

The Artist as a Museum: Self-Archiving

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Objectives

**Know how to
structure your
archive database**

**Publish a digital
archive website**

Self-Archiving for the Artist

What is an artist archive?

What should an artist include in their archive?

Why do artists need to archive (digitised)?

How should artists archive their art?

Where can an artist store their archive?

DOCUMENTATION Vocabularies
DIGITAL
Primary **AGREEMENTS** Reports Structures
keys ID
Offline **DISPOSITION** Manuals **Schemas**
ACCESSION Paintings Performance Files
Websites Installation **POLICIES**
Online Events
EXCEL **DATABASE** Sculptures Folders
New Media **ARCHIVE**
Collectors Curators
Artworks
Artists **CMS**
Research

Events **Websites** Online
Offline Artworks

Curators **Artists** Sculptures New Media
Paintings Collectors **DIGITAL** Performance
Installation

DOCUMENTATION **ARCHIVE** **EXCEL**
Research Manuals Folders
AGREEMENTS **POLICIES** Files Reports

ACCESSION Vocabularies Primary
CMS Structures **DATABASE** keys ID Schemas
DISPOSITION

What is an archive

- ★ **Non-current** collections
- ★ Photo, audio, and video **documentation** of artworks, installs, and processes
- ★ Attributes using specific CMS: **Dublin Core, Getty Vocabularies**
 - Creator, title, dateCompleted, medium, dimensions (in metric system), institution/gallery, city, accessionID
- ★ Catalogues, brochures, contracts, certificates, provenance, correspondence
- ★ Object list, procurement sources, softwares, files

Why should we archive

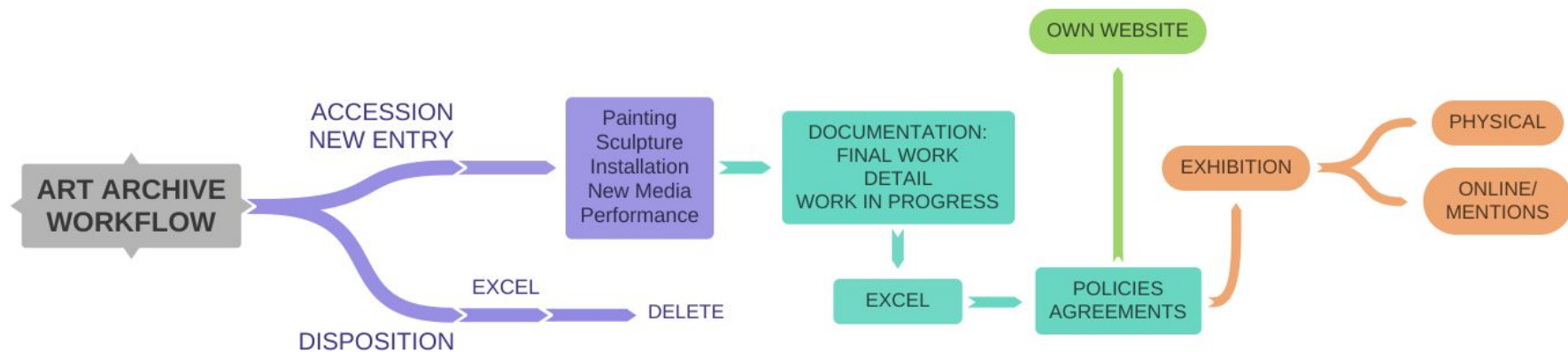
- ★ Makes your practice more **visible, readable, reiteratable** for curators, collectors, researchers, and collaborators
- ★ Adds **value** to your work as supplementary documentations for appraisals, measure of work labour in production
- ★ Artist curates the **narrative** of their own works
- ★ Create **dialogue** and workshops around your body of works
- ★ Encourages to produce more works
- ★ Analysis on strength of works

How to archive a body of work

- ★ State your intentions: **mission statement** of your own archive
- ★ Establish your **policies**: access, reproduction, acquisitions, and loans
- ★ Decide on your controls: **Vocabularies, schema, styles**, finding aids
- ★ Create an archival **manual** accession containing steps and instructions
- ★ **Document** and create a **database**
- ★ **Plurality**: cloud, hardcopy, internal drive, device and web applications
- ★ Records audit and disposition **schedules**

BREAK

Write down your mission statement



Archiving manual for different practices

Painting

- ❑ Proposal, draft, sketches, write-up
- ❑ Documentation of layers, WIP
- ❑ Acquisition or loans contracts
- ❑ Documentation of completed work in-situ with detail
- ❑ Documentation of exhibition with and without audience
- ❑ Catalogue, press release, media clippings
- ❑ Certificates and proofs

Performance

- ❑ Demo reel, mock-up, script, write-up
- ❑ Documentation of rehearsal
- ❑ Commission contracts
- ❑ Documentation of performance in-situ with and without audience
- ❑ Documentation of exhibition with and without audience
- ❑ Invoice of outsourced contracts
- ❑ Catalogue, press release, clippings

Archiving manual for different practices

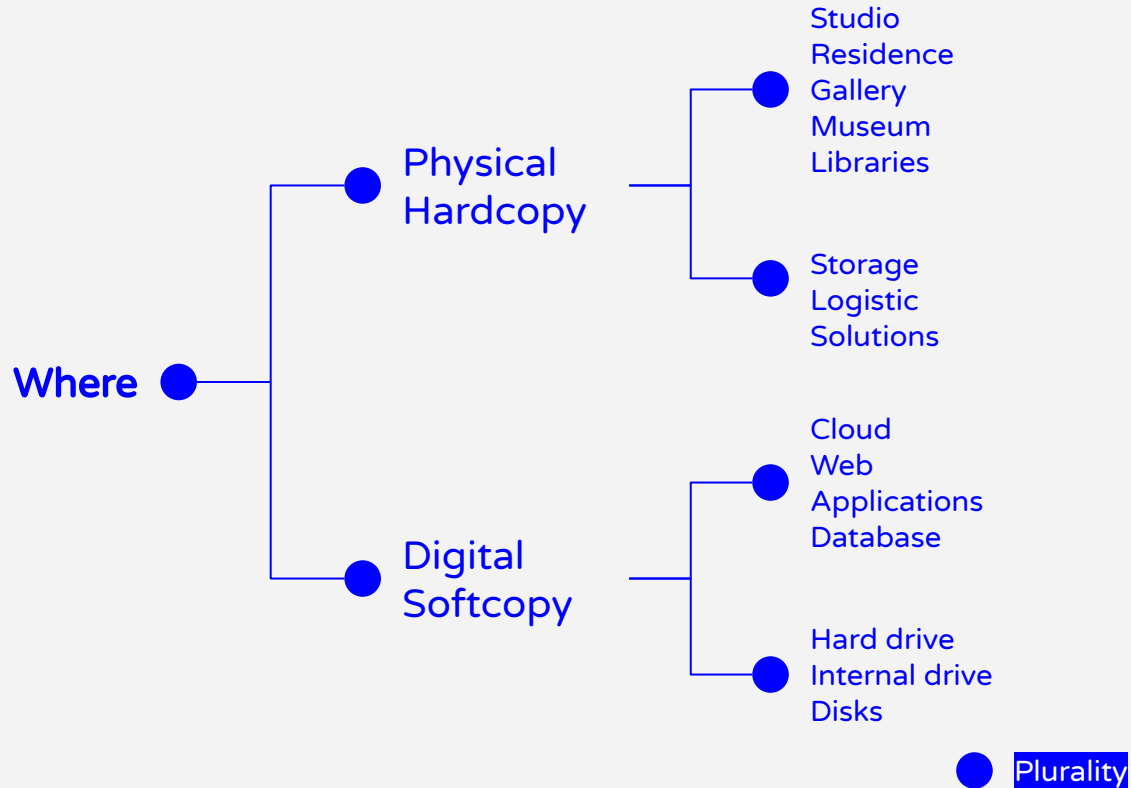
<u>Date</u>	<u>In to & out</u>	<u>HOURS</u>	<u>Signature</u>
2/8/20	1730 - 2100 HRS.	4	Marla Bendini
3/8/20	1600 - 2000 HRS.	4	Marla Bendini
4/8/20	1100 - 1400 HRS.	3	Marla Bendini
5/8/20	3pm - 1400 HRS.	4	Marla Bendini
6/8/20	3pm - 5pm	2	Marla Bendini
	7pm - 9pm	1	Marla Bendini
	9.30 - 11.30 PM	2	Marla Bendini
7/8/20	8pm - 12pm.	4	Marla Bendini
8/8/20	11 am		
9/8/20			

Marla Bendini

Time-tracking

Metadata Schema

Title (TEXT)	isVersionOf/hasVersion	Colour (TEXT)
AccessionID (INT,10,PK)	Activity (BOOL, hot, cold)	Theme (TEXT)
Modified (TIMESTAMP)	GeographicalAssociation	ConditionReport (TEXT)
Medium (TEXT)	DateCompleted (DATE)	Location (LONG,LAT)
Format (VARCHAR 50)	Thumbnail (URL TEXT)	RightsHolder
Dimensions (TEXT)	CreditLine (TEXT)	Physical/Online Display
Duration (REAL)	Description (TEXT)	Provenance/CollectionOf



Download Spreadsheet

Take 10 minutes to enter five artworks

BREAK

5 min

Create Website

Publish five artworks

Next Steps

**Stick to a
structure**

**Schedule
auditing**

**Activate your
archive**

**Expand your
body of work**

Thank you!

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