
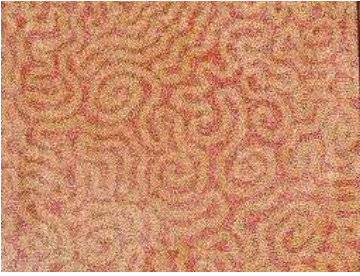


Cataloguing: Collect Information about Art Works.

This will show you how to collect information on the art work.

EQUIPMENT: What you will need

 <p>Pen and Notepad</p>	 <p>Art work</p>	 <p>Artist to tell information</p>
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SAFETY: How to stay safe

Make sure you have your desk and chair at the correct height for your comfort.
Keep you feet firmly on the floor.
Do not place any drinks or food near any computer equipment or power plugs.

GLOSSARY: Words you need to understand

Copyright

The law that protects your artwork from being copied without your permission. If you give permission, you will need to sign a paper to explain what your are allowing your designs to be used for. Sometimes you can get paid for this.

Catalogue number or code

What your art centre gives each artist's artwork. This is the number that is written on the artwork, and is put in the computer, with a photo of the artwork.

TASK: Collect information on the Art Work

The catalogue

When an artist has finished an art work, the art centre has an important job to do.

The art centre keeps a **catalogue** of the art work. This means the art centre must write down:

- Name of the artist.
- Name of the artwork.
- The size and art materials used.

The art centre must also:

- Make a photo.
- Create a catalogue or code number.



Finished art work

When the Artist has finished the art work, the arts centre worker should:

- Check the name of the person who made the work. Make sure you know who made the work.
- Measure and write down the size of the art work.
- Write their name on the art work.

Or

- Put a label on the art work with the artist's name.



Questions to answer

To record the information for the catalogue, ask the artist what their art work might be about.

- The artist may tell you a story about the art work.
- Maybe the art work has no story for you to write down.
- Some art works have shapes and symbols in them which you can list.



Story

You might add this story onto the back of the canvas as well as into the catalogue or you might only write it into the catalogue.



Enter information into database

Enter all of this information into the Art Centre computer catalogue (artist data base).

