

Guidelines for data preparation for basis wien – Art, Information and Archive

To gather data efficiently and consistently in our database, we ask you to bear in mind the following points in compiling your (data) material and to make all information as specific as possible.

General personal information

The general personal data include the full name, possible alternative spellings of the name, birth date, birthplace, residence, post address, telephone number, fax, e-mail and homepage address.

We manage this data carefully: your post address, telephone number, fax and e-mail address is recorded only for internal use and not passed on to third parties. We make your telephone number or e-mail address available online only at your express request.

Activities

Please inform us about your current and past professional activities, including the relevant institutions, your precise function and the duration (tt / mm / jjjj to tt / mm / jjjj) of the activity.

Education

Please inform us about your education, including the relevant years. Specify the institution, the subject area / course of study and corresponding degree(s).

Awards and grants

Please inform us of the awards and grants that you have received. These include prizes, nominations and residencies. Inform us of the exact name of the prize, the awarding institution and the year of conferral. Specify the corresponding category if the prize is awarded in several categories.

Membership

Please inform us of your membership (with relevant years) in artist groups or associations. If you exercise or have exercised special functions as a member, specify these.

Gallery Representation

Please inform us of your current and past art gallery representation, with the relevant years.

Works

Artists can send us up to ten images of their work. Please send us images of individual works or installation views, etc., in the form of a paper print, video (VHS or DVD) or a digital image (in one of the following formats: jpg, tiff, RGB, 72 dpi, max. 640 x 480 px).

Important! Please don't forget to provide the most detailed possible information on the images: work title, year, technical and material specifics, and photo credits. In the case of installation views, please provide additional specific information about the exhibition (see next heading: Exhibitions / Projects). The images can be updated at any time.

Exhibitions / Projects

We request the submission of exact data on each exhibition: duration (tt / mm / jjjj to tt / mm / jjjj), title, organiser, institution, venue, solo or group exhibition (in the latter case, please provide the names of the other participating artists), the media genre (drawing, painting, performance, installation, etc.) and function (curator, opening speech, etc.). The specified media genre will be indexed!

Especially helpful is the addition of relevant invitation cards (analog or digital), press releases and, if available, exhibition views.

Publications

Attention! The basis wien database can include only those texts / publications which can be accessed in our archive. We are happy to add your publications to our archive and holding library. As an alternative, you can attach to your entry a complete publication list in PDF format. In this case, please send us the list either as a word or text document or in PDF form.

Archive documents

We are also happy to document and archive materials such as postcards, posters, portfolios, autographs, etc. You can send us this material in digital form or by post, or you can make a personal appointment with our archive staff. All contact details may be found at the end of the guidelines.

Keywords

Attention! The indexing of your data set can be carried out only in connection with exhibitions or work objects and the terminology is geared to international standards (no free text input!).

General information on the basis wien database

Why can't I create or update entries myself?

The basis wien database is a relational database: each entry is inter-related to others. This requires editorial supervision that takes archival standards into account. While such supervision excludes the direct creation of entries in the database, it enables an optimal interconnection of data.

Every name, every institution and every exhibition is entered only once and linked to relevant data sets. The entry is carefully researched, checked and entered in accordance with international standards. Links are then made in the database. New entries automatically change all linked data sets. Thus the entry of a group exhibition with 50 participants updates at the same time 50 artist biographies. This work routine ensures the high efficiency of data entering and minimizes the risk of erroneous and so difficult-to-research entries.

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basis wien – Art, Information and Archive

Fünfhausgasse 5

A-1150 Vienna

T/F: +43 (0)1 5226795

archiv@basis-wien.at

www.basis-wien.at