

Oregon Percent for Art workflows—part 2

Step 4: Review and edit selected fields using Acquisition Station. Note that some metadata fields may reflect image (I) or textual documents (T) only.

Begin with these fields. These are “check over” columns—basically requiring you to scroll up and down, making sure all cells match:

1. **Title**: (I,T) make sure there is one for every item.
2. **Artwork Site**: (I,T) check to make sure all site names match
3. **Site Address**: (I,T) check to make sure all site addresses match
4. **Type**: (I,T) check to make sure all images are “image,” and all documents are “text.”

Hint: you can organize (cluster by group) items by clicking on the top column cell.

Next are fields that require some research and editing:

- **Creator**: (I,T) Review each artists’ “authoritative” name:
 - First, check the “resource list_URL, spreadsheet.” It currently has a list of all artist names and will be populated with artist URLs. Check with me for more on this....
 - Next, check the library catalog—search under title, subject, author (use last-name-first) <http://libweb.uoregon.edu/>
 - Unless an artist is well-known, (s)he will not be listed. Some artists will have an authoritative listing (ex: Adams, Ansel, 1902-1984). If there is a formal name, first make sure it’s the same person, then update the name—both on the resource list_URL, spreadsheet, and within the project.
 - Finally, check via the Union List of Artist Names from the Getty Institute at http://www.getty.edu/research/conducting_research/vocabularies/ulan/.
 - Write “checked, okay” in the resource list_URL, spreadsheet if name is correct and leave as is, with last-name-first.
 - If either search (UO or ULAN) shows an alternative name version of what is on AcqSta, make a note in the resource list_URL, spreadsheet.
- **Image View**: (I) Image only. Some of the earlier projects may not have a view denoted, when it’s obvious there should be one. Add or edit accordingly. Try to keep terms standardized. “detail” (lower case) is the most prominent use in this field.

- **Medium:** (I) Image only. Check to make sure all terms fit controlled vocabulary. Use ONLY controlled vocabulary terms (highlighted):

<p> Architecture Calligraphy Ceramic art Cibachrome USE Photography Collage Drawing Earthenware USE Ceramic art Engraving Etching USE Printmaking Fabric USE Fiber art Fiber art Fiber USE Fiber art Furniture making Furniture USE Furniture making Glass Gouache USE Painting Intaglio USE Printmaking Jewelry Leaded glass USE Glass Linocut USE Printmaking Lithograph USE Printmaking Metal work Mixed media Monoprint USE Printmaking Monotype USE Printmaking Mural </p>	<p> Mural painting USE Painting Oil on canvas USE Painting Oil USE Painting Painting Paper relief USE Paper work Paper work Photography Photomurals USE Photography Planographic USE Printmaking Platinotype USE Photography Porcelain USE Ceramic art Print USE Printmaking Printmaking Relief sculpture USE Sculpture Sculpture Serigraph USE Printmaking Serigraphy USE Printmaking Signage Stained glass USE Glass Tapestry USE Textile art Textile art Watercolor USE Painting Weaving USE Textile art Woodcut USE Printmaking Wood carving </p>
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- **Hint:** you can access the controlled vocabulary in AcqSta by opening the file and scrolling down to the “medium” field. The right side of the screen will exhibit vocabulary terms. Double-click on a term to choose it.
- Make sure all medium terms have a capital first letter.
- Some artwork reflects more than one medium, for example Textile art and Fiber art are often synonymous. Other artwork may have a Mixed media component in addition to its main characteristic. You may put in multiple mediums that fit.
- If there is a term that isn’t in the controlled vocabulary, but would fit better in the materials/techniques field, please delete/move it accordingly.
- **LC Subject:** (I,T) Put in keyword, “missing” in this field.
- **Artwork Measurements:** (I) Image only. If none listed, check binder and card file for data. Input accordingly. (Be aware that in some cases, there will not be any data.)
 - Remove double quote marks, if any, from existing measurements.
- **Materials/Technique:** (I) Image only. There should already be data for each artwork; if not, check binder/card file for missing data and add it in.

- **Award Date:** (I,T) Review binder, card files for award date and add in; use year (YYYY) of award only.
 - Multi-year awards (for projects that span years) are denoted with beginning year to ending year – with semicolons in-between. This is so any year within a span may be searched.
 - Ex: for State Capitol Building project, which spanned 1976-1977, award date would be 1976; 1977.
- **Installation Mechanism:** (I) Image only. Check binder/card file; add in where provided. Keep it simple, use full sentences.
- **People Depicted:** (I) Image only. Include people in images, if known. Last-name-first. Use “authoritative” version of name from creator field when known artist is viewed.
- **Artwork Creation Date:** (I) Image only. Review binder and card files; add in when found.
- **Artwork Installation Date:** (I) Image only. Review binder and card files; add in.
- **Location:** (I) Image only. This field is to denote the location (usually within a building) for artwork. Usually, this will be listed on the card file (under no. 2, three lines down).
- **Artwork County Location:** (I,T) make sure county is denoted. There is a controlled vocabulary for this field. Check with me if you’re not sure which county.

- **Descriptive Notes:** (I,T) **this may be the most difficult field:**
 - **For images:** Brief description of the artwork. Two or three full sentences maximum. You may find help in the binder for descriptive background. You may also want to review the “*description of piece & materials used*” section on the Registration of Works of Art page for each artwork.
 - With images, we seldom have words that tell us what it is – we just have the image itself. With images, we have to describe what we think the image is.
 - What is the picture of? Generic description of the objects and actions represented in the picture are factual descriptions. What is the picture about? Descriptions of the mood of the picture are expressional descriptions.
 - Ask yourself these questions:
 1. **Who?** Who or what is this a picture of? Are there people? Children? Men? Women? Fish? Horses? Trees? Buildings? A specific named person or thing?
 2. **What?** What are the creatures or objects in this picture doing? What is their condition or state of being? What emotions are conveyed by these actions or conditions? What abstract ideas do these actions or conditions symbolize?
 3. **Where?** Where is this picture spatially? Is it an identifiable geographic place? Is it a mythical place? Does place matter in this picture?
 4. **When?** The concept of *When* can be both a specific date and a time period. Is the time period significant? Can you determine the time period?
 - **For text:** Preface with number of pages. Write as abbreviation—ex: 2 p.
 - Only write a description for multiple page documents.

How do you determine the number of pages?

- There are two methods to determine the number of pages
 - Look at the online collection page to determine the number
 - In AcqSta, arrange the creator column by clicking on the “creator” tab. This will organize all cells alphabetically. Locate the text files by a specific creator. Note which is/are the compound object(s).
 - Note: compound object files will not have an identifier.
- Follow with (generic) short full sentence(s). Examples:
 - 3 p. Goodwin Harding's 1985 artistic process (or)
 - 5 p. Janette K. Hopper's 1985 resume and exhibition list
 - In unique cases, there may be something noteworthy. Add this in (such as) *There are several hand-written notes on the page.*

- **About the Artist:** (I) Image only. In earlier projects, we didn't add in info provided about the artist. Check binder for missing data, articles, etc., and add in accordingly. We're seeking missed artist background, bio, etc.
- **Relates to Artwork:** (T) Text only. Supply related artwork if missing.
- **Full Text:** (T) Text only. Check to make sure full text was mapped. Note that compound objects will not have full text. Make a note/let me know if text is missing.
- **Artist Statement:** (I) Image only. Review binder to discover one...if there is one.
- **OAC Identifier:** (I,T) if missing, check binder/card files. Add in, if found
- **Source Format:** (I,T) in most cases, this will be complete. If field is empty, add in. Most documents will be *document; bw*. Most images will be *slide; color*.
- **Language:** (T) documents only – supply the language of the text (usually English)
- **Metadata Creator:** (I,T) add your initials here to the existing ones (ex: jab; ppt; rgb)
- **Source Object Dimensions:** (I) Image only.
 - 35mm for slides; size of original materials scanned for photographs, etc (i.e. 35mm, 8 x 10 inches, 4 x 5 inches)
- **Missing items:** (I) Image only. Check to make sure missing images are noted; add the phrase *missing image* if needed.
- **Cataloging Status:** (I,T) when you've completed all fields in a project, change status from uncat to cataloged; add your initials (ex: cataloged; jab)
- **Original Commission Amount:** (I) Image only. (award amount or cost of artwork) Add this in when available. This amount is often in binder on the Registration Works of Art printed page or noted on the card file.

You're done with part 2! Make a note of completed status in the achival process column of the *Building Projects Next Stage* worksheet. Return finished binder and its accompanying packet of card files to the locked cabinet. Place the binder in its hierarchical location.

If you are not finished and need to leave, you can close down AcqSta with your work in place. When you open AcqSta next time, the results will still be there.