

Oregon Percent for Art workflows—parts 3 & 4

Step 5: Research on artist and finalize field data:

Note:

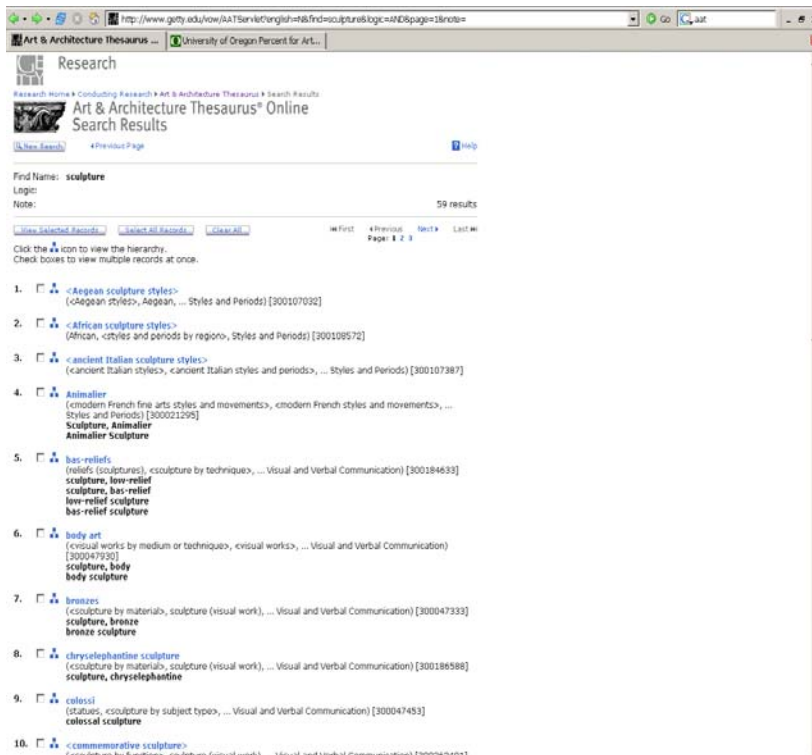
You can access the digital collection at

<http://boundless.uoregon.edu/digcol/oac/index.html>


- Open Acquisition Station (AcqSta)
- From the Percent for Art collection project results page, copy *artwork site* location for your project (example: *Salem Oregon. Department of Transportation. Mall.*)
- Paste artwork site location into the *artwork site* field in AcqSta. Use the search box to input all object (files) for that project location. Re-check the number listed, making sure you have the same number of items online and within AcqSta.


Step 6: Review and edit selected fields. Note that some metadata fields may reflect image (I) or textual documents (T) only.

- AAT Subject (Art and Architecture Thesaurus): (I) Image only.
- You will be adding in related descriptive terms for the artwork.
- Go to http://www.getty.edu/research/conducting_research/vocabularies/aat/.



- Do a search, starting with “medium” term(s). You may also search (as applicable) using “materials/technique” terms, “description on object” or?
- Find the term, terms or phrases that most represent artwork.
 - (ex: search “sculpture” and result may be “environmental art” and/or “environment sculpture” or “outdoor sculpture.” After a while you may see a pattern of terms that are almost always used for a particular medium or technique.
- Use the applicable terms or phrases found, transcribing terms exactly as found. There may be more than one phrase or term, depending on art. Use terms from the top tier of hierarchy only.

Note: from the image example above, the top of hierarchy will have a  symbol by it.

 **bas-reliefs** (reliefs (sculptures), <sculpture by technique>, ... Visual and Verbal Communication) [300184633]
sculpture, low-relief
sculpture, bas-relief
low-relief sculpture
bas-relief sculpture

- For above, use **bas-reliefs**, NOT “**sculpture, low-relief**” or other lower-tier terms
- Separate each term or phrase with a semi colon. (ex: public sculpture; outdoor sculpture; bronze sculpture)
- **Artist Contact Information**: (I) Image only. This field and the artist URL field (below) work together.
 - Check resource list_URL spreadsheet first to see if we have documented this information. If not listed, do a Google search for the artist.
 - Try searching with quotation marks on artist name to narrow the results (ex: “Adam Smith”).
 - Try to find current contact info or address, preferably an email address from artists’ website. Add in, if found.
 - Put in artist URL into the resource list_URL, spreadsheet.
- **Artist URL**: (I) Image only. Check resource list_URL spreadsheet first to see if we have documented this information. Put in artist’s URL for their website, if they have one. Use URL for artist main page. If you did a search and didn’t find a URL or artist info, make a note in the resource list_URL, spreadsheet, so we, me, you...don’t go over the same artist search over and over again.

Here are some resources you may wish to utilize:

<http://www.laurarusso.com/artists/index.html> (not an artist URL but provides resume/bio info about certain artists. Put in artist URL unless artist has his/her own website).

<http://www.printartsnw.org/artists.cfm?CFID=255443&CFTOKEN=62403479> (prints arts northwest includes many of the Percent for Art artists in their directory)

<http://www.askart.com/AskART/index.aspx> (database of American artist names)

<http://www.artcyclopedia.com/alphabetic.html> (sometimes useful for more renown artists)

<http://www.artnet.com/Artists/ArtistIndex.aspx?alpha=A1> (another international database, not particularly useful unless artist is well-known...or all other searches are null)

- About the Artist: (I) Image only. You worked on this field in the previous steps. So if this field has nothing in it; there's nothing in the binder or card file about him or her. In that case, this is the field to add in info, if found on the web. Make sure to note your resource. (ex: "Data provided by author [or someone else] at <http://www.iamagreatartist.com>. Reviewed on 04/10/07.")
- Cataloging Status: (I,T) If 2nd set of initials are not yours, when you've completed all fields in a project, add your initials in to the pool. (ex: cataloged; jab; plk; klb)

Upload results. Make a note of completed status in the *Building Projects Next Stage* worksheet.