

September 23, 1982

PROJECT: Collections Management System
for Oregon % for Art program

PROPOSAL: Goals

1. Set up consistent records format for required basic information, with appropriate cross reference files, in order to store and locate information on the art objects including a condition report and any necessary maintenance schedule.
2. Complete an on-site inventory of all objects in the % for Art collection in order to confirm information in the records and to compile condition reports; develop recommendations for proper exhibition and maintenance.
3. Make recommendations for future records and maintenance systems including conservation, exhibition and installation, legal aspects, loans, and copyright.

Methods

1. Examine all current records and information systems.
2. Start sample file.
3. Contact other % for Art programs.
4. Visit all locations.
5. Write final report.

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