Annual Report 2005
ARLIS/NA Reference and Information Services Section (RISS)

April 3, 2006

Submitted by Anne B. Haas, Moderator
Art Librarian
Bowdoin College
9300 College Station
Brunswick, Maine
ahaas@bowdoin.edu
(207)725-3690

Leadership:
Anne Haas, Bowdoin College, Moderator
Laura Graveline, Dartmouth College, Vice-Moderator
Ross Day, Metropolitan Museum of Art, Update Column Editor

Brief Overview of past year and plans for annual meeting of RISS, 2006

>Jon Evans, Museum of Fine Arts, Houston, will report on the Artists’ Files Working Group. This group has been working to create a web-based directory pointing to institutional holdings of artists’ files. They have been learning how various libraries are making their artists’ files available, and to what extent they are catalogued or digitized. They met in Houston in December, 2005, and a document about what they have accomplished is appended to this brief report.

>Barbara Prior has been working with a group of volunteers to formalize the plan for the continuing workshops on ‘They Never Covered This In Library School’ which have been a huge success, but which also take a lot of organizing and planning. If there were a ‘format’ that could be easily used for any number of subjects, Barbara, who has brilliantly arranged so many of these, could hand that task on to others. I’d also like to see a group of us try to write an article about these workshops for a more general library journal, not just for the art librarians. It seems to be the kind of workshop that could be useful for all reference and information service librarians, as so most college curriculums are increasingly multi-disciplinary, and the creation of the bibliographies for these workshops has turned out to be a wonderful resource that can be shared.

>Peter Blank has indicated that he wants to continue to work on the current use of the G.K.Hall library catalogues. His year has not allowed for much to be done on this, but he will speak at our meeting, and reiterate his plans.

>Mentions were made about blogs, and the changed role of the Update column editor with the advent of the new Webpage. This redefinition will be a part of our discussions at the meeting.
And finally, there have been discussions at our meetings about the creation of some kind of list of free websites of value to art librarians. According to our minutes from Houston, Hannah Bennett was going to see if she could take this over from Martha Walker, and I am sure there will be further information about this at our meeting in Banff.
Artists’ Files Working Group
Action Items following Houston meeting
Progress as of December 2005

Based upon our desire to provide better access to artists’ files, we endeavor to: A) draft a statement of purpose to guide our process, B) encourage the use of bibliographic utilities, C) create a web-based directory of institutional holdings, and D) institute a site devoted best practices for artists’ files.

A. STATEMENT OF PURPOSE

1. Draft statement

**Action:** Draft a statement of purpose outlining goals and objectives of group.

**Status:** In Progress

**Needed:** 2-3 individuals to review statement of purpose draft before mounting on our site.

**Contributors:** Roberta Geier, Jon Evans

B. USE OF BIBLIOGRAPHIC UTILITIES

1. Documentation for migration and loading of files

**Action:** Confirm pricing and provide documentation for batch loading of records for bibliographic utilities. [Günter Weibel agreed to do so for RLG.]

**Status:** Weibel has already provided the necessary documentation for adding records to the RLG Union Catalog [4/6/05]; will do the same for OCLC.

**Needed:** 2 individuals to review RLG documentation and edit it for inclusion on a proposed the best practices website. Same individuals to review OCLC’s website and/or contact a representative to pursue pricing for members/non-members, as well as the necessary documentation for batch loading.

**Contributors:** Günter Weibel

2. Standardize MARC Records

**Action:** Create recommended standard for MARC records representing artists’ files. Review Daniel Starr’s IFLA paper and other literature devoted to topic. Review MoMA and Frick records in RLG Union Catalog, as well as selected records in OPACs to determine necessary access points. Involve members of both the Catalogers Discussion Group and the Standards Committee.

**Status:** In Progress
**Needed:** 3-4 individuals to review literature and make recommendations for standards based upon current practices and anticipated future needs. Same individuals to reach out to the moderators of above groups to determine their level of interest in collaborating on this endeavor. Ask that they recommend 2-3 individuals of their own to serve as part of committee.

**Contributors:** Andrea Goldstein, Jon Evans

**C. WEB-BASED DIRECTORY**

1. **Review needs for summary statements**

   **Action:** As part of the best practices site, create a directory of institutional holdings of artists’ files. [Greta Earnest agreed to review the necessary elements for inclusion in the institutional summary statements. Sally McKay agreed to forward link to L.A. as Subject database, which is a recently completed directory of archives.]

   **Status:** McKay sent link to site for review on 4/4/05, which is attached for review: [http://www.usc.edu/isd/archives/arc/lasubject/](http://www.usc.edu/isd/archives/arc/lasubject/)

   Additionally, McKay indicated that she may be able to get the template used for this project, if desired.

   McKay and Rominski have put together a timeline and action plan. They intend to complete a webform for the directory by March 1, 2006.

   **Needed:** 3-4 individuals to determine required fields through review of existing directories, such as L.A. as Subject, Artists in Canada project, etc.

   **Contributors:** Sally McKay, Barbara Rominski

2. **Promote gathering of statements**

   **Action:** Promote gathering of institutional summary holdings statements. These should include, but not be limited to postings to ARLIS-L, form on best practices site, support from regional representatives, and coordination with chapters.

   **Status:** Contributors have put together a timeline and plan of action for promotion during ARLIS conference and beyond.

   **Needed:** 2-3 individuals needed to draft promotional materials and contact selected individuals.

   **Contributors:** Alba Fernandez-Keys, Pamela Eyerdam, Terrie Wilson, Barbara Rominski

**D. BEST PRACTICES SITE**

1. **Institute a site devoted to best practices for artists’ files**
Action: Create best practices section of ARLIS/NA Website (AWS). Contact Jack Robertson, head of Publications Committee, to confirm that this is of interest to Society and could become part of the AWS. [Jon Evans agreed to contact Robertson.]

Status: Evans contacted Robertson, who was very supportive of the project and encourages our efforts to make this a viable part of the AWS.

Evans and Weibel have produced a document that gives an overview of the site’s structure.

Needed: 3-4 individuals to review needs and begin thinking about structure for best practices site.

Contributors: Jon Evans, Günter Weibel