

PRESERVE YOUR STORY

# DOCUMENTING & ARCHIVING ARTWORK

# A BIT ABOUT ME

# WHAT WE WILL COVER

## PART ONE: AN INTRODUCTION

- 1 What is artwork documentation and why do we do it?
- 2 What is dissociation?
- 3 What we will be doing on the workshop?

## PART TWO: A BREAK

## PART THREE: THE WORKSHOP

- 1 Adding an accession number
- 2 Taking a picture of the artwork
- 3 Filling out the documentation form
- 4 Creating backups

# WHAT IS ARTWORK DOCUMENTATION, AND WHY DO WE DO IT?

**Documentation collects and collates all known information about an artwork into a single place. Doing ensures that the legal, intellectual and cultural context of an artwork is understood. For conservators, documentation also shows the ongoing treatment history of an artwork and may aid in future conservation treatments. Ultimately, documentation is done to prevent the threat of dissociation.**

# WHAT IS DISSOCIATION?

**The loss of objects, or object-related data,  
or the ability to retrieve or associate objects and data.**



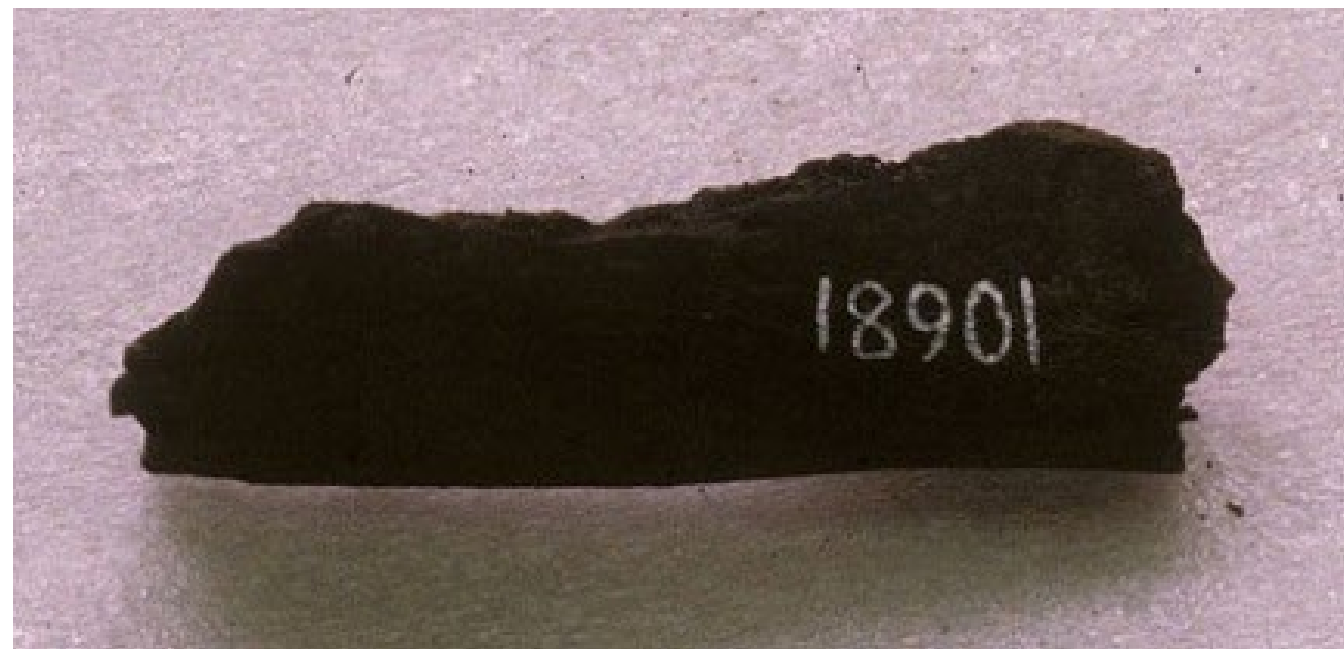
*(Stolen from that Indiana Jones movie)*





OR



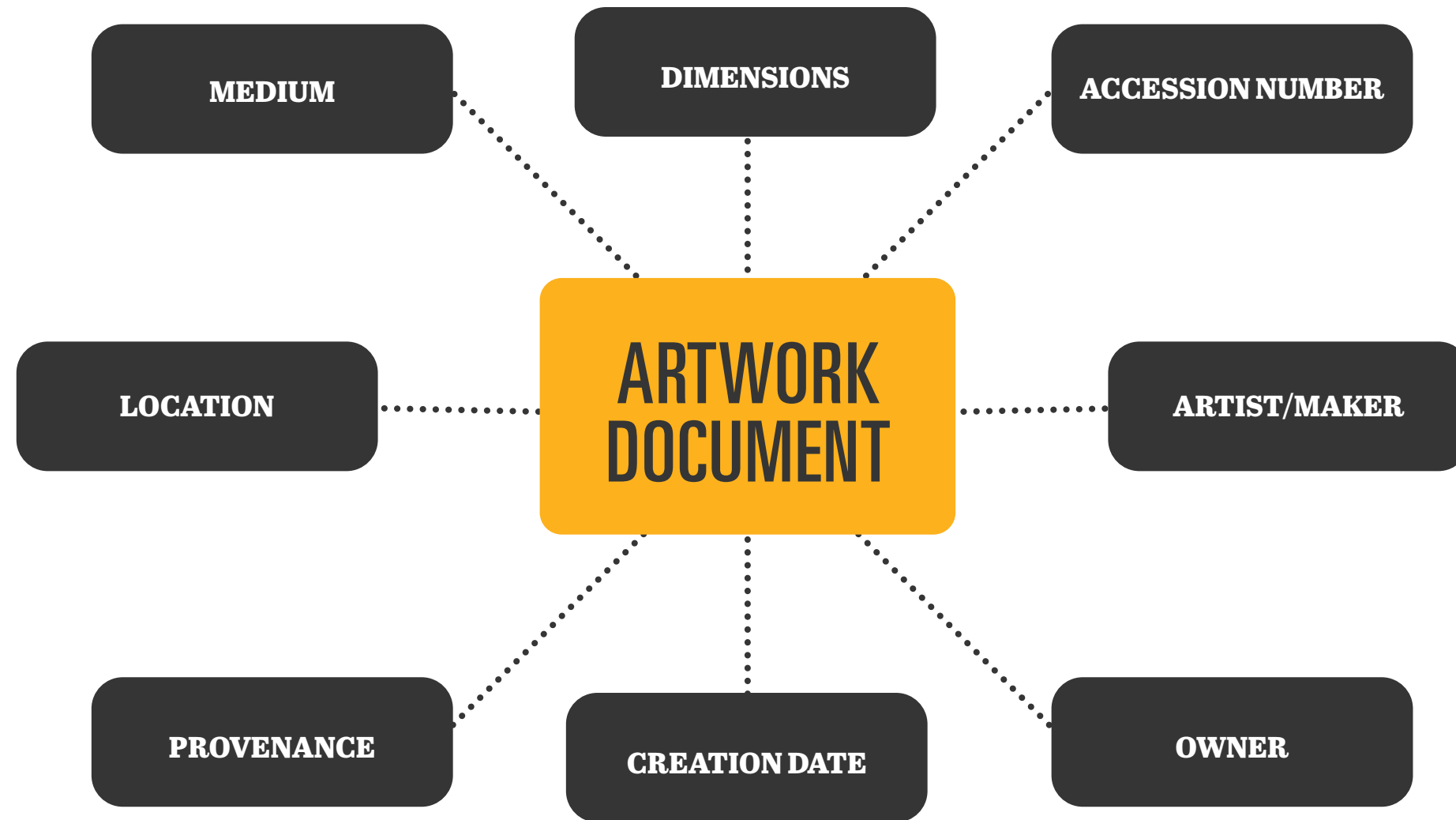


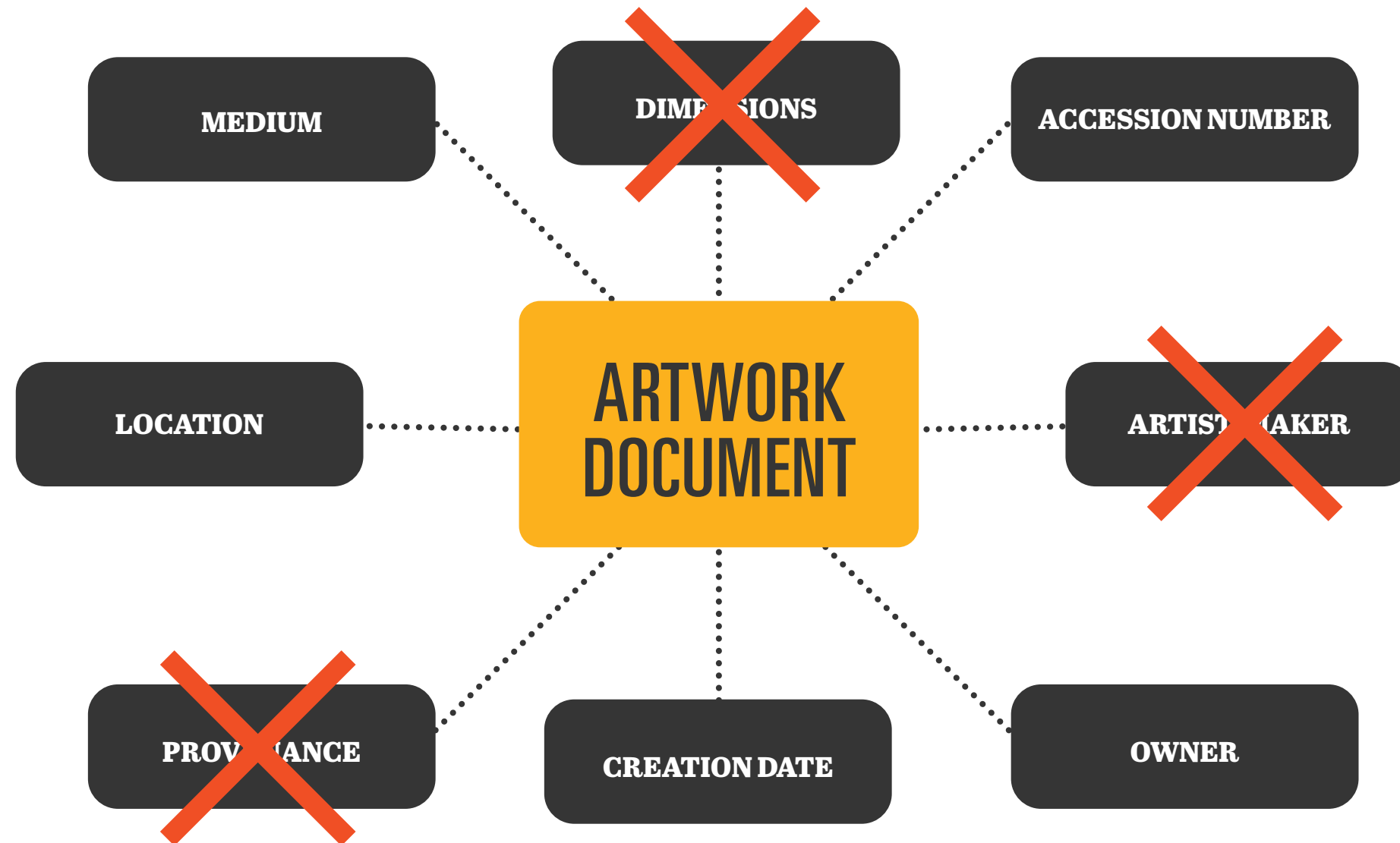
OR

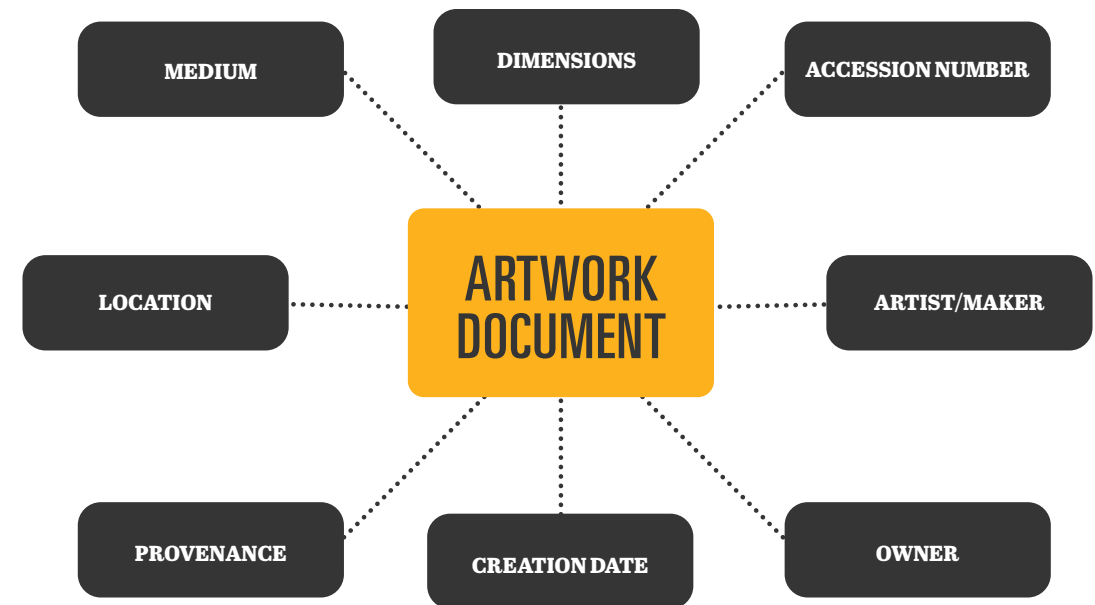
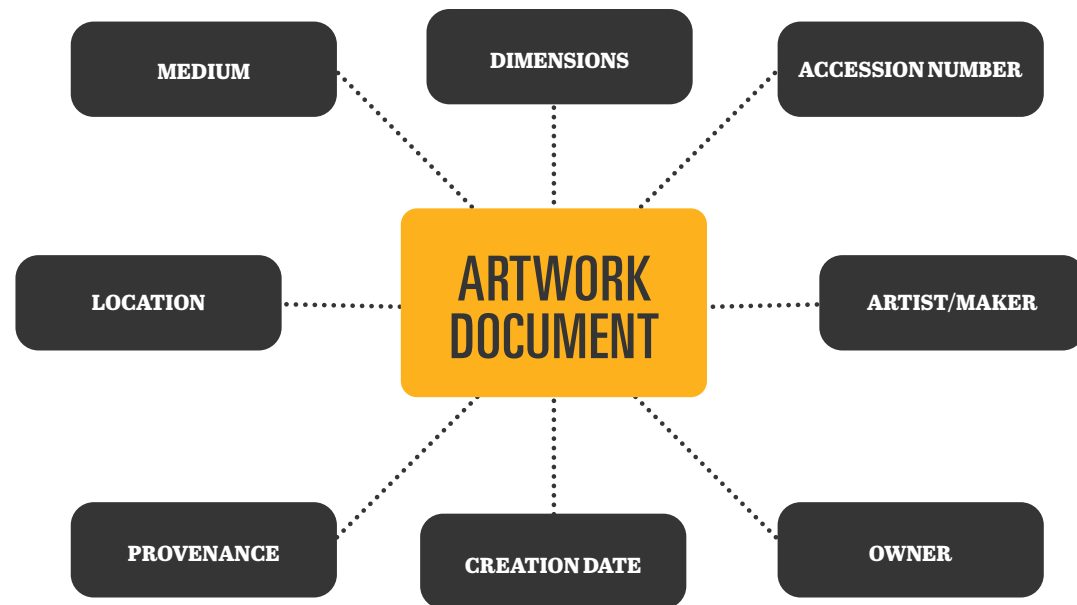
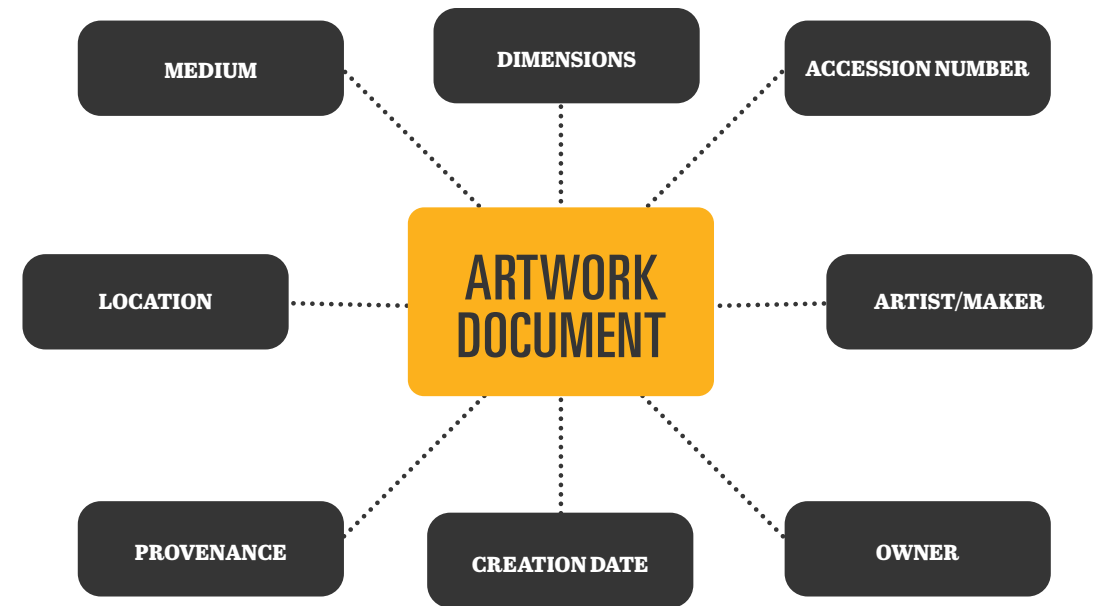
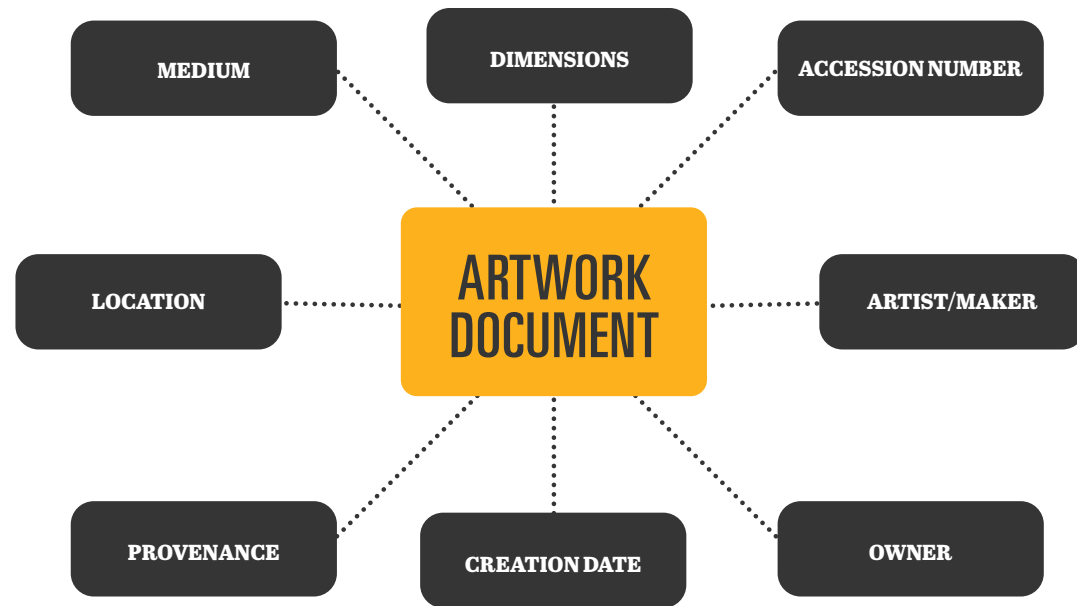


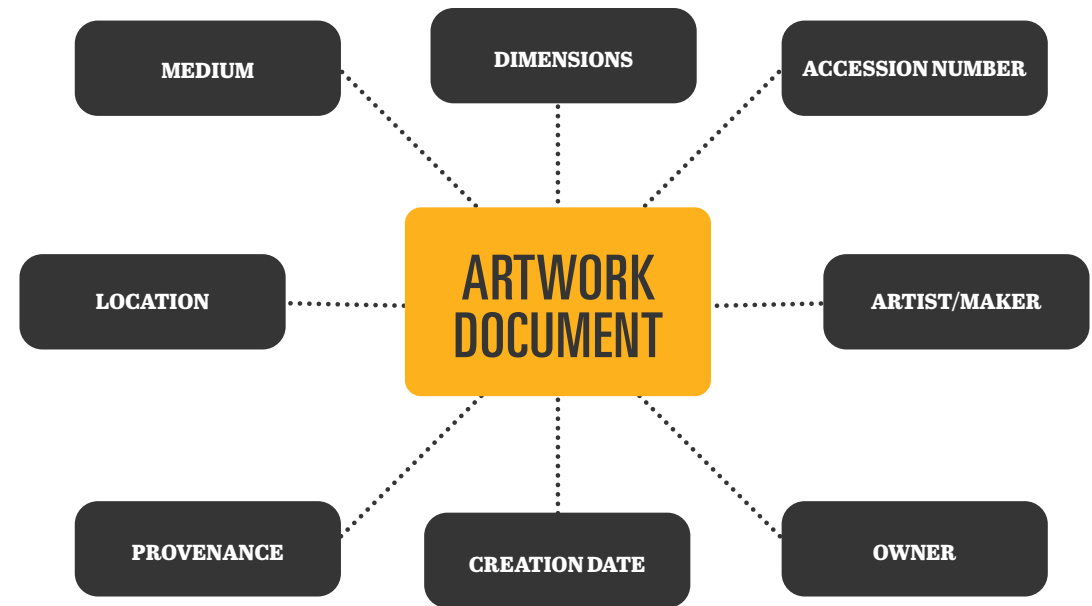
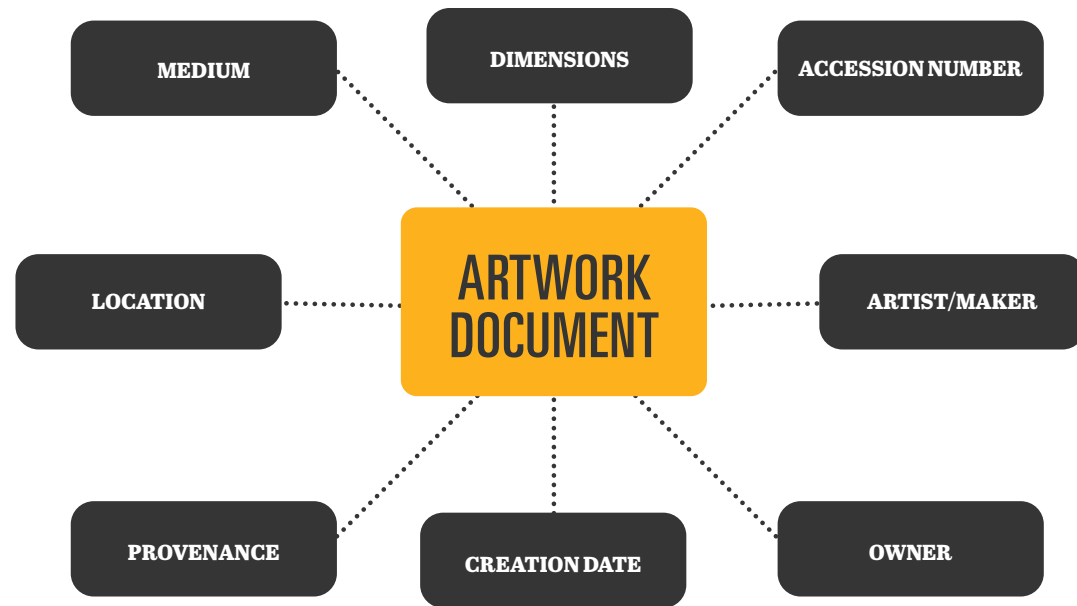
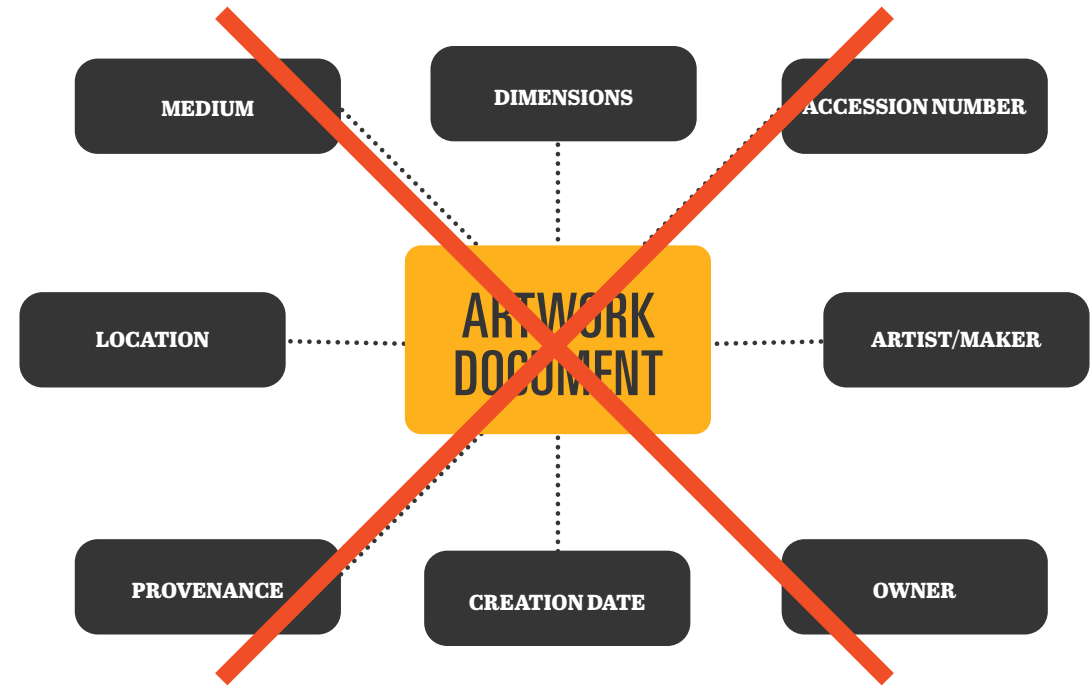
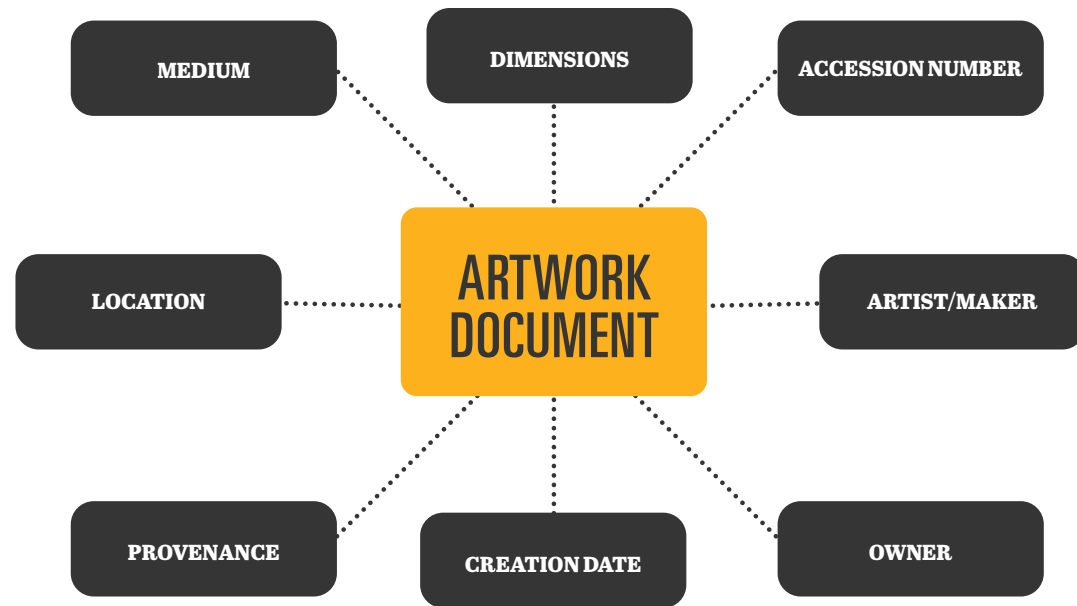


**HOW TO WE STOP  
DISSOCIATION?**











**AN ARCHIVE SHOULD  
FUNCTION INDEPENDENTLY  
OF YOU**

**DOCUMENTATION AND  
ARCHIVING IS BORING**

# DOCUMENTATION AND ARCHIVING IS BORING

(BUT SUPER IMPORTANT)

# EXAMPLES

File Edit Database Records Report Tools Window Help

Quick Search

Databases Search

Cataloguing

- Object
  - Biodiversity
  - Identification
  - Archive Series
  - Archive File/Item
  - Library
  - Acquisition, Provenance
  - Administration & Risk
  - Classification History
  - Condition & Treatment
  - Creation & Production
  - Deaccession & Disposal
  - Diary
  - Document References
  - Exhibitions & Loans
  - Field Collection
  - Group/Member & Relationships
  - Location
  - Management Activities
  - Media & Measurement
  - Photo/Audio-Visual References
  - Physical Aspects
  - Research & Attribution
  - Signature & Marks
  - Subject & Association
  - Tasks & Their Costs
  - Valuation
  - User Defined Fields
  - User Views
- Diary
- Document
- Event
- Packing Unit
- Person
  - Identification
  - Work/Relations
  - Photo/Audio-Visual References
  - Document References
  - Tasks & Their Costs
  - Roles
  - Authority Manager
  - User Defined Fields
  - User Views
- Photo/Audio-Visual
- Identification

Object - User Views

2009.11; Coffee set; Hornsea Pottery; Nomenclature 04 Tools & Equipment for Materials Food Service T&E Food Service Sets Service, Coffee

User View Object Display Information

Object name	Coffee set
Maker	Hornsea Pottery
Media and Materials	ceramic
Measurements	238 x 185mm (9 3/8 x 7 1/2) 47 x 72mm (1 7/8 x 2 13/16) 62 x 86mm (2 7/16 x 3 3/8) 62 x 79mm (2 7/16 x 3 1/8) 28 x 86mm (1 1/8 x 3 3/8) 67 x 106mm (2 5/8 x 4 1/4) 15 x 185mm (9/16 x 7 5/16)
Part	.10 - saucer
Reason	Temporary Storage
Date	30 Oct 2012
Packing Unit	CD1
Location	Mezzanine/Off-site Store
Part	Rest of Object
Reason	Temporary Storage
Date	30 Oct 2012
Packing Unit	CD1
Location	Room 2/Off-site Store

Object - Identification

2009.11; Coffee set; Hornsea Pottery; Nomenclature 04 Tools & Equipment for Materials Food Service T&E Food Service Sets Service, Coffee

Title, Artist, Date ... Media, Measurement ... Other Id, Name ...

Procedural Status

Accessioned

Date Accessioned

Artist/Maker

Hornsea Pottery

Role

Manufacturer

Name/Title

Coffee set

Department

Social History

Date

Period

Accession Number

2009.11

Object Type

England

Place Made

Collection

Brief Description

Hornsea Heirloom coffee set. Brown. The set consists of a coffee pot, 4 saucers, a sugar pot and a creamer.

Controlling Institution

Part	Reason	Packing	Current Location	External
.10 - ...	Tempor...	CD1	Mezzanine/Off-site Store	
Rest ...	Tempor...	CD1	Room 2/Off-site Store	

Object - Diary

2009.11; Coffee set; Hornsea Pottery; Nomenclature 04 Tools & Equipment for Materials Food Service T&E Food Service Sets Service, Coffee

Current Status

Accessioned

Date Due	Actioned	Updated	Notes
	14 Nov 2011	14 Nov 2011	

Object - Photo/Audio-Visual References

2009.11; Coffee set; Hornsea Pottery; Nomenclature 04 Tools & Equipment for Materials Food Service T&E Food Service Sets Service, Coffee

Photo/Audio-Visual Reference	Notes
Demonstration Images\2009\2009.11_1.jpg (Image (Electronic))	
Demonstration Images\2009\2009.11_1-a.jpg (Image (Electronic))	
Demonstration Images\2009\2009.11_2.jpg (Image (Electronic))	
Demonstration Images\2009\2009.11_3.jpg (Image (Electronic))	
Demonstration Images\2009\2009.11_3-a.jpg (Image (Electronic))	
Demonstration Images\2009\2009.11_3-b.jpg (Image (Electronic))	
Demonstration Images\2009\2009.11_4.jpg (Image (Electronic))	

Images (7)

Demonstration Images\2009\2009.11\_1.jpg

Demonstration Images\2009\2009.11\_1-a.jpg

Demonstration Images\2009\2009.11\_2.jpg



**BREAK TIME**

**WORKSHOP**

- 1 Adding an accession number**
- 2 Taking a picture and documenting artwork**
- 3 Filling out the documentation form**
- 4 Creating backups**

workshop

# GLOVES OR NO GLOVES?



workshop

# KNOW YOUR COLLECTION

There is no right way to create a documentation form or archive. It needs to suit your collection and needs.

What is your collection made up of?

How many objects are in it?

What do you think people may misinterpret?

What information do you think is valuable enough to record?

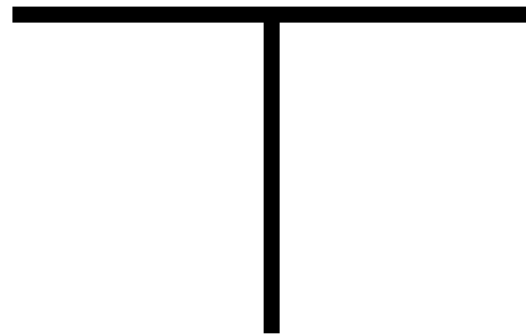


*workshop*

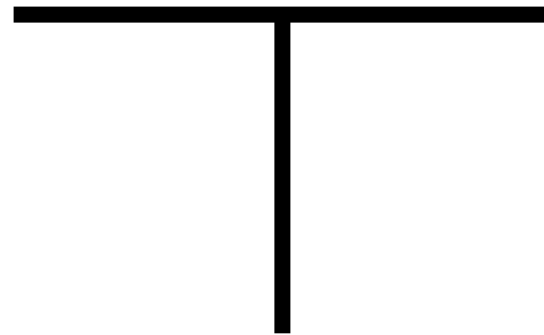
# ACCESSION NUMBERS

**An accession number is a unique identifier given to a specific object, much like library books have their own Dewey decimal number or a grocery item has a unique bar code. It allows for easy identification of an artwork.**

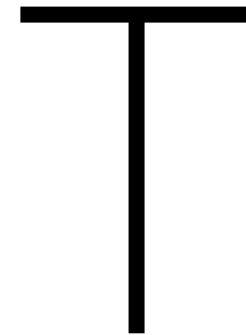
2021.0014-03



**The year that the artwork  
was added to the collection**

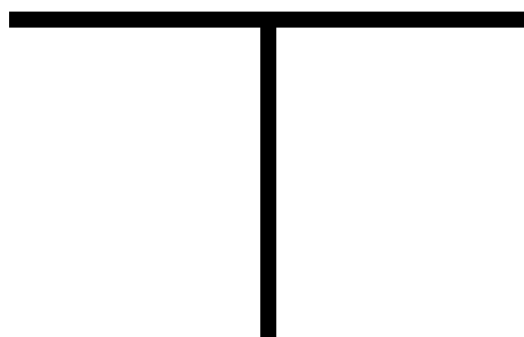


**The artwork or  
collection number**

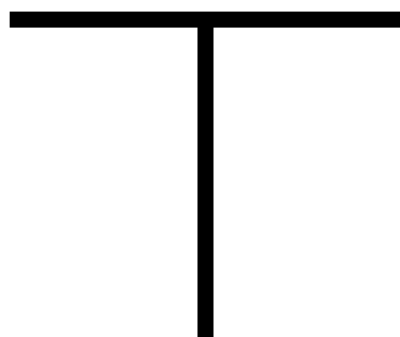


**The artwork's  
part number**

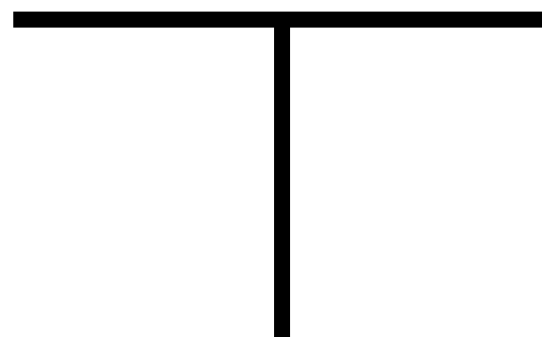
# 2021.PPR.0014-03



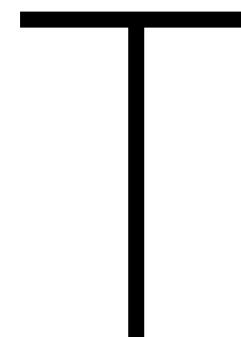
**The year that the artwork  
was added to the collection**



**The artwork type,  
using a letter  
system (this would  
denote a paper work)**

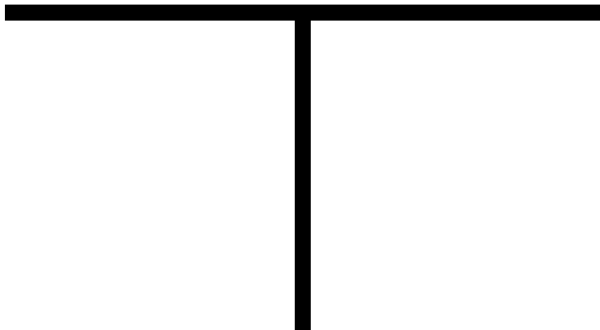


**The artwork or  
collection number**

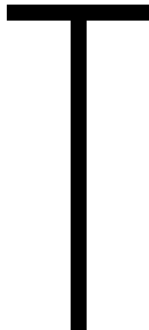


**The artwork's  
part number**

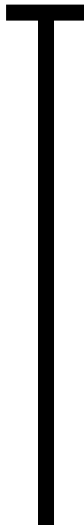
00123.mo01.TitleName.mov



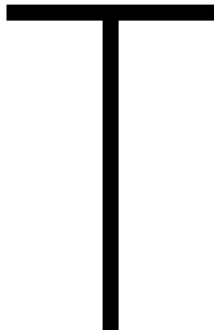
A sequential number  
for the artwork



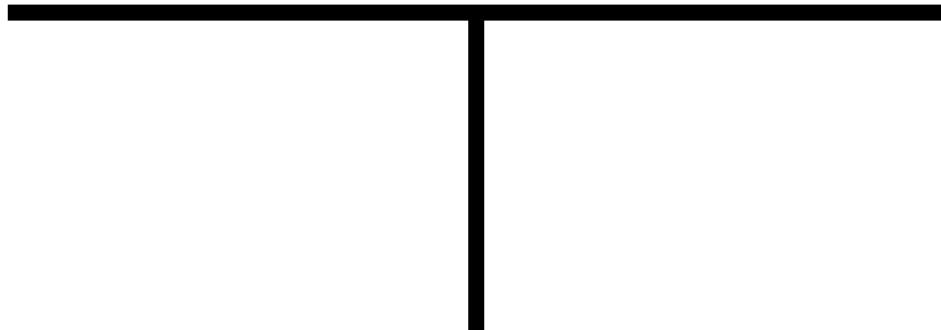
Master  
copy



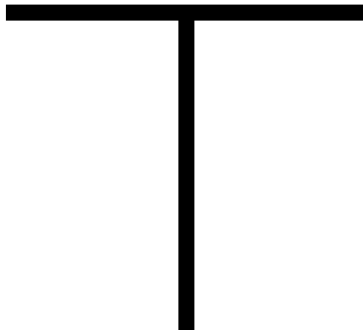
Overscan



Carrier  
Set



Artwork's name



File type

Complicated accession numbers aren't integral for small collections. However, they **are more useful the larger** the collection becomes.

Whatever accession numbering system you use, make sure it is **consistent**, and that your logic is **recorded**



workshop

# APPLYING THE ACCESSION NUMBER

- 1 Writing an accession number with pencil
- 2 Tying on a paper label with the accession number
- 3 Stitching on a cloth tape label with the accession number
- 4 Placing the artwork into a box, bag or sleeve with the accession number on it
- 5 Applying an adhesive label onto the artwork with the accession number
- 6 The weird museum one

*workshop*

# TAKING AND UPLOADING A PICTURE

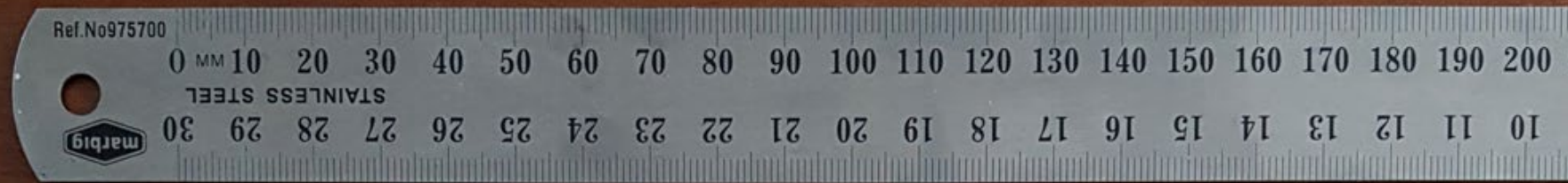
Remember that the photograph just is for documentation purposes, not for artistic purposes. It just needs to be high enough quality and clear enough to make it easily identifiable.

One good picture is usually enough, unless it's a 3D work

Properly lighting your work prior to photography is key

You can either email images to yourself, use online storage (like Google Drive) or use a file sending website for large files (like WeTransfer)

Ruler for  
scale



The artwork



The date that the  
picture was taken

15/03/2014

The artwork's  
accession  
number

2016.002-014

## workshop

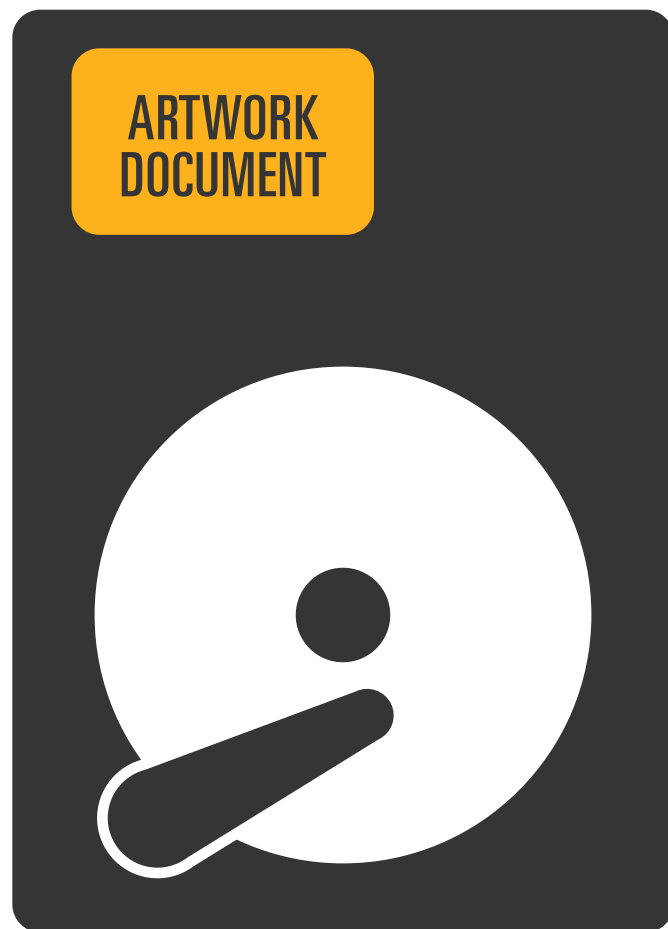
# FILLING OUT THE DOCUMENTATION FORM

- 1 Make no assumptions about future users and be forward thinking. Try to anticipate what a person in the future will want to know about your artwork
- 2 Be precise (but not too precise). The person who may be using this record in the future may not want a 2000 word essay describing the work.
- 3 Pictures are great, but should not be relied on. Pictures may end up getting accidentally deleted, mixed up or corrupted. Have descriptions that support the picture
- 4 The document is flexible. Feel free to change it to best suit you and your collection's needs or attach separate documents.

*workshop*

# CREATING BACKUPS







Make sure that at least **one hard copy** and **two digital copies on different media** exist

Storing a copy online is viable as well, but make sure to **keep it updated or migrate it**

Store at least **one copy off-site** (Online is considered off-site)

Documentation-specific online platforms exist, such as *thecollectingbug.com*, but the onus to keep your information stored **is on them and not you**



# QUESTIONS?

*MarCruz86@gmail.com*