

What Is CollectiveAccess?

CollectiveAccess is a database that integrates information from the Curatorial Department, the Library, and the Archives. It functions as a center for information on artwork, loans, and exhibitions; a catalog for library items; and a repository for archival assets. Its purpose is to support staff's knowledge about Glenstone's art, architecture, and landscape across all roles and departments.

What Will I Find in CollectiveAccess?

CollectiveAccess is divided into three sections. Each has unique resources.

Art

1. Representative images of Glenstone artworks.
2. Extensive information about each artwork, including: exhibition histories, loan profiles, literature references, descriptions, supplemental historical documents.
3. Glenstone Exhibition profiles.

Library

1. Catalog of information resources, including books, ebooks, videos, and more.
2. Access to external image and journal databases.

Archives

1. Artist interviews, installation/fabrication videos, studio visits.
2. Construction videos and architectural records.
3. Oral histories, correspondence, press articles, and exhibition memorabilia.

CollectiveAccess supports relationships between items across all three sections, so items can be discovered through a variety of different avenues.

How Do I Sign Into CollectiveAccess?

Using your Glenstone network credentials, you can get to CollectiveAccess a few different ways:

Option 1: via the website URL

www.ca.glenstone.org

Option 2: via the WebUI App on Okta

www.glenstone.okta.com

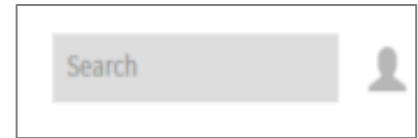
Option 3: via the Okta browser plugin

You must be signed into the Glenstone network, either on site or through the VPN.

How Do I Find Items on CollectiveAccess?

The Basic Search

- The gray box in the upper right corner of the page searches across the entire system (art, library, and archives). These results will be very broad, like a Google search.
- Search tips: use an asterisk (*) to see all items in the entire system, or use quotes to search an exact phrase.



The Advanced Search: Art

- The Art Advanced Search searches only artwork records and can be accessed by clicking *Art* at the top of the page.

A screenshot of the "Art Advanced Search" form. The form is divided into two main sections. The left section contains four search fields: "Title:" with a text box, "Accession number:" with a text box, "Artist:" with a text box containing the word "polke", and "Date:" with a text box. Below these is a larger "Text:" field. At the bottom of this section are "Search" and "Reset" buttons. The right section is titled "Glenstone Exhibitions" and lists several exhibition titles: "Fred Sandback", "Peter Fischli David Weiss", "No Substitute", "If we could imagine", and "The Inaugural Exhibition". Below the search form is a section titled "Artists by Last Name" with a horizontal list of letters: "A B C D F G H J K L M N O P R S T U W". Under the letter "A", three artist names are listed: "Carl Andre", "Giovanni Anselmo", and "Arman".

- You can search by title, artist, and date. The *Text* box functions as a keyword search across all fields in artwork records. Use this field to search for specific words or phrases associated with an artwork.
- You can also browse profiles of Glenstone's exhibitions or browse by artist last name.

The Advanced Search: Library

- The Library Advanced Search searches only items in the Library catalog and can be accessed by clicking *Library* at the top of the page.
- You can search by a variety of fields, including title, author, date of publication, publisher, ISBN, series, subject, format, and language. The keyword search covers all fields in the

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library records. Perform more complex searches by using the AND, AND NOT, OR operators in the dropdown menu.

Library Advanced Search

Enter your search terms in the fields below.

Keyword

AND

Keyword

AND

Keyword

Format:
-

Date range (e.g. 1970-1979)

Language
-

SearchReset

Glenstone Library Resources

NEW LIBRARY ACQUISITIONS

LIBRARY DATABASES

JSTOR

ARTstor

WorldCat

OTHER MUSEUM LIBRARY CATALOGS

National Gallery of Art

Phillips Collection

Smithsonian Libraries

New York Art Resources Consortium

Getty Research Institute

- Additional resources include: other museum library catalogs, the JSTOR journal database, the ARTstor image database, the WorldCat worldwide library catalog, and the new library acquisitions page.
- To check the availability of library items, click the item you want to check out and then the *click to view* option under the *Availability* section of the item record. The status will either read *On Shelf* or *Checked Out*. Contact Tessa Brawley-Barker (tessa.brawley@glenstone.org) when you're ready to check out.

Minimalism

David Batchelor

Cambridge: Cambridge University Press, .

Availability

1 copies [click to hide](#)

Item:

Copy 1

Location

MOB

Status

On Shelf

The Advanced Search: Archives

- The Archives Advanced Search searches archival assets and can be accessed by clicking *Archives* at the top of the page.

Archives Advanced Search

Enter your search terms in the fields below.

Keyword

AND

Keyword

AND

Keyword

AND

Type:
-

Date range (e.g. 1970-1979)

Collection
-

SearchReset

☐ Browse archival collections

Archival Research Assistance

CONTACT THE ARCHIVES

SOCIETY OF AMERICAN ARCHIVISTS GUIDES

Guide to Archival Research

Glossary of Terminology

Archivist Code of Ethics

OTHER ART MUSEUM ARCHIVES

Archives of American Art

Metropolitan Museum of Art Archives

Museum of Modern Art Archives

National Gallery of Art Archives

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- You can search by type, date, and collection. You can also perform keyword searches across all information in the archival records.
- Additional resources include: the Society of American Archivist's research and terminology guides and other museum archives.
- You can also browse items by clicking *Browse archival collections*. Each collection has its own scope, and each has a hierarchical arrangement that can be accessed in the *Collection Contents* section of their details page.

□ Audiovisual Collection (AH.14.7)

Glenstone audiovisual assets and associated transcripts that document artist interviews, site visits, installations, deinstallations, fabrications, and landscape and architectural projects, such as the G1 and G2 museum.

COLLECTION CONTENTS

- ✕ **Artists (AH.14.7.1)**
Interviews or site visits with artists, installation and deinstallation of artworks, and accompanying transcripts or captured audio.
- ✕ **G1 Project (AH.14.7.2)**
Interviews, meetings, and associated transcripts that document the architectural design, planning, and construction of G1 museum.
- ✕ **G2 Project (AH.14.7.3)**
Interviews, meetings, and associated transcripts that document the architectural design, planning, and construction of G2 museum.
- ✕ **Glenstone Oral Histories (AH.14.7.4)**
This collection includes video interviews conducted by Chief Archivist/Librarian Ray Barker with Glenstone Foundation staff. The interviews seek to capture past and present information regarding work processes, procedures, information, and knowledge of each staff member, in addition to general Glenstone history.
- ✕ **Glenstone Roundtables (AH.14.7.5)**
Videos of Glenstone's annual roundtable. Themes have included: outdoor sculpture conservation (2012), compost tea (2013), and the artist interview (2014).

How Can I Customize My CollectiveAccess Search?

The Search Results Page:

15 Library Results ⚙

SEARCH: (minimalism*)

Add all results to lightbox
Select results to add to lightbox

Author
Title
Date-ascending
Date-descending

Minimalism
David Batchelor
Cambridge: Cambridge University Press, .

Blam! the explosion of pop, minimalism, and performance, 1958-1964
Barbara Museum Haskell; John G. Hanhardt; Whitney of American Art

Minimalism : Art of Circumstance
Kenneth Baker
New York: Abbeville Press, 1988.

FILTER BY
AUTHOR
PUBLISHER
DATE

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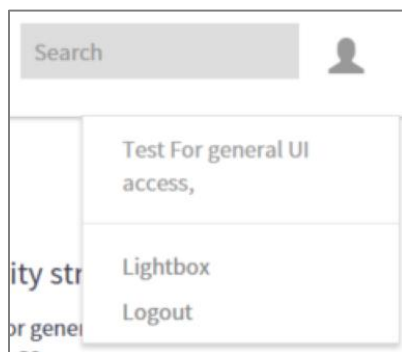
- You can sort your search results by clicking the gear wheel at the top of the page.
- Filter options appear on the right. These can help you narrow down your search.
- To change how much information is displayed, click the grid icons on the top right.

Note: Sorting and filter options may be different across the art, library, and archives sections.

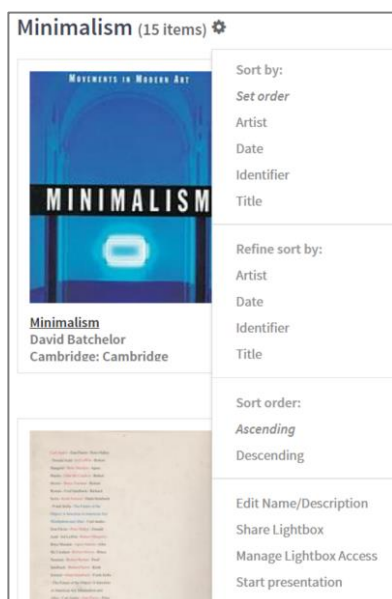
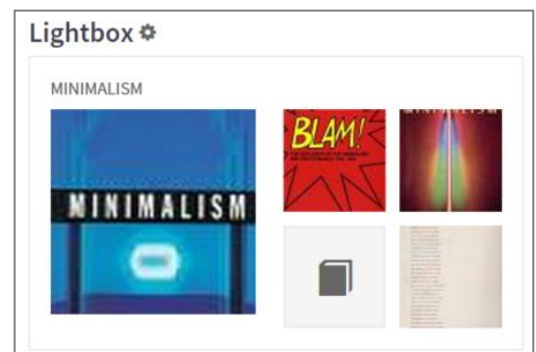
The Lightbox:

Similar to a shopping cart or wish list, the Lightbox feature allows you to group and share items of interest. Items can be added to a Lightbox in a variety of ways:

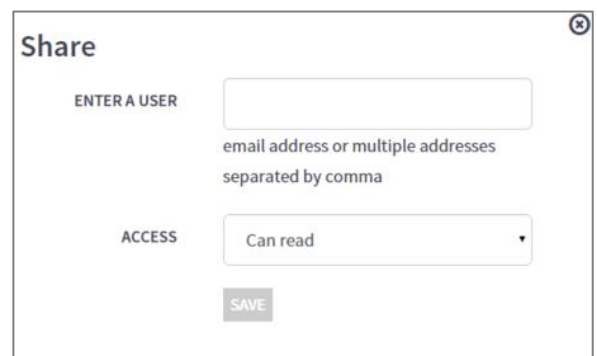
- Via the gear wheel in the search results page, you can add all your results to a Lightbox or choose individual items. Individual items can also be added via the folder icon when you hover over the image thumbnail.



- To access your Lightboxes, hover over the silhouette icon on the top right.



- To share your Lightbox, click into the Lightbox and select the *Share Lightbox* option via the gear wheel. Enter the email address of user, and set his or her permissions level.



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Who Can I Contact If I Need Help?

<u>Art:</u>	Nora Severson nora.severson@glenstone.org 301-299-1274
<u>Library:</u>	Carly Davis carly.davis@glenstone.org 301-299-1285
<u>Archives:</u>	Rebecca Altermatt rebecca.altermatt@glenstone.org 240-660-5119
<u>IT:</u>	Jason Hedges jason.hedges@glenstone.org 301-299-1276