. Often, these materials fail to receive individual full-level cataloging.

It is important to note that the term "ephemera " has been excluded from this definition as artist files include, but are not limited to ephemera. That said, much literature has been devoted to the subject of ephemera and Maurice Rickards, a notable figure in the field of ephemera, has referred to it as the "minor transient documents of everyday life," which aptly describes artist files as well.

Material Types

Artist files consist of the following variety of materials:

Announcements, architectural drawings, artist statements, artworks, auction catalogs, brochures, checklists, commercial gallery catalogs, clippings, cultural artifacts, diaries, digital files, exhibition catalogs, institutional publications, interviews, invitations, journals, mail art, manifestos, manuscripts, maps, memorabilia, microform, negatives, oral histories, pamphlets, photographs, postcards, posters, press releases, price lists, prints, private view cards, resumes, scripts, serials, slides, and transcripts.

Subject of Artist Files

The subject of artist files represented in most collections encompasses, but is not limited to, the following:

Individuals

Administrators, architects, artists, authors, bookbinders, collectors, connoisseurs, critics, conservators, craftsmen, curators, dealers, designers, educators, filmmakers, historians, journalists, patrons, printers, publishers, scholars, etc.

Institutions

Academic institutions, architectural firms, archives, auction houses, commercial galleries, foundations, foundries, galleries, governmental bodies, historic sites, institutes, kunsthallen, libraries, monuments, museums, publishers, religious organizations, research centers, private collections, societies, etc.



The Artist Files Online Directory

The Artist Files Online Directory retains information records contributed by institutions that house files* related to the visual arts, both historic and contemporary. Cultural institutions such museums, libraries, archives, and historical societies often hold extensive and rich collections of files related to artistic production. These collections are important, but frequently undocumented and therefore underutilized, resources.

Only the most diligent researchers will discover these files by way of searching multiple online catalogs or other publicly accessible indexes. In effect, this has made artist files the single most untapped resource to the broader art research community.

In response to this, The Artist Files Online Directory was created as a centralized repository for cultural institutions to promote their collections related to artist files and for users to discover these resources more readily. All institutions, regardless of size or geographical location, are encouraged to contribute records to this directory.

*Please note that we have chosen to use the term “files” as a generic, but inclusive term to represent the broad array of terms used by institutions in describing their collections, which includes ephemera files, clipping files, vertical files, and information files.

[CLICK HERE to Access the Artist Files Online Directory*](#)
[\[*coming soon\]](#)

Online Directory Screen Shots [coming soon]



MARC Record Recommendations for Artist Files

While the value of artist files to researchers has long been recognized, their visibility beyond the walls of research collections is surprisingly limited. Significant numbers of institutions provide records of their files from their local catalogs, though virtually all of these have yet to migrate them to larger union catalogs where users can more readily identify them. As a result, it is only the most diligent of researchers that will discover these files by way of searching multiple online catalogs or other publicly published indexes. In effect, this has made artist files the single most untapped resource to the broader art research community.

Thus, one of the objectives of this site is to provide art librarians with the tools to expand the reach of their artist file records into the broader research domain.

Elemental to the process of adding records to union catalogs is establishing MARC records for artist files. The documentation presented here is intended for institutions that have yet to create MARC records or those that intend to upgrade their existing records.

We should note that it is not our intent to establish a standardized record for artist files, but rather to provide two possible records for artist files. Significant work has previously been done by others to develop standards for similar materials.*

Building on this work, we present two record samples for artist files: one that is truly minimal and a second that is more extensive. The first will provide a simple, yet fully functional record. The second will provide an additional level of description and access as local conditions allow. Reasons for implementing one or the other may depend in great part upon access needs, ease of implementation, online catalog capabilities, cataloging staff levels, or consortial limitations to name only a few. Certainly, an institution might choose to implement the minimal record for some files and the fuller record for files of particular importance -- or yet again something in between these two guidelines.

* The InDoMat ("Inaccessible Domain" Materials) Working Group defined a minimal-level MARC record for describing catalogs, clippings, visual resources, architectural records, and documents on a collection level (See their final report for additional details: <http://www.oclc.org/programs/ourwork/past/indomat/final.htm>). Their work was later adopted by the Program for Cooperative Cataloging (PCC) in the form of the "Core Bibliographic Record for Collections" (<http://www.loc.gov/catdir/pcc/bibco/coreintro.html#7>). For a document that looks at local practices, Daniel Starr provides a valuable overview of cataloging artist files at The Museum of Modern Art in a paper presented at IFLA in 2000 (<http://www.ifla.org/IV/ifla66/papers/068-165e.htm>).

Minimal-Level MARC Record for Artist Files

Variable fields

Field	Indicators	Value	Explanation/description
040		axx cxx	Cataloging source code
100	1 _	aArtist's name	Main entry heading. Follow LC/NAF form if available, or ULAN.
245	10	a[Title : bartist file]	Supply a short, descriptive, cataloger-constructed title when needed. Enclose it in square brackets or not as specified by AACR2 or any of the specialized cataloging rules being followed.
300		a1 folder.	Physical description/extent. Indicate the extent of the collection either by giving it or estimating it in terms appropriate to the material being described (e.g., the number of pieces, the number of containers).
500		aMay include announcements, clippings, press releases, brochures, review, invitations, small exhibition catalogs, resumes, slides, and other ephemeral material.	General and local notes: important information about the collection being represented. Some examples might be: a brief note describing the nature of the collection when the title is generic and nearly meaningless on its own and subject headings are broad; a note indicating a supplementary finding aid when one exists; a partial contents note when certain items in the collection are important but are not cataloged separately.
600	10	aArtist's name	Subject heading - Name of artist. Use same form of heading as 100. Follow LC/NAF form if available, or ULAN.
655	_7	aArtist files. 2 aat	Subject/genre heading – Genre/form. Assign such headings from an established thesaurus or subject heading system and/or an appropriate genre/form list (use MARC 21 source codes http://www.loc.gov/marc/relators/relahome.html)

Expanded MARC Record for Artist Files

Variable fields

Field	Indicators	Value	Explanation/description
040		axx cxx	Cataloging source code
041			Language
043			Geographic area code
100	1 _	aArtist's name	Main entry heading. Follow LC/NAF form if available, or ULAN.
245	10	a[Title : bartist file]	Supply a short, descriptive, cataloger-constructed title when needed. Enclose it in square brackets or not as specified by AACR2 or any of the specialized cataloging rules being followed.
260		c	Date or range of dates
300		a1 folder.	Physical description/extent. Indicate the extent of the collection either by giving it or estimating it in terms appropriate to the material being described (e.g., the number of pieces, the number of containers).
500		aMay include announcements, clippings, press releases, brochures, review, invitations, small exhibition catalogs, resumes, slides, and other ephemeral material.	General and local notes: important information about the collection being represented. Some examples might be: a brief note describing the nature of the collection when the title is generic and nearly meaningless on its own and subject headings are broad; a note indicating a supplementary finding aid when one exists; a partial contents note when certain items in the collection are important but are not cataloged separately.
520			Summary
545			Biographical information

555	0		Cumulative index/finding aid
590			Local note
600	10	aArtist's name	Subject heading - Name of artist. Use same form of heading as 100. Follow LC/NAF form if available, or ULAN.
650	_0		Topical subject heading (LCSH)
653			Index term – uncontrolled
654		aSubject 2aat	Faceted subject heading (for AAT, use 2aat)
655	_7	aArtist files. 2aat	Subject/genre heading – Genre/form. Assign such headings from an established thesaurus or subject heading system and/or an appropriate genre/form list (use MARC 21 source codes http://www.loc.gov/marc/relators/relahome.html)
655	_7	aReproductions. 2aat	
655	_7	aClippings. 2aat	
655	_7	aVertical files. 2aat	
7XX			Added entries (if applicable, e.g., 700 other persons, 710 institutions)

Sample Records

Minimal Level

Robert Rauschenberg Artist File

040 |aMZA |cJPG

100 1_ |aRauschenberg, Robert, |d1925-

245 10 |a[Robert Rauschenberg : |bartist file]

300 |a1 folder.

500 |aMay include announcements, clippings, press releases, brochures, reviews, invitations, small exhibition catalogs, resumes, slides, and other ephemeral material.

600 10 |aRauschenberg, Robert, |d1925-

655 _7 |aArtist files.

Expanded Level

Robert Rauschenberg Artist File

- 040 |aFNE |cFNX
- 041 |aEnglish
- 043 |an-us---
- 100 1_ |aRauschenberg, Robert, |d1925-
- 245 10 |a[Robert Rauschenberg : |bartist file]
- 260 |c1945-
- 300 |a1 folder.
- 500 |aMay include announcements, clippings, press releases, brochures, reviews, invitations, small exhibition catalogs, resumes, slides, and other ephemeral material.
- 520 |aIncludes exhibition or other catalogs (less than 50 pages) which have not yet been fully cataloged.
- 545 |aAmerican painter, printmaker, designer, and experimental artist; he is regarded as one of the most influential figures in the move away from the abstract Expressionism that had dominated American art in the late 1940s and early 1950s. Rauschenberg was born in Port Arthur, Texas and presently resides in Captiva Island off the coast of Florida.
- 555 0 |aLocal database may provide access to selected items in the file.
- 590 |aColor reproductions of MFAH paintings contained within.
- 600 10 |aRauschenberg, Robert, |d1925-
- 650 _0 |aArt, American.
- 653 |aExperimental art (United States).
- 654 |aAmerican |b School. |2aat
- 655 _7 |aArtist files.
- 655 _7 |aReproductions. |2aat
- 655 _7 |aClippings. |2aat
- 655 _7 |aVertical files. |2aat
- 710 2 |aMuseum of Fine Arts, Houston.

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Additional Resources Related to Artist Files

Online Collections

Archives of American Art

<http://www.aaa.si.edu/>

Art and Artist Files in the Smithsonian Libraries' Collections

<http://www.sil.si.edu/DigitalCollections/Art-Design/artandartistfiles/>

Artists in Canada

<http://daryl.chin.gc.ca:8000/BASIS/aich/user/www/sf>

ARTstor [subscription required]

<http://www.artstor.org/index.shtml>

Los Angeles as Subject

<http://www.usc.edu/libraries/archives/arc/lasubject/>

NYPL Digital Gallery

<http://digitalgallery.nypl.org/nypldigital/index.cfm>

Utah Artists Project (part of the Mountain West Digital Library)

<http://155.97.12.155/mwdl/index.php/index>

Microform Collections

New York Public Library. Artist Files on Microfiche. Alexandria, VA: Chadwyck-Healey, Inc., [1989].

Museum of Modern Art Library. Artists Files on Microfiche. Alexandria, VA: Chadwyck-Healey, Inc., 1986.

Museum of Modern Art Library. Artists Scrapbooks. Alexandria, VA: Chadwyck-Healey, Inc., 1986.

Catalogs, Indexes, Guides and Directories

Archives of American Art

<http://www.aaa.si.edu>

Archives of Women Artists

<http://www.nmwa.org/library/archives.asp>

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Directory of Vertical File Collections on Art and Architecture Represented by ARLIS Montreal/Ottawa/Quebec. Montreal: ARLIS M/O/Q, 1989.

Women Artist Archives National Directory (WAAND)
<http://waand.rutgers.edu/>

WorldCat
<http://www.worldcat.org/>

Centers and Societies for Ephemera Research

Centre for Ephemera Studies, University of Reading, England
<http://www.reading.ac.uk/typography/research/typ-researchcentres.asp>

The Ephemera Society (U.K.)
<http://www.ephemera-society.org.uk/index.html>

The Ephemera Society of America, Inc.
<http://www.ephemerasociety.org/news/news-itinerary.html>

Conferences

From Here to Ephemerality: Fugitive Sources in Libraries, Archives, and Museums (Rare Books and Manuscripts Section of the Association of College and Research Libraries, a division of the American Libraries Association; 48th RMBS Preconference, June 19 - 22, 2007, in Baltimore, MD.)
<http://www.library.jhu.edu/collections/specialcollections/RBMS/program.html>

Buried Treasure: Artist Files in the Digital Age (session summary) (ARLIS/NA 30th / VRA 20th Joint Conference, St. Louis, Missouri - March 25, 2002)
http://www.arlisna.org/news/conferences/2002/proceedings/seminar_4.html

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<http://www.ala.org/ala/acrl/acrlpubs/rbm/rbmadvertising.cfm>

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Credits

Artist Files Working Group members