

[Home](#) > [Collections_App](#) > [** Collections](#) > [Add Collection](#)

Add Collection

Collector:  

Create or choose a collector responsible for the artist files collection.

Name:

Use "General Artist Files Collection" if describing collection as one combined entry; otherwise, create a separate entry for each formally named collection or collection with special characteristics, for example "The Nettie Wheeler Artist Files on Native American Artists. Multiple collections allowed and encouraged."

Description:

Provide a general description of the collection, including such aspects as history and provenance. Also use this field for general notes about the collection.

Quote:

Provide a quote or tagline for the collection. Quotes are automatically added.

Quote Attribution:

Provide the source of quote or tagline if applicable, including name, title, date, publication source, etc.

Access and Use:

Add policies and procedures relating to how researchers access and use the collection.

Website:

Add website describing or providing access to the collection.

Reference Services:



Add reference services offered. Create a new service if there is not a fit. Hold down "Control", or "Command" on a Mac, to select more than one.

Cataloging Systems:

- Database - Personal
- Database - Web Accessible
- Integrated Library System
- OCLC/WorldCat
- Paper Index or Card File
- Spreadsheet
- Text File



Add systems used for cataloging artist files collection. Create a new system if there is not a fit. Hold down "Control", or "Command" on a Mac, to select more than one.

Size:

Provide a statement about the size of the collection, including growth rate, etc. Use whatever measurement terms are relevant.

Special Formats:

- CD-Rs
- Drawings
- Inkjet prints
- Manuscripts
- Photographs
- Posters
- Prints
- Scrapbooks



Add special formats contained in the collection, either analog or digital. Create a new type if there is not a fit. Hold down "Control", or "Command" on a Mac, to select more than one.

Digital Projects:

Describe digital projects, either completed or planned, for this collection.

Digital Project Website:

Provide URL for accessing digital collection.

Collection Images:



Upload images showing example material from files, storage systems in use, or documents relating to the collection.

Subject: Names:

- Fort Worth Art Association
- Fort Worth Artists Guild
- Remington, Frederic, 1861-1909
- Russell, Charles M. (Charles Marion), 1864-1926



Add personal and institutional names that are subjects of the collection. Hold down "Control", or "Command" on a Mac, to select more than one.

Subject: Topics:

Art, American
Art, American--Texas--Fort Worth
Fort Worth Circle (Group of artists)
Photography



Add topical terms that are the subject focuses of the files. Hold down "Control", or "Command" on a Mac, to select more than one.

Subject: Cities:

Fort Worth (Tex.)



Add cities that are subject focuses of the files. Hold down "Control", or "Command" on a Mac, to select more than one.

Subject: Counties:

Tarrant County (Tex.)



Add counties that are subject focuses of the files. Hold down "Control", or "Command" on a Mac, to select more than one.

Subject: States and
Provinces:

Texas



Add states or provinces that are subject focuses of the files. Hold down "Control", or "Command" on a Mac, to select more than one.

Subject: Countries:

Canada
Mexico
United States



Add countries that are subject focuses of the files. Hold down "Control", or "Command" on a Mac, to select more than one.

Subject: Geographic Areas:

United States
West (U.S.)



Add geographic areas, such as "West U.S." that are subject focuses of the files. Hold down "Control", or "Command" on a Mac, to select more than one.

Location: City:

Important for providing access to collections located in specific cities.

Location: State/Province:

Important for providing access to collections located in specific states or provinces.

Location: Country:

Important for providing access to collections located in specific countries.

Save and add another

Save and continue editing

SAVE