Artist files aggregated: The Artist Files Online Directory.

The Artist Files Online Directory was created by the ARLIS/NA Artist Files Working Group as a centralized repository for cultural institutions to promote their collections related to artist files and for users to discover these resources more readily. All institutions, regardless of size or geographical location, are encouraged to contribute records to this directory. The Directory provides the art researcher with a web-based directory of institutional holdings of artist files and provides links to further institutional resources. The Group also provides general guidelines for creating MARC records representing artist files and documentation about the migration of artist file records to larger union catalogs, facilitating increased accessibility. Future updates will include documentation about establishing, managing, digitizing and maintaining artist files. After researching numerous alternate formats (Filemaker Pro, wikis) and one failed attempt with a different Wiki, we finally settled on Tiki Wiki.

Tiki Wiki is designed with a great deal of flexibility and structured more like a database, which allowed us to create an interactive directory. This also allows for contributors to input and edit their own data, thereby keeping the working groups editing and maintenance to a minimum. As an open software, Tiki Wiki is free and hosting the site is roughly $10.00/month.

[URL to be posted shortly] Selected Screen shots of Artist Files Online Directory below:

Artist Files Online Directory Homepage:
Records submitted by Beta testing institutions:

To Sort Records By Field Name:
Click on appropriate Field Name below. (Example: Institution Name/Parent Organization)

To Sort Records in Ascending/Descending Order:
Click arrow next to Field Name to sort the records in ascending/descending order.

__Tracker Record from Submission Form__

Items found: 8

<table>
<thead>
<tr>
<th>Institution Name/Parent Organization</th>
<th>Institution Type 1</th>
<th>Institution Type 2</th>
<th>Country</th>
<th>State</th>
<th>City</th>
<th>Classical</th>
<th>Contemporary</th>
<th>Medieval</th>
<th>Modern</th>
<th>Renaissance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleveland Public Library</td>
<td>Library</td>
<td>Archives</td>
<td>USA</td>
<td>OH</td>
<td>Cleveland</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fashion Institute of Technology</td>
<td>College/University Library</td>
<td></td>
<td>USA</td>
<td>NY</td>
<td>New York</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>J. Paul Getty Research Institute</td>
<td>Research Center</td>
<td>Library</td>
<td>USA</td>
<td>CA</td>
<td>Los Angeles</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Michigan State University Museum of Fine Arts</td>
<td>Museum</td>
<td>Library</td>
<td>USA</td>
<td>MI</td>
<td>East Lansing</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>St. Louis Municipal-City Public Library</td>
<td>Museum</td>
<td>Library</td>
<td>USA</td>
<td>MO</td>
<td>St. Louis</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yale Center for British Art</td>
<td>Museum</td>
<td>Library</td>
<td>USA</td>
<td>CT</td>
<td>New Haven</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Sample - Directory Record:

**INSTITUTIONAL INFORMATION:**

**Institutional/Departmental Overview**

The SFMOMA Research Library and Archives simultaneously supports Museum research and houses important special collections. The Library collection contains approximately 60,000+ volumes about art and artists, art movements, private/public collections, exhibitions, social and political issues relevant to art/artists, serials (1850+ titles), artist's files (47,000+ artists), gallery/geographical files, and items that are artworks themselves such as artists' books. While the Library serves museum staff, it is also open to the public. The Library maintains relationships with other museums through the management of the Museum's Exhibition Catalog Exchange Program whereby exhibition catalogs and other museum publications are traded with participating institutions. Special collections include: artist ephemera files, geographic ephemera files, the Tillim Collection (1400+ volumes), the Skowhegan Lecture Archives (500+ lectures on 700+ CDs), and artist books. Indexes and on-line subscriptions as well as the Library database are accessible from staff terminals throughout the museum.

SFMOMA's archival records date from the 1930s to the present and consist of records regarding exhibitions, acquisitions, board of trustees, individual departments, correspondence, building records, photographs/negatives, etc. These records represent the history of SFMOMA by recounting the art and artists that have been collected and displayed as well as the thinking that has informed these choices. They also represent the broader unique contributions that this Museum has made to modern and contemporary art in the twentieth century.

<table>
<thead>
<tr>
<th>Institution Type 1</th>
<th>Museum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution Type 2</td>
<td>Library</td>
</tr>
</tbody>
</table>
# Artist Files User Glossary

The following style and definition glossary provides guidance for filling out the submittal form for new entries into the Artist Files directory or for changing existing records.

<table>
<thead>
<tr>
<th>Institutional Information</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional Name/Parent Organization</td>
<td>Name of institution if autonomous or name of parent organization if located within a larger institution</td>
</tr>
<tr>
<td>Department Name (With Parent Organization)</td>
<td>Name of individual department if located within a larger organization</td>
</tr>
<tr>
<td>Institutional/Departmental Overview</td>
<td>General overview of institution and department responsible for the Artist Files collection (please be as broad or brief as seems appropriate)</td>
</tr>
<tr>
<td>Institution Type(s)</td>
<td>Select from the list below the kind of organization where the collection is held (check all that apply)</td>
</tr>
</tbody>
</table>

- **Archives**: Place where records or historical documents and other materials are stored.
- **Artist**: Person who creates cultural artifacts or is skilled in the arts; examples are painters, sculptors, and writers.
- **Art Institution/Center**: Organization that promotes visual or performing arts through education, presentation, and exhibition.
- **College/University**: Institution of higher education.
- **Community Arts Organization**: Organization that coordinates business and creative services for arts institutions within a community.
- **Community Foundation**: Publicly supported charitable organization that aggregates donor funds to directly benefit residents of a community or geographic area served by a grant-making body.
- **Community Organization**: Organization that promotes education about and study of a particular population group; represents community needs to external parties.
- **Community Service Organization**: Organization that is nonprofit or government-run with programs mandated to improve the quality of life for community residents; often seeks to build or maintain institutions.
- **Cultural Institution**: Institution that seeks to preserve and promote cultural aspects of a community.
- **Cultural/Professional Association**: Association that supports exchange of ideas and networking between people from similar arts or professional areas.
Additional Resources:

- Online Collections
  - Archives of American Art
    http://www.aaa.si.edu/
  - Art and Artist Files in the Smithsonian Libraries’ Collections
    http://www.sil.si.edu/DigitalCollections/Art-Design/artandartistfiles/
  - Artists in Canada
    http://daryl.chin.gc.ca:8080/BASIS/aich/user/www/vwv/sf:
  - ARTstor (subscription required)
    http://www.artstor.org/index.shtml/
  - Los Angeles as Subject
    http://www.asc.edu/libraries/archives/arc/lasubject/:
  - NYPL Digital Gallery
    http://digitalgallery.nypl.org/nypldigital/index.cfm:
  - Utah Artists Project (part of the Mountain West Digital Library)

- Microform Collections