

Binder inventory workflow for – Percent for Art

1. Get a binder from the non-inventoried box in the locking file cabinet.
2. Open “list of building projects” spreadsheet
 - a. Look at front of binder for project year
 - b. Place project under the first year listed (example: Knight Law Center 1998-1999 is placed under 1998 – however, note the full term of the project as in 1998-1999). Look at the spreadsheet for examples, if you are unsure.
 - c. Give the binder an accession number (column 2), following numbering convention on spreadsheet.
 - d. Put in your initials, date and type “in process” into the relative “Folders inventoried & ready for scanning” cell.
3. Go to Percent for Art folder on Abigail
 - a. Create a new project folder.
 - b. Open Percent for Art “template” folder
 - c. Copy/paste the folder templates and both spreadsheets
 - d. Print a copy of the binder inventory (Word document)
 - e. Rename both spreadsheets for your project.
 - i. Example: Scan Worksheet_Knight-law_images or Scan Worksheet_Knight-law_docs
4. Open the image spreadsheet and put in project name in top left cell.
 - a. Example: Project name: 1998 UO Knight Law Center_images
5. Next, begin to inventory the binder, working with the image spreadsheet first.
6. Go through the binder, and place artist names (last name first) in the appropriate column. As you look through each artist’s section, skim the documents to obtain and add in title names, materials/technique, artwork size etc., as you see fit, but only list one artwork per artist. If an artist has more than one artwork, do not list them at this time.

Artist Statements or Statements about the Artist:
<ul style="list-style-type: none">• At times you will see an artist statement on a document that will not be scanned. Usually these will be located at the bottom of the OAC’s “Registration for Works of Art” form (under the “A special statement about yourself...” section). Because we don’t scan this form, the artist statement will provide a valuable context to the artwork created.• Transcribe this statement onto the image spreadsheet “General Notes” cell for that artist. You don’t need to place the statement in quotation marks, but do add the artist’s last name and year provided after the quote. Place name and date in parenthesis. Example: (Smith, 1982)

- Infrequently, the information is a 3rd-party statement about, but not by, the artist. In that situation, create a new column next to the “General Notes” one and name it “about the artist” (or something similar). Key in the 3rd party statement about the artist there.
- **Exception:** If the statement is exceptionally long or difficult to decipher, check in with me and we’ll make a mutual decision about the information’s relative value compared to the time it will take to retrieve it.

7. Continue until you have a list of all artists for this project.
8. Next, create a file identifier for each artist. Follow the file-naming conventions given. You may create a base or “root” identifier, then copy/paste down the list, so that you only need change the unique 2-digit ID number for each artist.
9. Once each artist has his/her own unique identifier, open the document spreadsheet.
 - a. Put in the project name in the top left cell.
 - b. *Example: Project name: 1998 UO Knight Law Center_docs*
10. Next, copy/paste the list of artists and their unique identifier from the image spreadsheet into the appropriate columns.
11. Edit the unique image identifier to create a document identifier: (short-cut below):

Document identifiers are distinct from image file names by adding a “d” after the artist number. Here’s a short-cut of how to add the “d” to all file names quickly:

1. Select (click on) the first “File Identifier” cell.
2. Use Control/F-key to open a find and replace box
3. Make sure the first drop-down search box has “by columns” chosen.
4. The second drop-down box should have Look in: “formulas” chosen as a default.
5. In the “find what” box, type in **_a01**
6. Click on the replace tab, and in the “replace with” box type d_a01
7. Use the replace button individually per cell. Do not use the “replace all” button as it (sometimes) alters other cells that have similar text. Once you have all the file identifiers with added “d,” close the box.

Now you may copy/paste any titles from the image spreadsheet into the documents “relates to artwork” columns.

12. Return to the binder and make sure you have all artworks titles listed for each artist noted in the spreadsheet. You may also add in any missed information such as materials or medium or artwork size*, etc. at this time.

***For artwork measurements, please do not use quotation marks “” to show inches or ‘ for foot/feet. When the information is uploaded from the spreadsheets, an extra “” or ‘ is added automatically to each of these (in Acquisition Station fields), resulting in 8 x 9”” or 8”” x 9’’. Keying in the term *feet* or *inches* avoids that.**

13. Once you have all known artworks lists for each artist, print out a copy of the images spreadsheet.
 - a. **Use “print preview” to find out what page number(s) you will need to print—otherwise the entire spreadsheet of about 20 pages will print.**
14. Use this list of artists to search through the card files. Write on the printed sheet whether there is a card file for each artist. Note if there are multiple cards/slides per artist. Card files may provide OAC identification numbers for the artist. Add in this information into the proper cell when it is provided.
 - a. You can also use the information on the card files to fill-in gaps of missing information on the spreadsheets.
 - b. Put all card files into a plastic sleeve and place within binder.
15. In the documents spreadsheet, when one artist has created multiple artworks, place all the artwork titles in one cell, with a semi-colon in-between each in the “relates to artwork” field.
16. Continue until you have all artists listed with their respective artwork, medium, materials, size, file identifier name, etc.
17. Next, review all documents and put in titles (follow naming conventions), file identifiers, etc., per artist.
18. When you’re finished, return to the “List of building projects” spreadsheet. Change your “in process” note to “ready for review.”
19. Complete printed binder inventory sheet and return the binder to the lock-up file area for review. Once you’ve finished your binder inventory, you may pick up a ready-to-go “reviewed” binder to begin processing.