Documentation and Organization

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What are we Documenting?
Start by thinking about what you DO

• Create art!

• Sell art!

• Think about what art to create next!

• Track the art you have sold!

• Manage your art peddling business!
Then the records you create DOING that

• Inspiration for the Art (Reference Materials)
  – Reference Files
  – Library

• Related to Making Art (Process Files)
  – Process Records
  – Studies and Mockups
  – Actual Art Objects

• Related to the Business of Art (Business Files)
  – Sales files
  – Gallery Correspondence
  – Receipts, Tax Documents
Organizational Strategies
Does it Matter?

- We create lots of records in our lives, and most of them don’t matter. What records either really document your process, record a business transaction, or reflect something meaningful about your work or your influences?
Short-Term V. Long-Term Value

• Long term
  – Process files
  – Sales records
  – Gallery correspondence
  – Etc.

• Short term
  – Receipts and expenses just kept for tax purposes
  – Routine correspondence and business records
Organization
Business Files (Categories)

- Tax records (file by year so you know when to discard)
- Gallery Correspondence
- Supplier correspondence
- Supplier invoices or receipts
Artwork and Process Files

• Photos/Slides of finished pieces
• Do you number artworks or have an inventorying system?
• Do you want to keep all documents related to a certain artwork together?
• Do you want to keep all documents of a certain type together?
• Do you think chronologically or narratively?
You are documenting what you do-
NOT doing a documentation system!