

# Public Art Archive - Relating Objects to Procedural Records

This document provides instructions for relating new or existing public art objects to new or existing procedural records (ie. locations, media handling, condition check, etc.). To access the full manual, [click here](#).

## ADDING AN OBJECT (start here if you are adding a new object)

- Navigate to the Create New Screen and select Object.
- Enter values.
- Save object record.

PUBLIC ART ARCHIVE  
www.publicartarchive.org

Objects Search

My CollectionSpace **Create New** Search Administration

### Create New

#### Objects

[Object](#)

#### Procedures

[Acquisition](#)  
[Condition Check](#)  
[Conservation](#)  
[Exhibition](#)  
[Group](#)  
[Intake](#)  
[Loan In](#)  
[Loan Out](#)  
[Location/Movement/Inventory](#)  
[Media Handling](#)  
[Object Exit](#)  
[Valuation Control](#)

#### Authorities

[Citation](#)  
[Local](#) | [WorldCat](#)  
[Concept](#)  
[Material](#) | [Work Type](#)  
[Organization](#)  
[Local](#) | [Shared](#)  
[Person](#)  
[Local](#) | [Shared](#)  
[Place](#)  
[Local](#) | [Shared](#)  
[Storage Location](#)  
[Local](#) | [Offsite](#)  
[Work](#)  
[Local](#)

## SEARCH FOR AN EXISTING OBJECT

- Use the search function on the top of the screen to search for specific objects by title, artist, description, etc. Ensure objects is selected.
- Use the search tab for a narrower, advanced search for pinpointing specific objects.

My CollectionSpace Create New **Search** Tools Administration

### Search

Search Clear

Find  
Objects

Full Text Search  
Keywords

Advanced Search  
Any of the following conditions may be satisfied:

Artwork ID	contains		-
		+	
or	Program name	is	-
		+	
or	Collection	is	-
		+	
or	Record status	is	-
		+	

# Public Art Archive - Relating Objects to Procedural Records

## Assign a location to an object.

- To populate the **Computed Current Location field** on an Object, relate the object to an Location/Movement/Inventory record.

The screenshot shows the object record for 'La Vida Natura'. The 'Computed current location' field is currently set to '-Indeterminate Location-'. The 'Artwork description' field contains the text: '1 The art adorns 100 feet of low walls at the entrance to the building. An additional large mural is on the fountain wall. The subjects are the fish in the American River bordering Fairbairn and the animal life most of which still exists around the river and in some peoples tees.' The 'Distinguishing features' field is empty. The 'Comment' field contains '1'. The 'Municipal Art Collection' dropdown is set to 'Municipal Art Collection'. The 'Type' dropdown is set to 'Standard Template'. The 'Media: 2' section shows two images of the artwork. The 'Terms Used: 8', 'Related Objects: 0', and 'Related Procedures: 2' sections are visible on the right side of the record.

- If the object record is open, create a related LMI record using the + Related Tab at the top of the record. (You can also create new records from the Create New Menu and relate them afterwards.)

The screenshot shows the search results for '2019.1.3 - La Vida Natura'. The search result is displayed as a card with the following elements:

- Search result 7 of 8
- 2019.1.3 - La Vida Natura
- Primary Record Location/Movement/Inventory × + Related
- + Create new ↔ Relate existing...
- ▼ Related Location/Movement/Inventory: 0
- Table with columns: Reference number, Current location, Location date, Up
- 5 per page < 1 >

- Select Create New to create a new LMI record OR Relate existing if the location record already exists.
- Enter a value in the Location field (begin typing to activate predictive text - if the location is in the system, it will appear in the dropdown)

# Public Art Archive - Relating Objects to Procedural Records

Primary Record Location/Movement/Inventory × + Related

+ Create new ↔ Relate existing...

▼ Related Location/Movement/Inventory: 0

Reference number	Current location	Locatio
5 ▾ per page < 1 >		

New Related Location/Movement/Inventory

Save Revert

▼ Object Location Information

Reference number

Current location

Location\* Fitness Nc

Fair

1 matching term found

Fairbairn Water Quality Laboratory

Add "Fair" to

- + Local Storage Locations
- + Offsite Storage Locations
- + Local Organizations

- Save the Record.

Search result 7 of 8 ↑ Previous | ↓ Next

2019.1.3 – La Vida Natura

Primary Record Location/Movement/Inventory × + Related

Save Clone Revert Delete Standard Template Saved 4 months ago

▼ Object Identification Information

Artwork ID\* 2019.1.3

Number of objects

Program name 1 art in transit program

Collection 1 City of Sacramento Municipal Art Collection

Record status approved

Publish to 1 Public Art Archive

Installation type 1 permanent

Title

Artwork description 1 The art adorns 100 feet of low walls at the entrance to the building. An additional large mural is on the fountain wall. The subjects are the fish in the American River bordering Fairbairn and the animal life most of which still exists around the river and in some peoples tees.

Distinguishing features

Comment 1

Computed current location Fairbairn Water Quality Laboratory

Media: Terms Related Related Record MR2019.1 MR2019.1 5 ▾ p Report Data U

## Public Art Archive - Relating Objects to Procedural Records

### ADDING MEDIA.

1. To create a media record attached to an object, navigate to the Create New screen, OR, while on the object record, open a + Related Media Handling record.
2. Select Create New.
3. Enter values in the selected fields and upload media records OR copy and paste links to external urls. (Note: To submit media to PAA, you MUST include the rights holder information for each media record.)
4. To publish media records to PAA, select Public Art Archive from the dropdown list in the publish to field.
5. **Save the record.** (In order to upload and attach multiple media files at a quicker pace, use the **clone feature** once you have the first media file created. Remove and replace the local file and/or external url, and update any other info related to the media record before pressing save.

# Public Art Archive - Relating Objects to Procedural Records

## Test Location

New Record

Save Revert

Editing

### Place Information

Term

1	Display name*	Name	Qualifier	Status
	Test Location	testlocation		
Type	Flag	Historical status	Language	Preferred for lang
common name				
Name detail				
Abbreviation	Note	Date		
Source				
Name	Detail	ID	Note	

Placement type	Place type
1 amusement parks	1

Placement environment
outdoor

Ownership			
Owner	Type	Date	Note
1			

Place note

Address			
1	Line 1	State/Province	Postal code
	1234 Test Road	Rhode Island	01234
	Line 2	Country	
		USA	
	Municipality	Type	
	Providence		

### Georeference Information

Decimal latitude	Decimal longitude	Datum	Uncertainty (m)	Precision
12.34567	-98.76543			
Point radius spatial fit	Footprint WKT	Footprint SRS	Footprint spatial fit	
Georeferenced by	Date	Protocol	Source	Verification
Remarks	Georeference place name			