

Public Art Archive Collection Management System Software Functionality Descriptions

The Public Art Archive collection management system will accommodate the public art process workflow from commissioning through conservation and is designed to reduce staff time while increasing the flow of information to administrators, artists, and the public. The system is designed to be enhanced on a regular basis to address the evolving needs of public art administrators. The system will have the following core capabilities.

- **Cataloging:** The compilation and maintenance of key information, formally identifying and describing objects. This extension is based on the requirements to fulfill the VRA CORE cataloging structure and includes all information needed to submit artwork records to the Public Art Archive.
- **Commission and Acquisition:** Documentation and management of the addition of public artworks and associated information to the collections of the organization, including their potential accession to the permanent collection. Track the commissioning process once the artist(s) have been selected for a project.
- **Conservation:** Documentation and management of the conservation process including information regarding the conservator, the conservator's assessments, treatment options, and priority levels for conservation projects.
- **Condition and Maintenance Check:** Documentation and management of the condition check and inventory assessment of public art works. This procedure is distinct from conservation, which is meant for routine artwork assessments.
- **Data Import/Export:** CollectionSpace import functionality supports importing files in XML (Extensible Markup Language) or CSV. Any relationships present in the data are preserved on import. The Public Art Archive will provide additional import/export support for subscribers to the Public Art Profile.
- **Data Entry Templates:** Provides the ability to create records from existing records or to create predefined templates for specific data entry needs.
- **Deaccession:** Documentation and management of the departure of public artworks leaving the organization's collection.
- **Exhibition Planning:** Documentation and management of exhibition planning to assist administrators and curators in creating exhibitions from artworks within the organization's collection.
- **Intake:** Documentation and management of artworks upon delivery/deposit/installation.

- **Loans In/Out:** Documentation and management of the borrowing and lending of artworks for which the organization is responsible for a specific period of time or for a specific purpose, whether exhibition or display, research, conservation, education, or photography/publication. This extension is especially helpful for art on loan programs.
- **Media Handling:** Provides the ability to upload a media file to the system or to link to a media file stored in an outside digital asset management system.
- **Roles and Permissions:** The management of system access, including read/write permission for procedural, artwork, and organizational records.
- **Reports:** Reports will be included in the Public Art Profile software. The Public Art Archive will preload a number of canned reports.
- **Valuation:** Documentation and management of the valuation of public artworks. This extension includes opportunities to track appraisals, insurance assessments, and calendar dates when valuation needs review for insurance purposes.

Public Art Archive: The [Public Art Archive](http://www.publicartarchive.org) is an existing, free, online database and service that fosters education, supports scholarship, increases exposure, and expands knowledge of the evolving roles of public art in society and culture. Launched in 2010, the Archive presently holds data detailing almost 13,000 public artworks and contains over 35,000 images. The public art inventory contained in the site grows daily as dedicated public art and data specialists import artwork and information from public artists and agencies. The process entails a highly curated procedure to ensure the accurate collection of data requirements.

WESTAF: [WESTAF](http://www.westaf.org) is a nonprofit arts service organization dedicated to strengthening the financial, organizational, and policy infrastructure of the arts. WESTAF assists state arts agencies, arts organizations, and artists in their quest to serve diverse audiences, enrich the lives of local communities, and provide access to the arts and arts education for all. Through innovative programming, advocacy, research, technology, and grantmaking, WESTAF encourages the creative advancement and preservation of the arts regionally and through a national network of customers and alliances.

CollectionSpace: [CollectionSpace](http://www.collectionspace.org) is an open-source, web-based software application for the description, management, and dissemination of collections information. The CollectionSpace team and community is made up of museum professionals, software engineers, and interaction designers. CollectionSpace represents a paradigm shift in collections management technology, which will allow users to create a stable, authoritative, and flexible core of collections information from which interpretive materials and experiences – from printed catalogs and mobile gallery guides to research platforms – may be more effectively developed.