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Pre-Acquisition Questionnaire for Augmented Reality (AR) App-Based Artworks

General Information

Name of Artist:	
Mailing Address:	
Email:	
Phone Number:	

Artwork Identification

Title of work:	
Please discuss the work's title (<i>if appropriate</i>):	
Date of work:	
Owner:	
Medium:	
Duration (<i>may be approximate</i>):	
Number of Editions (<i>if applicable</i>):	
Media Type/Format:	
Augmented reality (AR) Content Type:	Display Type:
Provenance of edition to be acquired:	
Editions in other collections (please list owners/institutions as well as dates of these editions):	
Descriptions	
Artist statement about the piece:	
Curatorial/collector statement for the importance to have the piece in collection:	
Description of artwork:	

Please provide a brief description explaining how the AR artwork is intended to run:	
Non-technical description of what the viewer experiences:	
How do users experience the AR work? Please explain.	
In what ways is the work interactive? Please describe the interactivity of the work.	
How is the app intended to run? How does it work? Please include a flowchart that demonstrates and clearly describes how the app functions and how users should experience the work:	

Copyright and Fair Use

Who owns the copyright to the work?	
If you are the current copyright holder, are you able to provide proof?	
Are you able to provide a Certificate of Authenticity?	
Are there any proprietary concerns regarding the AR artwork or its software? Please describe.	

Contributors

Who programmed the software that runs the AR artwork? Did you collaborate with anyone in the production of this work, such as programmers or AR developers?	
Please provide contact information for any programmers, etc. who helped in the production of the work.	
Shall the developer's name (<i>or other relevant individual(s)</i>) be included on the tombstone in the exhibition to receive acknowledgement?	

In addition to the contributors listed above, were there other individuals that were featured in the artwork?	YES	NO
If yes, have you received permission from them for use of their image, voice, or name?	YES	NO
Do you have any written releases from these participating individuals? If not, can you obtain this from them?		

Technical Specifications

Components	
What will the museum receive in the acquisition? Furthermore, are there any additional components needed to exhibit the work that the museum must provide?	
Please list all relevant project files containing the assets (e.g. scripts, source code), the files/libraries needed to build the work for various operating systems (OS), information about the version of the platform you used to build to the device; and the version of the (OS) on the device. Also be sure to include any additional components required in order to run the work:	
Are there existing user accounts, logins, and passwords that are needed to launch the artwork itself? (Please describe, if applicable)	
If the source code is under version control, is it accessible in a Github repository that the acquiring museum can have credentials to?	
What OS (and version, <i>if applicable</i>) is required to run the artwork?	
What platform was the AR work programmed for (e.g. Android, iOS, Lumin OS, etc.)? Will the AR artwork function on other OS platforms?	

What programming language(s) was the software written in?	
Please provide the file name and file extension for the code/scripts for the artwork:	
Executable build? Is it under version control? What version control systems were used in the creation or editing of the code/scripts?	
To develop the piece, what Engine or AR software development kit (SDK) did you use? If yes, please specify the engine or SDK was used.	
Is the final artwork a standalone application, or are there other software dependencies (e.g. interaction with other applications, hardware devices, websites, etc.)? Please explain.	
Is this work dependent on any external libraries, databases, or APIs? Are they accessed using a network or internet connection? Were these artist-created, or did they originate from another source?	
What tools were used in the production of the work? (e.g. modeling, texturing...)	
Were there any assets used in production, including 3D models, audio, source video files, etc.? If yes, were these files created by the artist? Please describe.	
Are there multiple versions of the software? If yes, please explain the versioning history and why new versions were implemented.	
Does the AR artwork use Anchors to target specific objects or images that one would need in order to install this work? Please specify the types of Anchors and how they are used during each AR session:	
How should the AR experience be displayed?	

How is the user's environment augmented on a smart device?	
Does the software of the AR artwork utilize any form of tracking (e.g. world tracking, face tracking, image tracking, object tracking, orientation tracking)? Please describe its function and how it is used during an AR session:	
Does the AR software use geofencing? Please describe.	
Is the software app configured to support privacy controls (e.g. the user permits camera access or location for the app)?	

Hardware and Display

Describe what hardware is required to display the work (e.g. target devices, headphones, etc.):	
Are there any electronic components (e.g. laptop, computer) and/or display equipment that will be included as part of this acquisition? Please explain.	
How important is the original equipment and hardware to display the work? In the future, if these ultimately break or fail to function, do you have display requirements? Does this include maintaining specific models of hardware and/or other equipment?	
If the original hardware fails to function, will the artist provide the museum with replacements or back-ups? If no, can the museum replace the original equipment with newer components? Are there any exceptions? Are there any important technical features or aesthetic qualities that have led to the choice of equipment? Please describe.	

How old is the current display equipment? How many times has it been used /displayed? Has it ever been serviced? Please describe in full detail and please be sure to include specific dates.		
Is any of the artist-provided hardware or display equipment unique or artist-modified?		
What are the minimum computing requirements needed to properly display/render this work?		
Is a network connectivity required (e.g. internet)?	YES	NO
	If yes, please explain:	
Input/output devices, such as controllers?	YES	NO
If audio is present, how should it be presented. Please describe.		
How variable is the hardware in terms of display and its app? Can there be a phone app, a tablet app, and potentially a version for an AR headset such as HoloLens or an equivalent?		
Can visitors download the app themselves, or if it is only viewable on museum-controlled hardware?		

Installation Details & Instructions

Basic installation specifications:		
Is the piece site-specific?	YES	NO
How important is the original location? Can the piece be adapted to display in a new environment/location?		

Does the artwork run at a specific speed or with specific timing?	YES	NO
If yes, is the speed controlled by the hardware or the software?		
Aside from the necessary hardware, does this work include any other components, such as sculptural elements?		
What are the essential versus desirable exhibition conditions?		
What specialist skills are required to install and keep the work running?		
Based on the requirements of the AR artwork, can it be loaned to an external institution who might want to exhibit it at their establishment? What would be required to prepare in order to accomplish loaning this work?		
Please describe what the visitor will view or experience when they enter the exhibition space/environment.		
Should users experience this work sitting, standing or walking around?		
Does the artwork automatically start, or does it need to be selected and executed?		
Minimum/maximum space requirements:		
Provide a detailed set of instructions for how to set up and run your AR artwork. This information is essential to relay to the future installer who will need to ensure the artwork will activate.		
Are there past iterations that the artist considers to have been particularly well executed? Which one(s)? What did the artist list about it?		

If the artwork consists of multiple parts or components, must the parts be displayed together as a whole, or may they be exhibited separately?		
Are there special power requirements associated with this work? Are any of the electrical components configured for European (220 volt) output?	YES	NO
	If yes, please describe:	
What can and cannot be changed in the display?		
If there is any spoken word or text, and this work is shown in a country that primarily speaks a language other than the language present in the artwork, should a translation be provided?		
Additional sensory inputs/outputs (haptics, wind, scents, etc.)		
What are the costs of installation and operation of the work?		
Safety or security concerns:		

Existing Documentation

Is there any existing documentation of how the work should be displayed?	
Is there any documentation of past installations such as photos or videos?	
Are there any captures of the work running, such as screen captures, stills, or rendered 360 videos?	
Other documentation such as system diagram, installation diagram, etc.?	

Preservation Considerations

If the museum encounters bugs or technical glitches when the AR artwork is exhibited, are there methods of troubleshooting? Please describe possible scenarios and how to fix these issues. Additionally, if after troubleshooting the issue(s) persist, do you permit being contacted by the museum to assist with resolving the issue(s)?	
Anticipating technological and equipment obsolescence, can you provide any information for how this work should or should not be shown if the preferred technologies are unavailable in the future?	
In anticipation that the work will require software updates, in the future can the piece be updated to be compatible with current software versions? Please explain.	
If the original source code/scripts no longer operate or the programming language no longer functions, please include a simple schematic breakdown of the piece so that the language can be reinterpreted for programmers in the future to remake the piece.	
Original Master: Where is it? What is the format? Where does it reside? Who owns it?	
Will the available format need to be migrated before acquisition? Will the cost of this be covered by the buyer or seller?	

Additional Information:

Please provide any additional information that you consider relevant to the understanding of this work:	
Is this work a representative example of your work in this medium and during this period in your practice? Please explain.	

Are there any additional comments about the work not addressed elsewhere?	
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Bibliography

- Campbell, Savannah, and Mark Hellar. "Virtual Reality Artwork Acquisition Template." Acquisition Template, May 2019. https://docs.google.com/document/u/0/d/1VGHHvxMRQc_OQYjHFW1mTMRa2vL9MGsjjNq1gF4j6l8/mobilebasic.
- Matters in Media Art. "Acquiring Media Art," 2015. <http://mattersinmediaart.org/acquiring-time-based-media-art.html>.
- "Sample Documentation and Templates: Artist Questionnaire for Software-Based Artworks," February 2018. <https://www.metmuseum.org/about-the-met/conservation-and-scientific-research/time-based-media-working-group/documentation>.