

## **RECORDKEEPING RESOURCES**

The following is a selection of tools and tips for creating, preserving, and protecting an archive of your creative work. Also included are a short list of online services you can use to store video, sound, calendars, and documents.

### **RECORDKEEPING GUIDES & RESOURCES**

**Archive Principles and Practice – An Introduction to Archives for Non-archivists:**  
An introductory guide developed by the Association of Performing Arts Collections (UK), to support people who own or look after archive material to assess and plan for the care and development of your archive collection of all sizes. While developed for an UK audience, there are many helpful tips that will be applicable for artists living in the U.S.  
<http://www.nationalarchives.gov.uk/documents/information-management/archive-principles-and-practice-an-introduction-to-archives-for-non-archivists.pdf>

**American Theatre Archive Project – Preserving Theatrical Legacy: An Archiving Manual for Theatre Companies**  
A detailed all-around manual completed in 2013 under the American Theatre Archive Project (ATAP), including chapters on assessment, appraisal, preservation, planning, etc.  
<http://americantheatrearchiveproject.org>

**Craft Emergency Relief Fund (CERF+) – Safekeeping Your Business and Artistic Records**  
An article on Studio Protector targeted at artists of all disciplines, introducing ways to classify and safely store physical and digital documents.  
<http://studioprotector.org/OnlineGuide/Safeguarding/SafekeepingYourBusinessandArtisticRecords.aspx>

**The Joan Mitchell Foundation – Creating a Living Legacy (CALL)**  
A program that provides support to visual artists in creating, through organizing and inventorying, comprehensive documentation of their artworks and careers.  
<http://joanmitchellfoundation.org/artist-programs/call#sthash.QkBbvcVU.dpuf>

- **An Archive Planning Workbook and Resource Guide:**  
<http://joanmitchellfoundation.org/artist-programs/call>
- **Getting Started & Setting Goals**  
[http://artisttrust.org/index.php/for-artists/resource/article\\_creating\\_a\\_living\\_legacy\\_2\\_getting\\_started\\_setting\\_goals](http://artisttrust.org/index.php/for-artists/resource/article_creating_a_living_legacy_2_getting_started_setting_goals)

## VIDEO ARCHIVING RESOURCES

**Activists Archivists – 7 Tips to Ensure Your Video is Usable in the Long Term:** A set of tips on video archiving in preparation for possible future use.

[http://activist-archivists.org/wp/?page\\_id=328](http://activist-archivists.org/wp/?page_id=328)

**Witness – Activists’ Guide to Archiving Video:** Video archiving guide for human rights filmmakers or grassroots groups that gives tips on how video documentation can be preserved.

<http://archiveguide.witness.org/>

**Digital Video Archiving – The Evolving Reality of Any Content, Anywhere, Anytime**

A sophisticated introduction to digital records, and its storage.

<http://www.fpdigital.com/Resource/Files/Digital%20Video%20Archiving.pdf>

## RECORDKEEPING ARTICLES & BOOKS

**All This Stuff: Archiving the Artist – by Judy Vakin, Karyn Stuckey, Victoria Lane. 2013**

A book that gives insights into the archival process, explores how archives can be made accessible and the unpredictable ways in which they may be explored and reinterpreted in the future.

<http://www.amazon.com/All-This-Stuff-Archiving-Artist/dp/1907471766>

**Authenticating and Archiving Your Work – by Peter Ouyang. 2007**

<http://www.sakuraofamerica.com/content-page/authenticating-and-archiving-your-artwork>

**Deep Storage: On the art of archiving – by Ingrid Schaffner. 1995**

[http://www.frieze.com/issue/article/deep\\_storage/](http://www.frieze.com/issue/article/deep_storage/)

**System restore: how archivists salvaged 1,500 volumes of digital art from Sandy’s floodwaters – by Joshua Kopstein. 2013**

<http://www.theverge.com/2013/1/15/3876790/eyebeam-hurricane-sandy-digital-archive-rescue>

**Why Artists Should Maintain Their Own Archive – by Gallerella Blog. 2012**

<http://www.gallerella.com/post/26399549893/why-artists-should-always-maintain-their-own-archive>

## ONLINE RECORDKEEPING SOFTWARE/SITES

**ArtSmart**

A cloud-based art management database and online inventory management for artists. Developed by Amy Davila.

<http://www.artsmartinc.com/>

**Artbase**

Computer software for art management that lives on an in-house server/client network.  
<http://www.artbase.com/>

**Artlogic Online**

Internet-based art gallery software and database system, used by galleries and artists, consultants, curators and collectors.  
<http://www.artlogic.net/artlogic/>

**GYST Pro**

A database program that helps visual artists artists keep track of their careers, cataloging artwork, sales, proposals, mailing lists, etc.  
<http://www.gyst-ink.com/index.php>

**ArtsVision**

Software developed for performing artists to track production planning and operations.  
<http://www.artsvision.com/site/>

**KS Limelight**

Developed for performing artists to manage and track their audition, contract, script, calendars and productions.  
<http://www.kslimelight.com/>

**PerformerTrack - The Standard Career Management Tool For Performers**

Helps performers to keep record of their activities and works as a business.  
<http://www.performertrack.com/>

**Widen Video Archive**

An online archiving tool with cloud-based storage using Amazon Web Services.  
<http://www.widen.com/video-archive/>