

AS-AP Survey

This survey is an ongoing effort – our database is open for scholars to review, but also for new data to be inserted and changes to be made to existing records. Unlike a frozen, printed document, the AS-AP database will be a living document, and your participation is vital in relaying history to future scholars.

This survey will take approximately 20 minutes to complete. Organizations that complete this form will receive \$50, which is made possible through a grant from The Andy Warhol Foundation for the Visual Arts.

Please email us at info@as-ap.org if you have any questions whatsoever regarding AS-AP or this survey.

Please mail the completed survey to:

Art Spaces Archives Project
Center for Curatorial Studies
Bard College
Annandale-on-Hudson, NY 12504

Or email it to info@as-ap.org.

Art Spaces Archives Project

aka:

[AS-AP]

AS-AP Survey

Please fill out the following information about your organization:

Name of organization:

Acronym:

Street address:

City:

State:

Zip:

Phone, Fax & Email

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

URL:

Name of contact:

Company & title:

Street address (if different from that of organization):

City:

State:

Zip:

Phone, Fax & Email

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

URL:

For your security, please choose a username and password for your online account (you can always add this information later by contacting AS-AP directly).

Username (no spaces):

Password (must be at least 3 characters):

PART 1.

Please provide basic information about your organization.

1a. Year Founded:

1b. Let us know the PRIMARY activity of your organization by choosing from the following list that best defines your purview, or self-define. [Multiple Choice or Fill In The Blank]

- Exhibition Space
- Multipurpose Space [Amalgam of Multiple Artistic Disciplines]
- Performance Space
- Printed Periodical / Publication
- Presenting Organization
- Transient or Non-Physical Organization for Creation or Exhibitions
- Transient Organization for Performance
- Commercial Gallery
- Artist Group / Collective
- Other. *If other, please briefly describe [100 Characters Maximum]*

1c. What is your organization's annual budget? If your organization is defunct, please let us know what its annual budget was when it was active.

- \$0-50,000
- \$50,001-100,000
- \$100,001-250,000
- \$250,001-500,000
- \$500,001-750,000
- \$750,001-1,000,000
- Over \$1,000,000

PART 2.

2a. Mission Statement. If your mission has evolved please provide as many versions, giving dates where possible and feel free to attach additional pages if necessary. Please provide at least one version. If this information is available on-line, you may also provide us with a direct link in the space indicated below.

Please add specific information where indicated. This information is critical to us as it will help visitors and users of the AS-AP website, and AS-AP staff, get to know about your contributions to the alternative or avant-garde movement.

2b. Organization History / Organizational Overview. Please provide us with a narrative or a direct link to this information on your own website in the space indicated below.

Website Link to Organization's History / Organization Overview

2c. Exhibition / Programming / Publishing History. Please provide us with a narrative or a direct link to this information on your own website in the space indicated below.

PART 3.

3a. Names and email addresses of Founders, Board Members, Directors or other key individuals:

First	Last	Email

3b. Could any of these individuals assist in providing an oral history of your organization?

- Yes
- No
- Unknown

PART 4.

4a. Is your organization currently active?

- Yes
- No

4b. If your organization is no longer active, what year was activity suspended?

PART 5.

5a. Type of organization at its founding.

- Non-Profit [IRS certified]
- Collective / Unincorporated Association
- For-Profit

5b. Type of organization currently, or at the termination of activities.

- Non-Profit [IRS certified]
- Collective / Unincorporated Association
- For-Profit

PART 6.

6a. Does your organization have an archive? (An "archive" consists of ANY group of records, documents or other materials of historical interest such as announcement cards, business records, board minutes, catalogues, correspondence, photographs, press clippings or any other material that documents artistic practice or historic residue.)

- Yes
- No

6b. Are there any short, or long-term, threats to your organization? Please check all boxes that apply:

- Fiscal endangerment of organization
- End of lease for your space resulting in a move to a smaller location
- End of lease for your space resulting in termination of activities or changing of priorities
- Changes in your physical space that will result in endangerment to your archival materials
- None / Not Applicable

6c. Are there other threats to your organization? Please describe below.

PART 7.

7a. How important is it to you to preserve your organization's historical material?

Select from 1 (Very Important) to 5 (Not Important).

- 1. Very Important
- 2.
- 3. Neutral
- 4.
- 5. Not Important
- Not Applicable

7b. Have you begun to plan for the preservation and documentation of your archive?

- Yes
- No
- Our archive is already in place
- Not Applicable

7c. If you wish to preserve, or provide access to, your historic materials, do you know how and where to seek expertise and assistance?

- Yes
- No
- Not Applicable

7d. Do you have specific concerns about starting an archive or working with your historic materials?

- Technical Support / Expertise
- Fiscal Need
- Drain on Existing Staff Time
- Lack of Staff
- Space Concerns
- Not Applicable
- Other Concerns - Please describe below.

PART 8.

8a. Are your archives in the collection of another institution or promised to one?

- Yes
- No

If yes, where? Please describe below.

8b. Are there other archival materials not currently in your possession, or do you suspect there are other locations where your archival material may be located?

- Yes
- No
- Unknown

Where are these locations? For example, Home/Office of Private Individual(s)/Former Board, Staff, Funders, etc. Please describe below.

PART 9.

9. Do you maintain the archives for any other organization?

- Yes
 No

If yes, please describe below:

PART 10.

10a. Is your archive accessible to scholars, curators or researchers?

- Yes
 No

10b. Are there conditions of access for scholars, curators or researchers?

- Yes
 No

10c. How are arrangements made to access your archive?

10d. If you do not allow access to your archive currently, will you allow access in the future?

- Yes
 No

10e. Under what circumstances would you allow access to your archives? *Please describe below.*

PART 11.

Questions in Part 11 address the historical materials (type, quantity and storage) of your organization. Please answer, regardless of whether or not your organization has a formal archive.

How would you characterize the materials that document the history of your organization? Please check all that apply.

11a. Paper Files and Documents

- Artist Files
- Correspondence
- Board Minutes
- Exhibition or Production Files
- Financial Records
- Legal Documents
- By-laws / Incorporation Documents
- Other Paper Files. Please describe below.

11b. Artwork and Documentation

- Audiotapes [Any Format]
- Oral History, Recordings and / or Transcripts
- Other Audio Recordings (i.e. records, etc.)
- CDs / DVDs [Pre-Recorded or CD-R / CD-RW / DVD-R / etc.]
- Other Digital Materials
- Films
- Slides
- Microfiche
- Photographs
- Prints / Lithographs / Etchings / Screenprints / etc.
- Videotapes
- Unique Art Objects
- Other Artwork. Please describe below.

11c. Press and Promotional Materials

- Announcements, Mailing Cards, etc.
- Newspaper / Magazine / Media Clippings
- Posters / Flyers
- Other Press or Promotional Materials - Please describe below.

11d. Printed Publications

- Artists' Publications
- Brochures
- Broadsides / Small Press
- Commercially Published Materials
- Checklists / Performance Programs / Price Lists
- Programs of Events
- Publication or Merchandise Catalogues
- Other Printed Publications - Please describe below.

11e. Other

- Architectural Drawings / Floor Plan
- Costumes
- Layouts / Sketches / Instructions for Installations
- Layouts / Sketches / Instructions for Performances
- Mock-Ups / Models / Prototypes
- Props for Performances
- Other - Please describe below.

PART 12.

12. Which of the following years do the materials cover? *Please check all that apply:*

- 1950-1959
- 1960-1969
- 1970-1979
- 1980-1989
- 1990-1999
- 2000-2005
- Not Applicable

PART 13.

13a. How is the material stored? *Please check all that apply.*

- Banker Boxes
- Other Boxes
- File Cabinets
- Flat Files
- Three-Ring Binders
- Not Applicable
- Other - Please describe below.

13b. Are some or all of these storage units “archival” quality? For example, are your storage folders and boxes acid-free or chemically stable rather than standard office supply folders, recycled cardboard or standard office supply boxes? *Please check all that apply.*

- All
- Some
- None
- I don't know
- Not Applicable

PART 14.

14. Approximately how much space does the material occupy? *Please fill in all that applies.*

14a. Number of Boxes [PLEASE PROVIDE NUMBER]

14b. Number of Drawers [PLEASE PROVIDE NUMBER]

14c. Number of Notebooks [PLEASE PROVIDE NUMBER]

Other materials (*explain*)

14d. If possible, please estimate the total Linear Feet your archival material occupies. ["Linear Feet" is standard measure of the quantity of archival materials on the basis of shelf space occupied or the length of drawers in vertical files or the thickness of horizontally filed materials. For example, a moderately full manila folder file is typically 3/4 of an inch wide at the bottom. Approximately 16 folders equals approximately 1 linear foot.]

Linear Feet PLEASE PROVIDE NUMBER]

or

- I don't know
- I can't access the material to determine this
- I don't understand the question
- Not applicable

PART 15.

15. Are any of your historical materials - or archives - inventoried or catalogued in any way, either formally or otherwise?

- Yes
- No
- Not Applicable

PART 16.

Questions in Part 16 are concerned with historical materials that have already been catalogued.

16a. Is there a key, index or finding aid to the materials you have inventoried?

Yes

No

Please indicate what systems you have used to catalog this material.

16b. Paper-based:

Card File

Written or Typewritten Inventories

Other Paper-Based Cataloguing Records

Not Applicable

16c. Electronic-based:

Database

Word Processing Document [i.e. Word]

Spreadsheet [i.e. Excel]

Other

Not Applicable

16d. If you have an electronic database, what software do you use?

FilemakerPro

IMAP FileMaker Template

Microsoft Access

Procite

MicroMARC:AMC

InMagic

Other “archives management software.” *Please identify below.*

16e. If FileMakerPro, what version? *Please identify below.*

Electronic Files & Archival Management.

16f. Do you have a back-up program, or back-up schedule, for your hard disk and other electronic-based files? Do you also back-up your removable media (i.e. floppies, ZIP disks, CD-ROMs, DVDs, portable hard drives, etc.)?

- Yes
- No
- We do not have any electronic files.

16g. Who is responsible for working with your archival material?

- Full-Time Archivist
- Part-Time Archivist
- General Staff
- Interns
- Hired Out
- Other - Please describe below.

PART 17.

17. How do you process new materials into the archive?

- No System
- Manual System (Card File, File Folders)
- Inventory List
- Electronic (Database, etc.)
- We are not currently processing new material
- Other - Please describe below.

PART 18.

18. What, if any, conservation methods are in place for both physical materials and electronic data?

- Controlled Access
- Disaster Plan
- Acid-Free Housing
- Fireproof Cabinet
- Fireproof Building / Fireproof Room
- None or Limited
- Not Applicable
- Other - Please describe below.

PART 19.

19. Is the area[s] where your archives are stored climate-controlled? [Multiple Choice]

- Dedicated climate control system
- Standard office heating/air conditioning/humidity controls running 24 hours/7 days
- Standard office heating/air conditioning/humidity controls running during office hours
- Some heating/air conditioning/humidity controls on demand or sporadically
- Limited climate-controls
- No or minimal climate controls [i.e. in an attic, basement, unheated/uncooled storage area, etc.]
- Not Applicable
- Other - Please describe below.

PART 20.

Please answer the following questions, ranking them from 1 (highest) to 3 (lowest) priority.

20a. What goals do you have for your historical materials for the next year? (For example: begin archive, continue archiving, evaluate condition of collection, stabilize materials, find off-site storage, etc.)

1	
2	
3	

20b. What are the biggest challenges to reaching these short-term goals? (For example: funding, staffing, other priorities, space issues, etc.)

1	
2	
3	

20c. What goals do you have for your historical materials for the next three to five years?

1	
2	
3	

20d. What are the biggest challenges to reaching these long term goals?

1	
2	
3	

20e. Do you have any additional goals for your historical materials?

1	
2	
3	

PART 21.

21. Realistically, how much do you estimate it would cost to achieve your archival goals for the next year? Please consider staff, materials and overhead.

PART 22.

22. How much do you estimate it would cost to achieve your archival goals for the next five years?

PART 23.

What archival issues do you think visual arts organizations could / should address collectively in the next one to two years?

Please rank: 1 (highest priority) to 5 (lowest priority).

Provide information on conservation / preservation

1 2 3 4 5

Provide information on cataloguing techniques

1 2 3 4 5

Information on digitizing previously published materials

1 2 3 4 5

Information on digitizing materials

1 2 3 4 5

Other – Please describe below.

1 2 3 4 5

Not Applicable

Not Applicable

PART 24.

24. What archival issues do you think visual arts organizations could / should address collectively in the next three to five years?

Please rank: 1 (highest priority) to 5 (lowest priority).

Promote professional standards / protocols for digitization

1 2 3 4 5

Establish centralized locations for storage of, and access to, historical materials

1 2 3 4 5

Create databases / servers for archived materials

1 2 3 4 5

Other - Please describe below.

1 2 3 4 5

Not Applicable

Not Applicable

PART 25.

25a. Are you a member of, or in contact with, any organizations concerned with archival issues?

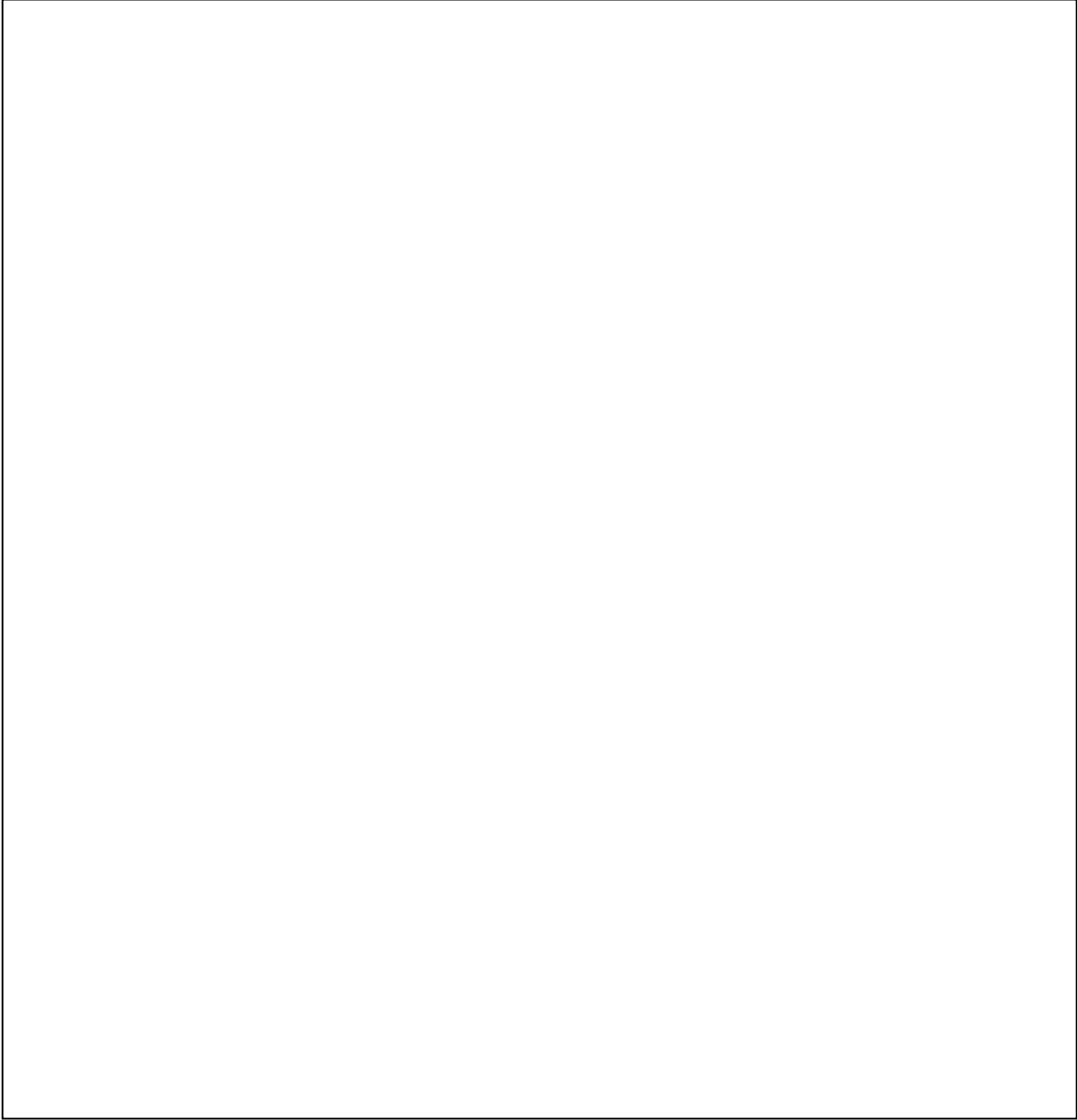
Yes

No

25b. If yes, who (individual, company, organization, etc)? Please describe below.

PART 26.

26. Please use the space below to let us know any additional information, comments, observations, and questions you may have.



FINISH

Thank you for completing this survey.

Please let us know who you are:

How the check should be written:

or check below:

I wish to defer payment and allow AS-AP to use these funds to further AS-AP's efforts to preserve the history of the alternative and avant-garde movement in America.

Please note we will only send checks to the address provided on your contact information page.

**Art Spaces Archive Project
Center for Curatorial Studies
Bard College
Annandale-on-Hudson, NY 12504
info@as-ap.org**

Art Spaces Archives Project [AS-AP]
Center for Curatorial Studies, Bard College
Annandale-on-Hudson, NY 12504

Ann Butler, Project Director
845-758-7566
butler@bard.edu

Advisory Group

Michael Fahlund, [College Art Association](#)

Milan R. Hughston, [The Museum of Modern Art](#)

Elizabeth Merena, [New York State Council on the Arts](#)

Andrew Perchuk, [Getty Research Institute](#)

Marvin Taylor, [New York University, Fales Library & Special Collections](#)

Martha Wilson, [Franklin Furnace Archive](#)

Founding Members: Betsy Sussler, Ann Kalmbach, Kerry McCarthy

FUNDING CREDITS

Art Spaces Archives Project [AS-AP] has received generous support from The New York State Council on the Arts [NYSCA], The National Endowment for the Arts [NEA], and the Andy Warhol Foundation for the Visual Arts. AS-AP also gratefully acknowledges operating assistance from the College Art Association.