

ARLIS/NA

ART LIBRARIES SOCIETY of NORTH AMERICA

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Artists' Books [Everywhere]: Creating an Innovative Reference Tool for Your Region

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Workshop handout:

Purpose

- to create a comprehensive index of all book art collections in an area
- to explain how to use the catalog to create a list of all artists' books in the collection
- to explain how to search or browse the catalog
- to make special collections less intimidating
- to promote book art collections to a wide audience
- to bring researchers into libraries

Define your project's parameters and constraints

- Limit by geographic area?
- Limit by cost to create?
- Limit by the time to produce?
- Limit by collection size?
- Limit by an institution or consortium?
- Will this be a collaborative, institutional, or independent project?

Think about funding

- What are the costs going to be?
 - web domain, hosting, security
 - transportation to collections
 - your time
- What are potential funding sources?
 - your institution
 - grant
 - crowdfunding (Kickstarter, Indiegogo)
- Advocate for funding
 - Define the mission, need for the project, and parameters you've set
 - Document the work to be done
 - Create a timeline
 - Assemble estimated budget

Build a list of collections

- Which collections do you already know?
- Focus attention on museum libraries, academic libraries, and larger public libraries
- Search Worldcat for works in local libraries
- Use social media and listservs
- Ask staff at collections you already know if they know other collections

Look for information about each institution

- Visit the website
- Visit the repository, if possible
- Email staff
- Send out an online survey (but beware low response rate)

Draft a profile of each institution

- Summarize the collection development policy and scope
- Explain how to use the catalog to get a list of all artists' books in the collection, if possible
- Describe how to get there, if possible with public transportation
- Discuss what to expect when researchers get there
 - Are there limitations on who can do research in the repository?
 - Do researchers need to register in advance?
 - Should researchers make an appointment beforehand?
 - Do they need to bring anything with them, like ID?
 - Should they leave anything, like pens or cameras, at home, or lock it up there?
- Who do they contact with questions? List email, phone and/or web forms.
- Record relevant links
 - the repository's website
 - information about visiting and access
 - any specific info about book art in the collection
 - any outside resources about the collection, like blog posts

Think about design and tone

- friendly, rather than academic or promotional, tone
- design for user and user experience
- clean design
- easy to navigate
- use photos, if possible

Create your resource

- Make a website, using platform like Wordpress
- Add pages to your institution's website
- Make a blog, using a platform like Blogger
- Use Pinterest (but less opportunity to add your own information, and access is limited)
- Collaborate if you need technical assistance

Check your info

- Do a soft opening of the website

- Send a link for each institution to a librarian from that repository
- Ask if it's accurate and if there's anything to add
- Ask if there are images they would like to share

Publicize your website

- listservs (ARLIS, Book Arts-L, regional library listserv, etc.)
- blogs (ARLIS/NA Book Art SIG)
- social media
 - Let your own social media networks know
 - Utilize the social media of the institutions you profile
- Contact relevant professors and librarians at local universities
- Present to audiences, displaying works from the collection, if possible
 - at the institutions
 - at the public library
 - at conferences
 - at universities

What is your project's purpose? How do you define the parameters?

Will this be an independent, collaborative and/or institutional project?

How long do you think it will take to complete?

What costs do you anticipate?

If you need funding, where will you look?

What are some collections you already know?

How will you find more collections?

What information will you collect about each institution?

What online platform do you anticipate using to present your project?

How will you publicize it?

Where do you see potential issues arising?

What questions or concerns do you have?

Workshop Evaluation

Did you find the workshop useful?

Do you feel able to create your own resource?

Was anything missing? Or unnecessary?

Do you have any recommendations for future workshops?

Any other feedback?

Thank you!