

UNLV Marjorie Barrick Museum of Art - Art Press Collection

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The Project

The Art Press Collection

- The Art Press Collection documents internal (UNLV) and regional publications of the Marjorie Barrick Museum of Art.
- These publications consist of Barrick created content (exhibition announcements, brochures, flyers, postcards, and posters) and regional publications (interviews, reviews, awards and recognition) from a vetted publication list by the Barrick.
- Publications are routinely collected by various methods:
 - Know date of publications.
 - Copies of announcements, etc.
 - Google alerts and routine searches.
- The Art Press Collection is arranged in chronological descending order:
 - 2017 (Dec - Jan); 2016; 2015-2012; 2011-1967

Process Manual

- The Barrick provides opportunities for interns from the Department of Art to learn collection management, installations/de-installations of exhibits, tours/workshops, events.
- Interns range in major and experience.
- The process manual was developed to effectively train interns in processing the Art Press Collection.
- The form and function of the process manual enables quick reference accessibility, ease of use and readability.

Process Manual

Parts of the Manual

- Utilizing Roe (2005) *Arranging and Describing Archives and Manuscripts*, from the *Archival Fundamentals Series II* as a guide for processing the Art Press Collection.
- The parts of the process manual were adopted to fit the needs of the Barrick and provide context of the Art Press Collection.
- The sections of the process manual are:
 - *Overview, Table of Contents, Search Procedures (Known/Unknown Publications, Content Types), Arrangement Procedures (Tools, Arrangement, Processing, Placement).*
 - *Illustrations* for each type of publication.

Process Manual (Con't)

Visual Elements & Illustrations

- Process manual contains two design themes:
 - Visual elements
 - Illustrations
- *Visual Elements* are functional placements of headers, sub-headers, minimal text, and other graphical elements.
- *Illustrations* are vector graphic representations of each publication to be added to the Art Press Collection.

Types of Resources

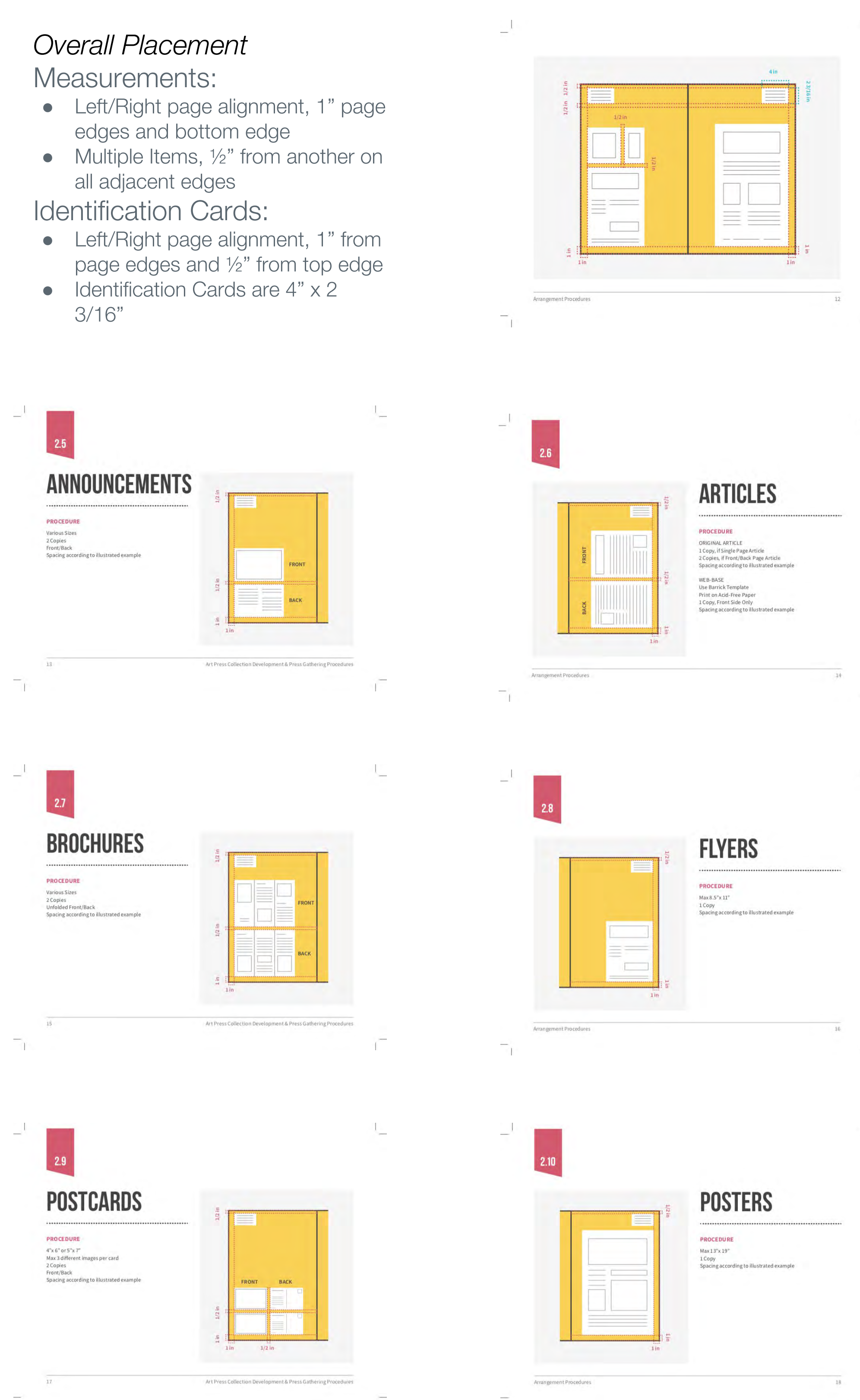
Overall Placement

Measurements:

- Left/Right page alignment, 1" page edges and bottom edge
- Multiple items, 1/2" from another on all adjacent edges

Identification Cards:

- Left/Right page alignment, 1" from page edges and 1/2" from top edge
- Identification Cards are 4" x 2 3/16"



Training Outcomes

- Eliminates the need for ongoing one-on-one training.
- Provides a guide for standardize training to all interns.
- Helps to utilize interns more effectively.
- Significantly reduces initial and ongoing errors.
- Builds confidence and enables autonomy of interns working on the Art-Press Collection.
- Provides a model for processing additional archive collections.

Next Steps

- Add additional graphics/illustrations for process the digital aspect of Art Press Collection.
- Adapt process manual to additional archive collections.

References

- Datuin, A. (2018). Barrick Art Press Process Manual [Digital image].
- Roe, K. (2005). *Arranging & describing archives & manuscripts* (Archival fundamentals series. II). Chicago: Society of American Archivists.

Contact Information

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