Metadata and citations for "Project Name"
Compiled by [Archivist's name]

BASIC INFO

Title:
Artist:
New Museum URL:
Work URL:
Online Exhibition Premiere Date: ["Premiere" date for First Look, confirmed as "published on" date by Kelly Peckler, Digital Content Manager]
Creation date (if different from Exhibition Premiere Date): [of project, potentially independent of New Museum or Rhizome]
Last Project Update: important to include if we are to implement the new ArtBase timeline function.
Webrecorder Capture Date:
Webrecorder Capture Notes (Internal Use Only): [Note whether there are issues that prevent capture w/o initial consultation with Lead Archivist or Digital Conservator, possibly direct toward "*Notes (internal use only)*"]
Unique identifier: [pull from 2012-present_FirstLook_ProgressTracking.xlsx]

DESCRIPTION

Description (public) [200-300 words]

In 2-3 prose paragraphs *with citations*, compile information including:
1. Timeline of artwork/exhibition
1. Identify functionality, content
1. Details on the capture process: were multiple sessions used during capture for a specific reason? Was an additional spreadsheet required for keeping track of captures? Were there any issues that came up during capture that should be noted?
1. *Note***:** Amye will create unique description of First Look series to apply to all verification files

Notes (internal use only): [Discussion on issues with capture that might be preventing progress]

RELATIONSHIPS

Series: First Look: New Art Online
Curator: [Lauren Cornell pre-2014, LC and Michael Connor 2014-2017, MC 2017 onward)
Sponsor: [Droga5, Toby Devan Lewis Emerging Artists Exhibitions Fund]
Associated New Museum/Rhizome Public Programs:

Associated Exhibitions:
Associated Media: [When online media exists that can't be included in Webrecorder capture]

INTERNAL: WEBSITE DESCRIPTION

In under 500 words, document the website and capture process:
Content/Functionality: [High-level overview of website components, and description of how the website appears to and functions for the user]
Capture notes: [Were multiple sessions used during capture for a specific reason? Was an additional spreadsheet required for keeping track of captures? Were there any issues that came up during capture that should be noted? What considerations were given to list creation? NOTE: If person creating metadata did not create capture, list capture creator.]
Contextual links: [Include any links that informed exhibition research]
Copyright considerations: [Note any copyright red flags and fair use rationale]

ARTIST RECORD

If there is no artist record, create one.

Basic Info
Forename:
Middle Name:
Surname/Organization:
Display Name:
Entity Identifier: [VIAF i.d. found at https://viaf.org/]

Relationships
Related Objects: [Artworks, Talks, Panels, Publications]
Related Entities: [Collaborators, Parents, Children, part of Organization]

Description
[birth year, birthplace]
Artist Biography
Citation:
Notes (internal use only): include Artist Website URL

[STYLE GUIDE]

Chicago style: https://www.chicagomanualofstyle.org/tools_citationguide.html

Keep language evergreen and authoritative

Exhibitions in "quotes"

Works in *italics*

Cite everything, or at least have resources for everything saved in the verification folder

Keep all documentation together in Verification Folder