

Campus Art Records in the IR

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The Need

The Department of Art, Art History and Design approached the library for assistance with creating a database of records for the university's fine art collection.

These works, numbering more than 750, had been primarily managed separate spreadsheets for each sub-collection.

We considered our existing library systems and determined that the institutional repository offered the flexibility needed to manage these records.

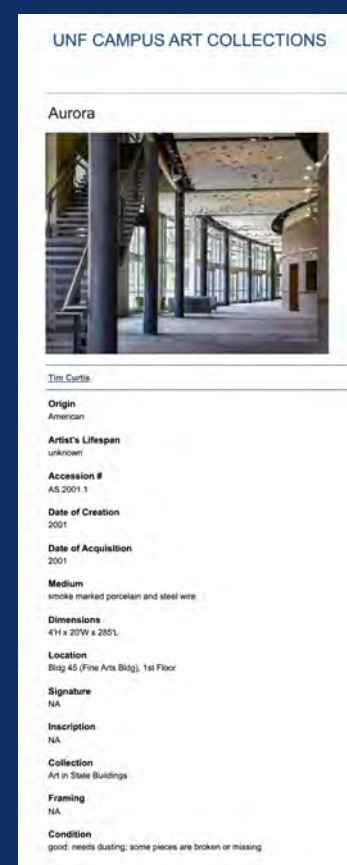
The data in the spreadsheets informed our requests for custom fields in the Digital Commons upload form.



Records in the IR

The works are managed within the series UNF Campus Art Collections. Works may be collected over into other sub-series for various collections, if the need arises.

Most of the works do not yet have images; we intend to add more images in the future.



Fields

The publicly visible and **hidden** fields in the forms currently are:

- Title and Alternative Title
- Artist/Creator Name(s)
- Artist/Creator Name Variant
- Artist/Creator Origin
- Artist's Lifespan
- Accession Number
- Campus Asset Number**
- Date and Circa Date
- Date of Acquisition
- Keywords
- Description
- Medium
- Dimensions
- Status
- Rights
- Location and **Location Description**
- Signature
- Inscription
- Gift/Purchase Information**
- Collection Name
- Framing
- Condition
- Value**

*Additionally, public outdoor art will have geo coordinates.

See an example:

https://digitalcommons.unf.edu/campus_art/204

Consistency & Control

After the initial entry of records, formatting inconsistencies between data in collections were resolved using batch revise processes.

The Future

A committee has been formed to oversee the collection. Descriptions & more images will be added.

Biographical entries for artists in the collection, authored by art history faculty, will be added to the IR and associated with these records.

In addition to assisting with collection management, it is hoped that the records will eventually serve scholarly purposes for students.