



**Lower
Manhattan
Cultural
Council**

EMPOWERING ARTISTS,
INVESTED IN COMMUNITY

ART & RESILIENCE

WHAT YOUR ARCHIVE CAN DO FOR YOU

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.

ARCHIVING DATABASTES

- ArtSmart <https://artsmartinc.com>
- Artbase <http://www.artbase.com>
- Artlogic <http://www.artlogic.net/artlogic>
- Artsystems <http://www.artsystems.com>
- Excel <https://products.office.com/en-us/excel>
- Filemaker <http://www.filemaker.com>
- Gallery Systems <http://www.gallerysystems.com>

ARTICLES AND BOOKS

- **“All This Stuff: Archiving the Artist” by Judy Vakin, Karyn Stuckey, Victoria Lane. 2013**
<http://www.amazon.com/All-This-Stuff-Archiving-Artist/dp/1907471766>
- **“Archive or Memory? The Detritus of Live Performance” by Matthew Reason**
<http://www.nyu.edu/classes/bkg/methods/reason.pdf>
- **“Arts & Numbers”, by Elaine Grogan Luttrull. 2013. See Chapter 12.**
<http://www.amazon.com/Arts-Numbers-Financial-Performers-Creative/dp/193284175X>
- **“Authenticating and Archiving Your Work” by Peter Ouyang**
<http://www.sakuraofamerica.com/content-page/authenticating-and-archiving-your-artwork>
- **“The Business of Being an Artist” by Daniel Grant. 2010**
<http://www.amazon.com/Business-Being-Artist-Daniel-Grant/dp/1581156731>
- **“Deep Storage” by Ingrid Schaffner**
<https://frieze.com/article/deep-storage>

- **Case Studies on Collections Management from Various Institutions and Arts Organizations**
<http://www.gallerysystems.com/resources/case-studies/>
- **“Creating a Living Legacy #1: An Introduction to Career Documentation”**
http://artisttrust.org/index.php/for-artists/resource/creating_a_living_legacy_an_introduction_to_career_documentation
- **“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
- **“System restore: how archivists salvaged 1,500 volumes of digital art from Sandy’s floodwaters” by Joshua Kopstein**
<http://www.theverge.com/2013/1/15/3876790/eyebeam-hurricane-sandy-digital-archive-rescue>
- **“The New York Public Library Archiving Performing Arts Electronic Resources: A Planning Project”** Report to the Andrew W. Mellon Foundation, Mellon Electronic Journal Archiving Program. July 1 31, 2002.
<http://old.diglib.org/preserve/nyplfinal.pdf>

INTERNET RESOURCES

- **The Joan Mitchell Foundation has a program called Create a Living Legacy (CALL). The CALL workbook is an excellent resource.**
<http://joanmitchellfoundation.org/artist-programs/call>
- **University of Minnesota has an online toolkit for theatrical archiving:**
<https://sites.google.com/a/umn.edu/tat/>
- **LMCC**
http://lmcc.net/virtual_content/fact-sheets-downloads
- **NYFA**
<http://source.nyfa.org/content/search/search.aspx?SA=1>
- **“What’s Your Archive Worth? – Gallerella Blog**
<http://gallerella.com/post/119558335241/whats-your-archive-worth-ive-blogged-in-the>
- **“Why Artists Should Maintain Their Own Archive” – Gallerella Blog**
<http://www.gallerella.com/post/26399549893/why-artists-should-always-maintain-their-own-archive>
- **“What do you do when your Gallery goes Belly Up?”**
<http://gallerella.com/post/79471232431/what-do-you-do-when-your-gallery-goes-belly-up>