

PRESERVE & PROTECT

APPROACHING AN ART ARCHIVE

1. ASSESS
2. ORGANIZE & STORE
3. ID & CATALOG
4. DIGITIZE
5. PACK & STORE
6. RESOURCE & LICENSING

ASSESS

- WHAT DO YOU HAVE?
 - IS IT YOUR WORK OR SOMEONE ELSE'S?
- HOW MUCH IS THERE?
- WHAT MAKES UP THE COLLECTION? IS IT ONE MEDIUM OR MULTIPLE?
- HOW / WHERE IS IT ALREADY ORGANIZED / STORED?
- WHAT IS THE INDIVIDUAL / OVERALL MONETARY VALUE OF THE COLLECTION?
- DO YOU HAVE DIGITAL COPIES OF YOUR COLLECTION?
- DO YOU HAVE AN ONGOING INVENTORY OF YOUR COLLECTION?





WHAT DO YOU NEED?

- AN OPEN MIND
- PATIENCE
- ATTENTION TO DETAIL
- DON'T GET DISTRACTED BY SHINY OBJECTS OR MEMORY LANE
- GOAL: TIMELINES AND A DATE OF COMPLETION
- MANAGER AND/OR TEAM

START

$\Leftrightarrow$

ORGANIZE & STORE

WHAT DO YOU NEED TO GET STARTED?

- SPACE TO ORGANIZE IN
 - SPARE BEDROOM, STUDIO, OFFICE, DINING ROOM
 - CONSIDER CLIMATE IN THE ROOM: IS IT NEAR WATER, HEAT/COOL VENTS, WINDOWS, NATURAL LIGHT, PETS, KIDS...
- SURFACE TO LAYOUT COLLECTION AND PACKING MATERIALS
 - NO BEVERAGES OR FOOD NEARBY
 - SURFACE DOESN'T NEED TO BE USED FOR ENTERTAINING OR OTHER PROJECTS AT THE TIME
- AREA TO STORE ORGANIZED ITEMS:
 - SHELVING
 - NOT NEAR WATER, HEAT/COOL VENTS, WINDOWS, OR NATURAL LIGHT
 - OFF OF THE FLOOR





CHROME WIRE SHELVING

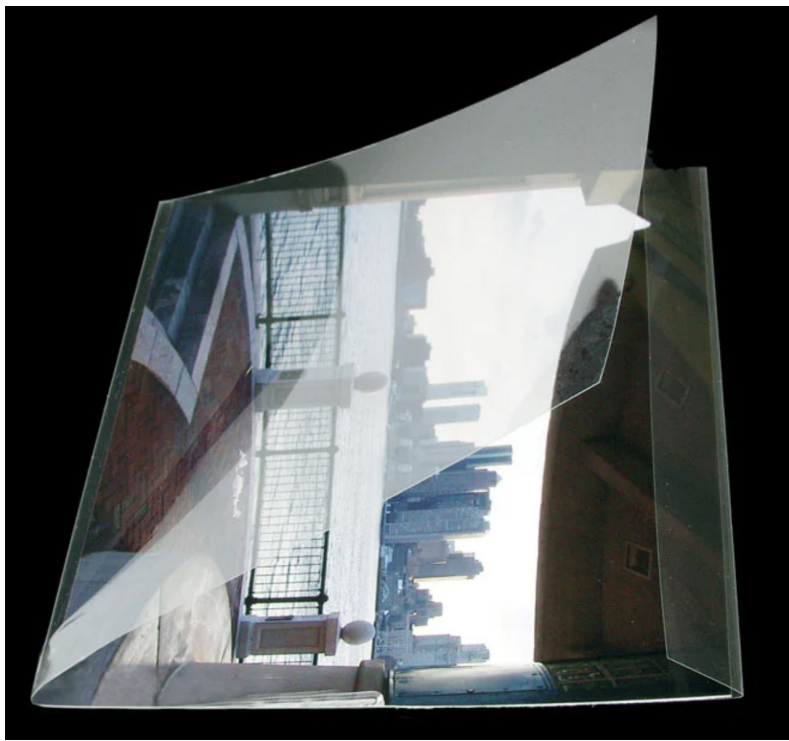
- NO TOOLS NEEDED TO BUILD
- SHELVES ADJUST IN 1" INCREMENTS
- NO DUST AND DIRT ACCUMULATION
- ALLOWS AIR TO CIRCULATE



100% COTTON GLOVES



PENCILS
(NO PENS/MARKERS)



SIDE LOADING PRINT SLEEVES



ACID-FREE PAPER (GLASSINE)

PROVIDES PROTECTION FROM SCRATCHES AND FINGERPRINTS DURING HANDLING AS WELL AS FROM DUST AND OTHER POLLUTANTS DURING STORAGE.



ACID-FREE STORAGE BOXES

NEXT STOP

$\Leftrightarrow$

ID & CATALOG

SHELVING | BOX TAGS

- ID YOUR SHELVING UNITS FROM [ENTRANCE TO BACK] OR [LEFT TO RIGHT] W/ALPHABET
 - **EXAMPLE:** UNIT A, B, C...
- ID YOUR SHELVES FROM [TOP TO BOTTOM] OR [BOTTOM TO TOP] W/NUMBERS
 - **EXAMPLE:** SHELF 1, 2, 3...
- ID YOUR BOXES/BINS WITH ALPHABET (MATCHES UNIT) + NUMBER
 - **EXAMPLE:** A.1, A.2,A.3

*USE A LABEL MAKER TO CREATE TAGS FOR UNIT, SHELF, BOX/BIN

PHOTOGRAPHS

- IS THERE A NAME TO THE PHOTO?
- WHO IS PICTURED?
- WHO IS THE PHOTOGRAPHER?
- WHEN WAS THE PHOTO TAKEN?
- WHERE WAS THE PHOTO TAKEN?
- WHO HOLDS THE COPYRIGHT?
- HOW MANY PHYSICAL COPIES ARE THERE?
- WHAT IS THE SIZE(S) OF THE PHYSICAL COPY?

PAINTINGS | DRAWINGS

- IS THERE A NAME TO THE WORK?
- WHO/WHAT IS DEPICTED?
- WHO IS THE ARTIST?
- WHEN WAS THE PIECE MADE?
- WHERE WAS THE PIECE MADE?
- WHO HOLDS THE COPYRIGHT?
- HOW MANY PHYSICAL COPIES ARE THERE?
- WHAT IS THE SIZE(S) OF THE PHYSICAL COPY?
- WHAT ARE THE MATERIALS?

FILM | VIDEO

- IS THERE A NAME TO THE WORK?
- WHO/WHAT IS DEPICTED IN THE FOOTAGE?
- WHO IS THE VIDEOGRAPHER?
- WHEN WAS THE FILM MADE?
- WHERE WAS THE FILMING LOCATION?
- WHO HOLDS THE COPYRIGHT?
- HOW MANY PHYSICAL COPIES ARE THERE?
- WHAT IS THE FORMAT?

ID: ABBREVIATIONS

CATEGORY	LETTER ABBREVIATION
CHOREOGRAPHIC NOTES	CHOR
LETTERS	LTTR
PORTRAITS	POR
PROGRAMS	PROG

TITLE OF WORK	LETTER ABBREVIATION	ID TAG
CLYTEMNESTRA	CLY	CLY_00I
EVERY SOUL IS A CIRCUS	ESC	ESC_00I
PORTRAIT OF MARTHA GRAHAM	POR	POR_00I



Archive ID	Title	Qty	Size	Photographer	Date Taken	Location of Shoot	Subject(s)	Item Location	© ™
POR_001	Portrait of Martha Graham	2	9x13	Imogen Cunningham	1931	Santa Barbara, CA	Martha Graham	Unit: 2 Shelf: 5 Box: P.3 Drive: P.4	NAME



ARCHIVE ID	TITLE	QTY	SIZE	PHOTOGRAPHER	DATE	LOCALE	SUBJECT(S)	ITEM LOCATION	© ™
CHR_MAS_001	CHRONICLE	4	8X10	ROBERT FRASER	12/19/36	GUILD THEATRE, NY	MARTHA GRAHAM DANCE GROUP IN <i>MASQUE</i> FROM <i>CHRONICLE</i> . PICTURED FROM (L) TO (R): NELLE FISHER, UNIDENTIFIED, GERTRUDE SHURR, ANITA ALVAREZ, NINA FONAROFF, THELMA BABITZ.	UNIT: 3 SHELF: 4 BOX: C.2 DRIVE: P.1	NAME

ART CODES:					FILM CODES:			
ART FILM								
PRO-RES								
ONE-LIGHT TRANSFER								
FINAL BATCH – ONE LIGHT TRANSFER								
Red Print = considered damaged, vinegar								
Packed:	Location:	Color/Lab-Item ID #:	MGC ID #:	Title:	Reel information:	Description:	Sound:	
TRUE	Box 7	1	5	Appalachian Spring	35mm			
TRUE	Box 2	2	6	Appalachian Spring	BW - 35mm			
TRUE	Box 7	4	13	Appalachian Spring	35mm			
TRUE	Box 2	5	14	Appalachian Spring	35mm			
TRUE	Box 2	6	17	Appalachian Spring	BW - 35mm			
TRUE	Box 2	7	15	Appalachian Spring	BW - 35mm			
TRUE	shelf 1	8	28	Appalachian Spring	BW - 16mm: Sound Print	Lake Placid, NY – August, 1973	yes	
TRUE	shelf 1	9	29	Appalachian Spring	BW - 16mm			
TRUE	shelf 1	10 – 77	18A, 18C, 18B	Appalachian Spring	BW - 16mm: Silent Print			no
TRUE	shelf 1	10 – 77	18A, 18C, 18B	Appalachian Spring	BW - 16mm: Preservation Duplicate Negative, Estar			
TRUE	shelf 1	10 – 77	18A, 18C, 18B	Appalachian Spring	BW - 16mm: Silent Preservation Print, Estar			
TRUE	shelf 1	11	70	Dark Meadow	BW - 16mm: Sound Print	1st half of dance (up to face dance)	yes	
TRUE	shelf 1	12	73	Dark Meadow	BW - 16mm: Sound Print	intercut version + close-up + wide	yes	
TRUE	shelf 1	13	74	Dark Meadow	BW - 16mm: Sound Print	2nd half of dance	yes	
TRUE	shelf 1	14	97	Herodiade	BW - 16mm			
TRUE	shelf 1	15	114	Herodiade	BW - 16mm			
TRUE	shelf 1	16	115	Herodiade	BW - 16mm: Original Reversal Silent			no
TRUE	shelf 1	16	115	Herodiade	BW - 16mm: Preservation Duplicate Negative, Estar			
TRUE	shelf 1	16	115	Herodiade	BW - 16mm: Silent Preservation Print, Estar			
TRUE	shelf 1	17	117	Herodiade	BW - 16mm: Sound Print	close-up	yes	
TRUE	shelf 1	18	118	Herodiade	BW - 16mm: Sound Print	intercut master-shot version	no	
TRUE	shelf 1	19	119	Herodiade	BW - 16mm: Sound Print	master-shot version	yes	
TRUE	Box 7	19	—	Appalachian Spring	35mm: Mag Trak – reel #1			
TRUE	shelf 1	20	120	Herodiade	BW - 16mm: Sound Print	Batsheva Dance Company – Rena Gluck	yes	
TRUE	shelf 1	21	—	Frontier	BW - 16mm			
TRUE	shelf 1	22	129	Frontier	BW - 16mm: Sound Print			yes
TRUE	shelf 1	23	149	Punch and the Judy	BW - 16mm: Reversal Original Silent	Reel #1		no
TRUE	shelf 1	23	149	Punch and the Judy	BW - 16mm: Preservation Duplicate Negative, Estar	Reel #1		
TRUE	shelf 1	23	149	Punch and the Judy	BW - 16mm: Silent Preservation Print, Estar	Reel #1		
TRUE	shelf 1	24	153	Punch and the Judy	BW - 16mm: Reversal Original Silent	Reel #2		no
TRUE	shelf 1	24	153	Punch and the Judy	BW - 16mm: Preservation Duplicate Negative, Estar	Reel #2		
TRUE	shelf 1	24	153	Punch and the Judy	BW - 16mm: Silent Preservation Print, Estar	Reel #2		
TRUE	shelf 1	25	—	Cave of the Heart	BW - 16mm			
TRUE	shelf 1	26	57	Cave of the Heart	BW - 16mm: Reversal Original with Optical Sound Track			yes
TRUE	shelf 1	26	57	Cave of the Heart	BW - 16mm: Sound Preservation Print, Estar			
TRUE	shelf 1	26	57	Cave of the Heart	BW - 16mm: Preservation Magnetic Sound Edge Track, Estar			
TRUE	shelf 1	26	57	Cave of the Heart	BW - 16mm: Preservation Negative Optical Sound Track, Estar			
TRUE	shelf 1	26	57	Cave of the Heart	BW - 16mm: Preservation Duplicate Negative, Estar			
TRUE	shelf 1	27	169	Primitive Mysteries	BW - 16mm: Sound Print			yes
TRUE	shelf 1	28	184	Primitive Mysteries	Color - 16mm			
TRUE	shelf 1	29	99	Every Soul is a Circus	BW - 16mm: Reversal Original	Reel #1 of 2		no
TRUE	shelf 1	29	99	Every Soul is a Circus	BW - 16mm: Preservation Duplicate Negative, Estar	Reel #1 of 2		
TRUE	shelf 1	29	99	Every Soul is a Circus	BW - 16mm: Silent Preservation Print, Estar	Reel #1 of 2		
TRUE	shelf 1	30	100	Every Soul is a Circus	BW - 16mm: Reversal Silent Original	Reel #2 of 2		
TRUE	shelf 1	30	100	Every Soul is a Circus	BW - 16mm: Preservation Duplicate Negative, Estar	Reel #2 of 2		no
TRUE	shelf 1	30	100	Every Soul is a Circus	BW - 16mm: Silent Preservation Print, Estar	Reel #2 of 2		
TRUE	shelf 1	31	101	Every Soul is a Circus	BW - 16mm			
TRUE	shelf 1	32	102	Every Soul is a Circus	BW - 16mm			
TRUE	shelf 1	33	201	Lamentation	Color - 16mm: Sound Print			yes
TRUE	shelf 1	34	—	Lamentation	BW - 16mm: Sound Print	Brooklyn Academy of Music		yes
TRUE	shelf 1	35	—	Lamentation	BW - 16mm			
TRUE	shelf 1	36	163	Phaedra	BW - 16mm: Reversal Original with Optical Sound Track			yes
TRUE	shelf 1	36	163	Phaedra	BW - 16mm: Preservation Magnetic Sound Edge Track, Estar			
TRUE	shelf 1	36	163	Phaedra	BW - 16mm: Sound Preservation Print, Estar			
TRUE	shelf 1	36	163	Phaedra	BW - 16mm: Preservation Duplicate Negative, Estar			
TRUE	shelf 1	36	163	Phaedra	BW - 16mm: Preservation Negative Optical Sound Track, Estar			
TRUE	shelf 1	37	164	Phaedra	BW - 16mm			
TRUE	shelf 1	38	165	Phaedra	BW - 16mm			
TRUE	shelf 1	39	167	Phaedra	Color - 16mm			
TRUE	shelf 2	40	241	A Dancer's World	BW - 16mm: Silent Print			no
TRUE	shelf 2	41	3224	A Dancer's World	BW - 16mm			
TRUE	shelf 2	42	88	Diversion of Angels	BW - 16mm: Sound Print			yes
TRUE	shelf 2	43	90	Diversion of Angels	BW - 16mm			
TRUE	shelf 2	44	89	Diversion of Angels	BW - 16mm			
TRUE	shelf 2	45	91	Diversion of Angels	BW - 16mm: Reversal Print Silent			no
TRUE	shelf 2	45	91	Diversion of Angels	BW - 16mm: Preservation Duplicate Negative, Estar			
TRUE	shelf 2	45	91	Diversion of Angels	BW - 16mm: Silent Preservation Print, Estar			
TRUE	shelf 2	46	92	Diversion of Angels	BW - 16mm			
TRUE	shelf 2	47	93	Diversion of Angels	BW - 16mm			
TRUE	shelf 2	48	96	Diversion of Angels	BW - 16mm			
TRUE	shelf 2	49	132	Letter to the World	BW - 16mm: Reversal Original Silent	Reel #2		no

Box #	Location	Archive ID	QTY	original/copy	Date	Mat/Eve	City	State	Country	Venue	Ballets	Dancers	Notes	
											<i>No dances listed</i>	Martha Graham and Matha Graham's Group: Lillian Shapero, Grace Cornell, Mary Rivoire, Joane Woodruff, Ruth White, Gertrude Shurr, Louise Creston, Anna Sokolov, Lillian Ray, Ethel Rudy, Hortense Burkin, Virginia Britton, Martha Todd, Pauline Nelson, Bessie Schoenberg, Alles Gilmour, Dorothy Bird, Georgia Graham.		
TRUE	1	shelf 17	ora_prog_02_01_1931	1	copy	February 1, 1931	Evening	New York	NY	USA	Craig Theatre	1. Dance 2. Lamentation 3. Moment Rustica 4. Two Primitive Canticles 5. Primitive Mysteries (premiere) 6. Adolescence 7. Rhapsodia (premiere) 8. Bacchanale (premiere) 9. Doloresa (premiere) 10. Harlequinade 11. Heretic	Martha Graham and Dance Group: Lillian Shapero, Grace Cornell, Mary Rivoire, Joane Woodruff, Ruth White, Gertrude Shurr, Louise Creston, Anna Sokolov, Lillian Ray, Ethel Rudy, Hortense Burkin, Virginia Britton, Martha Todd, Pauline Nelson, Bessie Schoenberg, Alles Gilmour, Dorothy Bird, Georgia Graham.	
TRUE	1	shelf 17	ora_prog_02_02_1931	1	copy	February 2, 1931	Evening	New York	NY	USA	Craig Theatre	1. Moment Rustica 2. Sketches of the People	Martha Graham and Dance Group: Lillian Shapero, Grace Cornell, Mary Rivoire, Joane Woodruff, Ruth White, Gertrude Shurr, Louise Creston, Anna Sokolov, Lillian Ray, Ethel Rudy, Hortense Burkin, Virginia Britton, Martha Todd, Pauline Nelson, Bessie Schoenberg, Alles Gilmour, Dorothy Bird, Georgia Graham.	
TRUE	1	shelf 17	ora_prog_02_03_1931	1	copy	February 3, 1931	Evening	New York	NY	USA	Craig Theatre	1. Primitive Mysteries	Martha Graham and Dance Group: Lillian Shapero, Grace Cornell, Mary Rivoire, Joane Woodruff, Ruth White, Gertrude Shurr, Louise Creston, Anna Sokolov, Lillian Ray, Ethel Rudy, Hortense Burkin, Virginia Britton, Martha Todd, Pauline Nelson, Bessie Schoenberg, Alles Gilmour, Dorothy Bird.	
TRUE	1	shelf 17	ora_prog_02_07_1931	1	copy	February 7, 1931	Matinee	New York	NY	USA	Craig Theatre	1. Dance 2. Harlequinade 3. Lamentation 4. Heretic 5. Incantation 6. Chorus of Youth-Companions 7. Primitive Canticles 8. Primitive Mysteries 9. Harlequinade 10. Bacchanale	Martha Graham and Dance Group: Lillian Shapero, Mary Rivoire, Dorothy Bird, Sydney Brenner, Louise Creston, Alles Gilmour, Mattie Haim, Lily Mehlman, Sophie Maslow, Pauline Nelson, May O'Donnell, Lillian Ray, Ethel Rudy, Gertrude Shurr, Anna Sokolow, Joan Woodruff.	
TRUE	1	shelf 17	ora_prog_02_08_1931	1	copy	February 8, 1931	Matinee	New York	NY	USA	Craig Theatre	1. Dance 2. Lamentation 3. Prelude to a Dance 4. Dithyrambic 5. Two Primitive Canticles 6. Primitive Mysteries 7. Serenade 8. Incantation 9. Bacchanale 10. Doloresa 11. Harlequinade 12. Heretic	Martha Graham and Dance Group: Lillian Shapero, Mary Rivoire, Anna Sokolow, Gertrude Shurr, Lillian Ray, Louise Creston, Alles Gilmour, Ethel Rudy, Pauline Nelson, Lily Mehlman, Sophie Maslow, Freema Nadler, Mattie Haim, Beatrice Gerson.	
TRUE	1	shelf 17	mar_prog_12_06_1931	2	copy	December 6, 1931	Matinee	New York	NY	USA	Martin Beck Theatre	1. Dance 2. Lamentation 3. Prelude to a Dance 4. Dithyrambic 5. Two Primitive Canticles 6. Primitive Mysteries 7. Serenade 8. Incantation 9. Bacchanale 10. Doloresa 11. Harlequinade 12. Heretic	Martha Graham and Dance Group: Dorothy Bird, Sydney Brenner, Louise Creston, Alles Gilmour, Mattie Haim, Sophie Maslow, Lily Mehlman, Pauline Nelson, May O'Donnell, Lillian Ray, Mary Rivoire, Ethel Rudy, Lillian Shapero, Gertrude Shurr, Anna Sokolow, Joan Woodruff.	
TRUE	1	shelf 17	bam_prog_02_24_1932	1	original	February 24, 1932	Evening	Brooklyn	NY	USA	Brooklyn Academy of Music	1. Incantation 2. Lamentation 3. Rustica 4. Dithyrambic 5. Ceremonials 6. Fragments 7. Bacchanale 8. Harlequinade 9. Primitive Mysteries 10. Harlequinade 11. Heretic	Martha Graham and Dance Group: Lillian Shapero, Mary Rivoire, Gertrude Shurr, Anna Sokolow, Louise Creston, Alles Gilmour, Lillian Ray, Ethel Rudy, Lily Mehlman, Sophie Maslow, Freema Nadler, Ruth White, Pauline Nelson, Mattie Haim, Sidney Brenner, Beatrice Gerson.	
TRUE	1	shelf 17	gul_prog_02_28_1932	1	copy	February 28, 1932	Matinee	New York	NY	USA	Guild Theatre	1. Incantation 2. Lamentation 3. Dithyrambic 4. Serenade 5. Primitive Canticles 6. Doloresa 7. Harlequinade 8. Ceremonials	Martha Graham and Dance Group: Lillian Shapero, Gertrude Shurr, Anna Sokolow, Louise Creston, Alles Gilmore, Lillian Ray, Ethel Rudy, Lily Mehlman, Sophie Maslow, Freema Nadler, Ruth White, Pauline Nelson, Mattie Haim, Sidney Brenner, Mary Radin, Catherine Selby.	
TRUE	1	shelf 17	gul_prog_04_03_1932	1	copy	April 3, 1932	Matinee	New York	NY	USA	Guild Theatre	1. Incantation 2. Lamentation 3. Dithyrambic 4. Dance Songs - Satyrical Festival Song (premiere) 5. Incantation 6. Chorus Of Youth-Companions 7. Primitive Canticles 8. Primitive Mysteries 9. Harlequinade 10. Bacchanale	Martha Graham and Dance Group: Lillian Shapero, Mary Rivoire, Dorothy Bird, Sydney Brenner, Louise Creston, Alles Gilmour, Mattie Haim, Lily Mehlman, Sophie Maslow, Pauline Nelson, May O'Donnell, Lillian Ray, Ethel Rudy, Gertrude Shurr, Anna Sokolow, Joan Woodruff.	
TRUE	1	shelf 17	gul_prog_11_20_1932	3	copy	November 20, 1932	Matinee	New York	NY	USA	Guild Theatre	1. Salutation 2. Lamentation 3. Rustica 4. Dithyrambic 5. Four Inanimites 6. Bacchanale 7. Incantation 8. Two Primitive Canticles 9. Doloresa 10. Prelude To A Dance 11. Harlequinade 12. Heretic	Martha Graham and Dance Group: Lillian Shapero, Mary Rivoire, Sydney Brenner, Louise Creston, Alles Gilmour, Mattie Haim, Sophie Maslow, Lily Mehlman, Pauline Nelson, May O'Donnell, Lillian Ray, Ethel Rudy, Gertrude Shurr, Anna Sokolow, Joane Woodruff.	
TRUE	1	shelf 17	new_prog_11_29_1932	1	copy	November 29, 1932	Evening	New York	NY	USA	New School for Social Research	Six Miracle Plays: 1. La Navette 2. The Miraculous Birth and the Madwives 3. Les Trois Rois 4. Les Trois Mares 5. The Lamentation of the Virgin Mary 6. The Magdalen	Martha Graham and Dance Group: Joane Woodruff, Sydney Brenner, Lucy Newman, Kenneth Bookbuck, William Malone, Collas Sanderson, John Beaver, Harold Baumstien, John Glen, John O'Shaughnessy, Peter Railey, Lillian Shapero, Paul Leyssac, Georgia Graham, Dorothy Bird, Mary Rivoire, Alma Kruger.	
TRUE	1	shelf 17	gul_prog_02_06_1933	1	copy	February 5, 1933	---	New York	NY	USA	Guild Theatre			

Collective Access ID:	Archive Item ID:	Title:	Qty:	Photographer:	Date:	Description:	Location:	Updated:	Notes:
APP_001.tif	APP001	<i>Appalachian Spring</i>	3	Arnold Eagle	—	Martha Graham, Bertram Ross	Box A.4	3/3/17	
APP_002.tif	APP002	<i>Appalachian Spring</i>	2	Arnold Eagle	1944	Martha Graham, Erick Hawkins, May O'Donnell, MG Company	Box A.4	3/3/17	
APP_003.tif	APP003	<i>Appalachian Spring</i>	1	Arnold Eagle	1944	Martha Graham, Erick Hawkins	Box A.4	3/3/17	
APP_004.tif	APP004	<i>Appalachian Spring</i>	3	unknown	1944	Martha Graham, Erick Hawkins, May O'Donnell, MG Company	Box A.4	3/3/17	
APP_005.tif	APP005	<i>Appalachian Spring</i>	2	Cris Alexander	1944	Martha Graham, May O'Donnell	Box A.4	3/3/17	
APP_006.tif	APP006	<i>Appalachian Spring</i>	1	unknown	1954	Martha Graham	Box A.4	3/3/17	
APP_007.tif	APP007	<i>Appalachian Spring</i>	4	unknown	1954	Martha Graham, Stuart Hodes	Box A.4	3/3/17	
APP_008.tif	APP008	<i>Appalachian Spring</i>	1	"the Hague" (?)	—	Martha Graham, Stuart Hodes, Bertram Ross, MG Company	Box A.4	3/3/17	
APP_009.tif	APP009	<i>Appalachian Spring</i>	3	Aart Klein	—	Bertram Ross, MG Company	Box A.4	3/3/17	
APP_010.tif	APP010	<i>Appalachian Spring</i>	1	Arnold Eagle	—	Martha Graham	Box A.4	3/3/17	
APP_011.tif	APP011	<i>Appalachian Spring</i>	2	unknown	—	Martha Graham, Stuart Hodes	Box A.4	3/3/17	
APP_012.tif	APP012	<i>Appalachian Spring</i>	1	unknown	1958	Martha Graham, Stuart Hodes, Bertram Ross, Matt Turney, MG Company	Box A.4	3/3/17	
APP_013.tif	APP013	<i>Appalachian Spring</i>	3	Arnold Eagle	—	Bertram Ross	Box A.4	3/3/17	
APP_014.tif	APP014	<i>Appalachian Spring</i>	1	Arnold Eagle	—	Stuart Hodes	Box A.4	3/3/17	
APP_015.tif	APP015	<i>Appalachian Spring</i>	1	Maria Austria	—	Yuriko, Helen McGehee, Mary Hinkson, Miriam Cole	Box A.4	3/3/17	
APP_016.tif	APP016	<i>Appalachian Spring</i>	1	unknown	—	Stuart Hodes	Box A.4	3/3/17	
APP_017.tif	APP017	<i>Appalachian Spring</i>	1	unknown	—	Matt Turney	Box A.4	3/3/17	
APP_018.tif	APP018	<i>Appalachian Spring</i>	2	Martha Swope	—	Ethel Winter	Box A.4	3/3/17	
APP_019.tif	APP019	<i>Appalachian Spring</i>	2	Martha Swope	—	Matt Turney	Box A.4	3/3/17	
APP_020.tif	APP020	<i>Appalachian Spring</i>	2	Martha Swope	—	Bertram Ross	Box A.4	3/3/17	
APP_021.tif	APP021	<i>Appalachian Spring</i>	2	Martha Swope	—	Ethel Winter, Robert Cohan, Bertram Ross, MG Company	Box A.4	3/3/17	
APP_022.tif	APP022	<i>Appalachian Spring</i>	4	Oleaga	—	Ethel Winter, Robert Cohan, Matt Turney	Box A.4	3/3/17	
APP_023.tif	APP023	<i>Appalachian Spring</i>	1	Martha Swope	—	Pearl Lang	Box A.4	3/3/17	
APP_024.tif	APP024	<i>Appalachian Spring</i>	2	unknown	—	Phyllis Gutelius	Box A.4	3/3/17	
APP_025.tif	APP025	<i>Appalachian Spring</i>	2	unknown	—	Phyllis Gutelius, William Carter	Box A.4	3/3/17	
APP_026.tif	APP026	<i>Appalachian Spring</i>	2	unknown	—	David Hatch Walker, MG Company	Box A.4	3/3/17	
APP_027.tif	APP027	<i>Appalachian Spring</i>	2	unknown	—	Phyllis Gutelius	Box A.4	3/3/17	
APP_028.tif	APP028	<i>Appalachian Spring</i>	2	unknown	—	Diane Gray, Time Wengerd	Box A.4	3/3/17	
APP_030.tif	APP030	<i>Appalachian Spring</i>	1	Martha Swope	—	Yuriko Kimura, Tim Wengerd	Box A.4	3/3/17	
APP_031.tif	APP031	<i>Appalachian Spring</i>	3	Martha Swope	—	Peter Sparling	Box A.4	3/3/17	

NEXT STOP

$\Leftrightarrow$

DIGITIZE

WHY DIGITIZE YOUR COLLECTION?

- A SOURCE TO REPRODUCE ONLINE OR PRINTED COPIES
- LUCRATIVE TO A COLLECTOR/BUYER TO TOUR YOUR COLLECTION
- PHOTOGRAPH
 - CLEAN, WHITE, WELL-LIT BACKGROUND AND ATMOSPHERE
 - CAPTURE ALL ANGLES/POINTS-OF-VIEW
- SCAN
 - DIGITAL SCANS OF LARGE NEGATIVES AND TRANSPARENCIES AT 600 DPI FOR STANDARD QUALITY AND 1200 DPI FOR HIGH-QUALITY.
 - WHEN DECIDING ON THE BEST RESOLUTION FOR SCANNING PHOTOS, A HIGH DPI ONLY REALLY MATTERS WHEN PROJECTS REQUIRE EXTREME DETAIL, SUCH AS WITH ARCHIVAL PROJECTS.



CANON IMAGEFORMULA R40

- DOCUMENT TYPES:
RECEIPTS, PHOTOS,
BUSINESS CARDS, LONG
DOCUMENTS, THICK OR
THIN DOCUMENTS
- COMPACT & PORTABLE
- MAC | PC COMPATIBLE
- RETAIL: \$259.00

DIGITAL STORAGE

- HARD DRIVES

- STICK WITH ONE BRAND
- STORE HARD DRIVE IN ITS ORIGINAL PACKAGING
- STORE COLLECTION IN A SAFE OR A WATERPROOF, LOCKABLE CABINET

- SERVER

- PENDING SIZE OF COLLECTION AND INDIVIDUAL FILES, A SERVER MAY NOT BE NECESSARY

- CLOUD

- GOOGLE DRIVE (MORE USER FRIENDLY)
- DROPBOX

*HAVE A BACK-UP TO A BACK-UP TO A BACK-UP



LACIE HARD DRIVE

- SHOCK-RESISTANT
- DUST-RESISTANT
- WATER-RESISTANT
- COMPACT & PORTABLE
- **STORAGE: 5TB**
- MAC | PC COMPATIBLE

NEXT STOP

$\Leftrightarrow$

PACK & STORE

CLIMATE: MODERATE & STABLE

TEMPERATURE/HUMIDITY IN A STORAGE ENVIRONMENT SHOULD IDEALLY BE WITHIN THESE RANGES:

- TEMPERATURE

- **PHOTOGRAPHS:** 68° OR LESS
- **PAINTINGS:** 70 °F – 75 °F DURING SUMMER AND 65 °F - 70 °F DURING WINTER
- **FILM | VIDEOTAPES:** 35 °F – 40 °F (FILM CAN BE COLDER)
- **HARD DRIVES:** 41°F – 77°F
- SPACE HEATER AND AIR CONDITIONER UNIT

- MOISTURE/HUMIDITY

- **PHOTOGRAPHS:** 30% – 40%
- **PAINTINGS:** 40% – 60%
- **FILM | VIDEOTAPES:** -5% – 35%
- DEHUMIDIFIER BASED ON SQUARE FOOTAGE OF ROOM
- PAY ATTENTION TO ANY MOISTURE/LEAKS IN OVERHEAD PIPES

TO CONSIDER

$\Leftrightarrow$

RESOURCE & LICENSING

RESOURCE / LICENSING

- DOES YOUR WORK REQUIRE TRADEMARKS OR COPYRIGHTS?
- ALL COPIES ON WEBSITES, SOCIALS, OR SHARING SHOULD BE WATERMARKED
- CAN YOUR WORK BE USED FOR STAGINGS, RENTALS, BROADCAST, SHOWS, ETC.
- SELL/DONATE THE COLLECTION INDIVIDUALLY OR AT-LARGE TO A GALLERY, MUSEUM, UNIVERSITY, OR COLLECTOR
- DECIDE WHERE YOUR COLLECTION SHOULD GO/LIVE AFTER YOU ARE GONE
- GRANTS FOR ARCHIVING PROJECTS

LINKS TO MATERIALS

- [CHROME WIRE SHELVING](#)
- [MILK CRATES](#)
- [CANON IMAGEFORMULA R40 SCANNER](#)
- [SMILCO 100% COTTON GLOVES](#)
- [ECONOMY FOLD-IN-HALF TABLES](#)
- [BUBBLE WRAP](#)
- [SIDE LOADING PRINT SLEEVES](#)
- [ACID FREE TISSUE PAPER](#)
- [ACID-FREE STORAGE BOX](#)
- [ACID-FREE STORAGE BOX](#)
- [LACIE HARD DRIVE](#)

LINKS TO RESOURCES | ARTICLES

- [GOOGLE ARTS & CULTURE: MARTHA GRAHAM](#)
- [NEW YORK TIMES: FOR THE PUBLIC LIBRARY, MARTHA GRAHAM IS THE MISSING LINK](#)

THANK YOU