




Cataloguing: Use File Maker Pro to create a new catalogue entry.

This will explain how to catalogue art work onto a computer using a program called **FileMaker Pro**.

EQUIPMENT: What you will need

 <p>Computer</p>	 <p>Art work details</p>	 <p>Image ready to use in catalogue</p>
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SAFETY: How to stay safe

Always sit comfortably at the computer.

Remember to stretch and move around so you do not get stiff.

Do not have food, drink, cigarettes or children near computers.

Watch out for cords that make trip points.

GLOSSARY: Words you need to understand

New record

A blank copy of the window that you will write the art work catalogue details into.

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 .

Insert Bring a photo or writing and put it into the place where you want to keep it.

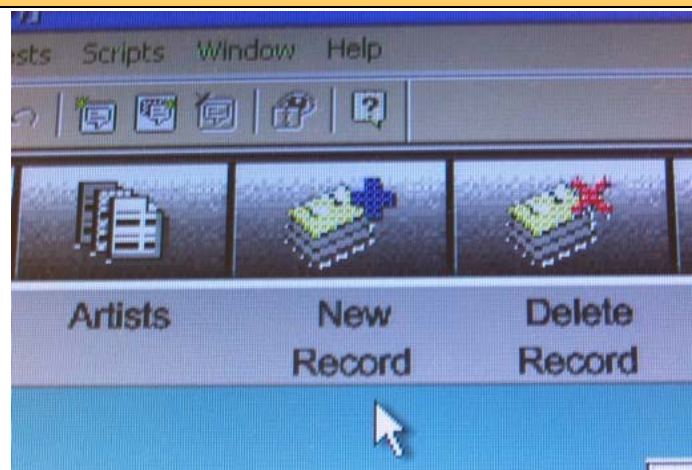
Field A window or part of a window that you have selected.

Create new catalogue entry

Open program on computer

Open File Maker Pro – Art Centre Catalogue.

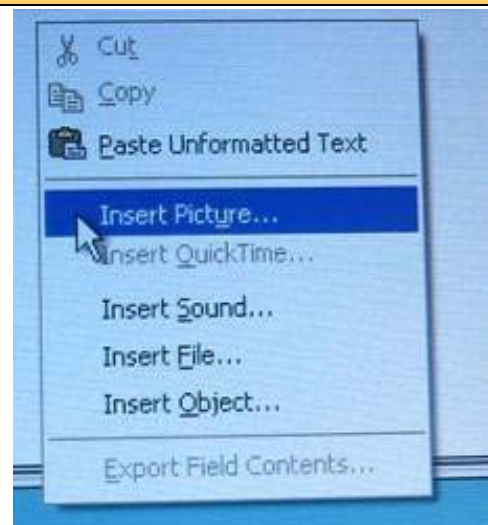
- Create a new record in your catalogue data base.



Insert photo

Make sure you have already downloaded and edited your artwork photo:

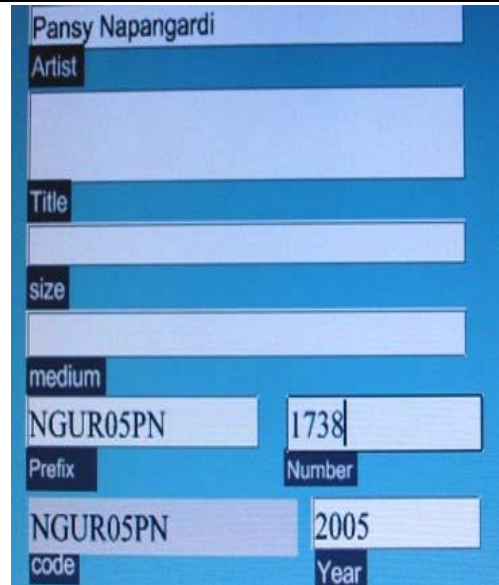
- Insert the photo of the art work.
- Choose the photo you have prepared from the file where it is saved ready to catalogue.



Fill information about the artist

These things need to go into the fields or spaces on the record:

- Name of Artist.
- Catalogue number of Art Work.



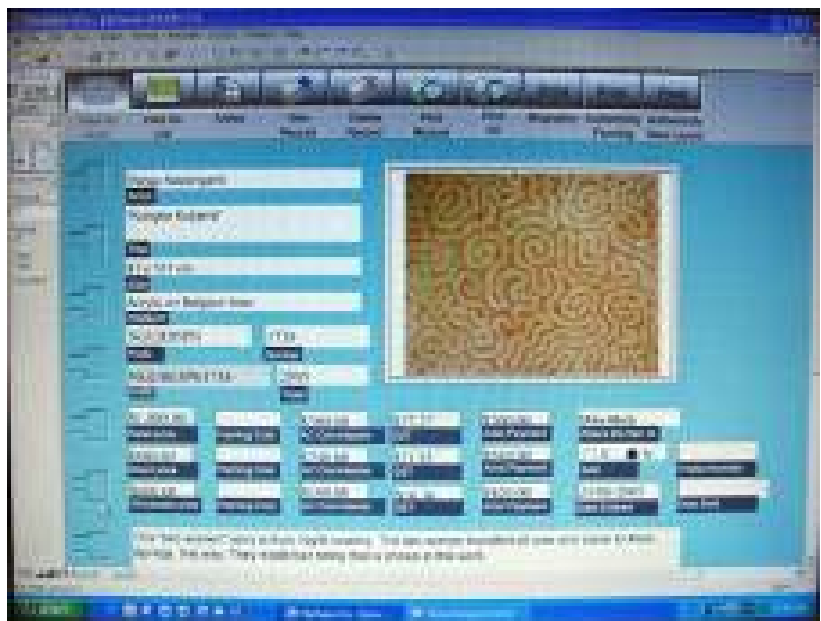
Pansy Napangardi
Artist
Title
size
medium
NGUR05PN 1738
Prefix Number
NGUR05PN 2005
code Year

Fill in detail about art work

Then fill in:

- Price of art work.
- Size of Art work.
- Story about art work.

Save your catalogued item.



Create certificate

With the right information about the artwork, your computer might also be able to create An Authenticity Certificate.

This will show that the art work is really made by the artist and that it was sold from an Aboriginal art centre.



TIPS: Artist's knowledge and permission. Copyright and Moral rights

If you take a photograph of an artwork you must have the permission of the artist. The artist has the right to:

- Know where photos of their work are being used.
- Obtain a fee for the use of their artwork in some publications.
- Expect their artwork to be protected from being copied or altered.

One job of an artcentre is to keep a record of the art works made by each artist at the art centre. This is a catalogue. The catalogue will keep the history of all the art centre artists. It helps to sell the art work and to prove it is authentic: That it is made by the artist.

It is very important that the details of who made the painting and where and when are correct.

Copyright and Moral Rights are very, very important. Your art centre can get free information about them from either

ArtsLaw: www.artslaw.com.au

VisCopy: www.viscopy.com