



**Lower
Manhattan
Cultural
Council**

EMPOWERING ARTISTS,
INVESTED IN COMMUNITY

ART & RESILIENCE

WHAT YOUR ARCHIVE CAN DO FOR YOU

TOP FIVE REASONS WHY YOU SHOULD HAVE AN ARCHIVE

1. **Think Big!**- Career Retrospective and Catalogue Raisonné. Maintaining an archive ensures that you will always have a complete library of images and other documentation of all of your work regardless if it has been sold, consigned, lost, or damaged.
2. **Past Sales & Future Sales**- Being able to see the progression and trajectory of your costs, sales, and price point is important for future agreements with institutions, galleries, museums and collectors.
3. **Tracking Inventory and Editions**- An archive allows you to track your work. Who owns it, where it is, how many works does one collector own, who are the collaborators or artists involved, how many works does each gallery have on hand? When did I perform or write that work and where?
4. **Organized & Professional**- By keeping detailed records on all of your work you are more professional and easier to work with from a gallery, institutional, venue, funder perspective.
5. **Highly Functional Studio**- A well-designed relational database will allow you to generate agreements (loans, consignments, commissions, performance engagements) invoices, price lists, artist statements, insurance forms, and condition reports.