

SOLA

RECOGNIZING MATURE FEMALE ARTISTS IN WA

RESOURCES

7 Steps to Prepare Your Art for the Future

1. Consider your current studio and storage system. Is the art safe? Is it protected from moisture, heat, pests, and direct sunlight?
 - A thorough plan for the future of artworks will matter little if the art itself is lost, inaccessible, damaged, or inadvertently thrown away.
2. Plan steps to protect any art that is currently at risk for damage.
3. Procure supplies for organization. Do you need a folding table or bins for sorting? Do you need shelving or flat files?
 - You may be able to find affordable supplies through an arts group or a local buy nothing group.
4. Select a record keeping system if you don't have one. You can use handwritten files, excel spreadsheets, or specialized databases. Any organized system can be incredibly helpful.
 - The *best* system is one you are comfortable with *and will use*.
5. Start with any information already in place. Are there galleries or museums that may already have information about your work?
6. Start with your new work. As you create new works, add your signature, the title, and media to the works in the format you think is best. Store them safely. Document them in your record keeping system with as much information as possible.
7. As time and resources allow, start to document small sections of your work. Consider getting help from a colleague, intern, or family member.

Resources & Support

This quick-glance resource was generously provided for SOLA by

Pamela Jaynes, ISA AM
Accredited Member of the International Society of Appraisers
Jaynes Appraisals, LLC
www.jaynesappraisals.com

Feel free to connect with Ms Jaynes about questions or support for developing your archive at Pamela@JaynesAppraisals.com

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Archiving Your Art & Legacy

Databases and inventory records of your art & career can include a multitude of approaches & information. Whether you choose to begin recording your artwork details on 3x5 notecards, a digital spreadsheet, or an online database program, the list of fields to record below will get you started on the right track.

ARTWORK RECORD

Following is a list of fields that should be included in an artwork record:

- Title
- Date
- Medium
- Size
- Images unique inventory number
- Locations (current/home)
- Value/Price
- Exhibitions
- Installation Instruction/Care
- People/Institutions
- Notes

CONTACT RECORD

For each individual and institutional contact your records should include the following fields.

- First Name
- Last Name
- Institution
- Address
- e-mail
- Website
- Phone Number
- Notes

EXHIBITION RECORD

Your exhibition records expand on your CV, provide an in-depth look at your career, and help map the network of connections among your works, exhibitions, and reviews. Exhibition records should include information in the following fields:

Exhibition title
Exhibition Dates
Opening Date
Location
Institution
Curator(s)
Images
Artwork
Exhibition Materials
Catalogue/Writer
Press
Notes

ARCHIVE RECORD

Additional materials in your archives can provide other artists, future historians, and curators information about your career development and how you conceptualize your work. I.e.. Archived material can include artist statements, applications, show and project proposals, sketches, correspondence, etc.

Records for archived material should contain information in the following fields:

Name/Title
Type of Archived Material
Date
Location
Individual/Institution
Related Artwork
Exhibition
Notes

FURTHER RESOURCES

The above material was adapted from and part of the Joan Mitchell Foundation CALL Workbook. View the expanded workbook, *Creating a Living Legacy*, on their site.

<https://www.joanmitchellfoundation.org>

DATABASE SUGGESTIONS (October 2022)

GYST-Ink Getting Your Sh*t Together

<https://www.gyst-ink.com/gystprocloudinformation>

Artwork Archive

<https://www.artworkarchive.com/>

My Art Collection

<https://my-artcollection.com/>

ArtSystems

<https://www.artsystems.com/product/online-art-management-software/>

PrimaSoft

https://www.primasoft.com/pro_software/artist_software_pro.htm