

347.

348.

EAMIP PROJECT NO. MR06

TITLE Works of Art Computer Inventory

RESPONSIBILITY Manager: MRP, W.R. Graham  
Project Officer: MRPF, B.C. Mack

PRESENT SITUATION:

After a review of existing records for the artworks owned by the Department, it was established that a traditional cross-indexed manual inventory system could not provide proper documentation, management and/or control of the artworks. The records were too disorganized to be correlated into such a system and there was neither secretarial nor registry staff for support.

Various alternatives were reviewed and design and organization of a computer information management system was undertaken in cooperation with the National Museum's Cultural Heritage Information Network (CHIN). A computer data base has been designed and documentation standards have been established. The second phase of inputting the information into the computer system is scheduled to begin January, 1984 pending the contracting of an art researcher and CHIN scheduling. Attempts are being made to hire, on contract, the art researcher required for this one time project. This person would research all available sources of information, input the acquired information into previously designed computer catalogue sheets and to proofread and correct the computer copy. Funding has been requested in the 1984/85 budget to cover operational and capital costs.

OBJECTIVE

The objective of this project is to create an information management computer system for artworks owned by, or loaned or rented to, the Department of External Affairs. This will result in a master inventory which will document a valuable historical, cultural and monetary resource and enable adequate and proper inventory control.

GOAL

The primary goal for the Fine Arts Programme Inventory is to establish a system for the registration and physical handling of artworks owned by or loaned to the Department of External Affairs;

As a consequence the following goals were established:

1. a computer based information - management system;
2. yearly loan agreements with the posts;
3. a slide library;
4. biographic files of artists in the collection;
5. a manual of procedures;
6. secure storage/work space.