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Appendix 1

List of collections, portals and projects

About Art Spaces http://www.as-ap.org/about.cfm/.

Archiving the avant-garde: preserving digital / media art (and CIAO)

http://www.bampfa.berkeley.edu/about/avantgarde

ARLIS/UK & Ireland, Arlis.net, http://www.arlis.net/.

Art-Ephemera (discussion group), 'Archives of Art-Ephemera'

http://www.jiscmail.ac.uk/art-ephemera

Artists' Papers Register, http://www.hmc.gov.uk/artists/.

Baltic Library and Archive. http://archive.balticmill.com

Basis Wien. http://www.basis-wien.at

Centre for Ephemera Studies, University of Reading. Ephemera collections. CD, 2006.

Chelsea Library, University of the Arts, London.

http://www.arts.ac.uk/library/3671.htm

Constance Howard Resource and Research Centre for Textiles. Materials database.

http://www.goldsmiths.ac.uk/constance-howard/ and http://vads.ahds.ac.uk/

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Diversity Archive (formerly AAVAA. African & Asian Visual Arts Archive

(AAVAA)). http://www.uel.ac.uk/aavaa/index.htm

European-art.net, http://www.european-art.net/.

GENESIS. http://www.londonmet.ac.uk/genesis/

Glasgow School of Art Archives

http://www.gsa.ac.uk/library/archives/

inIVA, the Institute of International Visual Arts

http://www.iniva.org/

MoMA Library, New York, *DADABASE* online catalogue, http://library.moma.org/.

National Gallery of Canada Library. Artists in Canada database,

http://www.chin.gc.ca/Resources/Research Ref/Reference Info/AICH/e hp aich.html.

National Irish Visual Arts Library, National College of Art and Design, Dublin

http://www.ncad.ie/library/library.html

Online Archive of California. http://www.oac.cdlib.org/

Royal Academy Archive, London

http://www.royalacademy.org.uk

Tate Archives (2006) The Artists' Placement Group micro-site.

http://www.tate.org.uk/learning/artistsinfocus/apg/

University of Iowa Libraries. *Alternative Traditions in the Contemporary Arts (ATCA)*

Collections http://www.lib.uiowa.edu/spec-coll/resources/ATCA.html

Variable Media. http://variablemedia.net/

Vektor http://www.vektor.at

Virtueller Katalog Kunstgeschichte. http://vkk.uni-karlsruhe.de

WAAND, http://waand.rutgers.edu/.

Women's Art Library/Make, Goldsmiths College Library,

http://goldsmiths.ac.uk/make

List of cataloguing and metadata resources

CALM for Archives, http://www.ds.co.uk/

Dublin Core, http://dublincore.org/.

EAD: Encoded Archival Description Version 2002 Official Site (EAD Official Site,

Library of Congress), 2007. http://www.loc.gov/ead/

Getty (2007) *ULAN* (Union List of Artists Names),

http://www.getty.edu/research/tools/vocabulary/ulan/index.html.

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http://www.getty.edu/research/tools/vocabulary/aat/index.html

Getty. [2007] 'Introduction to Metadata: pathways to digital informatio'n, on line edition, version 2.1. Metadata Standards Crosswalks.

http://www.getty.edu/research/conducting_research/standards/intrometadata/crosswal ks.html

Library of Congress (2001), *Dublin Core/MARC.GILS Crosswalk*, Version issued 2001. http://www.loc.gov/marc/dccross.html

Library of Congress Subject Headings. Available from OCLC (by subscription) see also Digital Resources Association http://lcauth.dra.com/LCAUTH

Library of Congress (2007) MARC Standards. http://www.loc.gov/marc/

Library of Congress, Prints and Photographs Division. Thesaurus for Graphic

Materials http://www.loc.gov/rr/print/cataloging.html

PND (Personennormdatei Deutsche Bibliothek), Frankfurt

http://z3950gw.dbf.ddb.de/z3950/zfo get file.cgi?fileName=DDB/searchForm.html.

Vektor (2001). 'List of art practice definitions'. Peter Nosbers (ed.) Unpublished. Forum details at http://www.vektor.at

VRA (Visual Resources Association) (2006). *Cataloguing Cultural Objects guidelines*.http://www.vraweb.org/ccoweb/cco/intro.html

Appendix 3

Model collection policy for an art ephemera collection

- Identify your subject and limit the scope of your collection to that, this will
 include identifying what can make your collection unique
- Establish routines for accessioning and making material available.
- Identify your audience and their interests, analyse use
- Identify sources and allocate time to liaising with them
- Add essential information, such as date, at acquisition
- Provide access in a form that is integrated with existing catalogues
- Consider showcasing parts of the collection, or themes
- Join collaborative projects