

# DOCUMENTING INSTALLATION ART: A COLLABORATION BETWEEN S.M.A.K AND TATE

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## **Introduction**

Record of examination

## **Specifications for Display**

### **Instruments for display**

Plans/manual (performance)/films

### **In-house notes**

Staff with special installation knowledge

### **Specifications for display**

Form

### **Guidelines for packing and transport**

## **Structure and Examination**

### **Condition reports**

Including what it is made of / how it is made / physical condition / photos

### **Equipment particular to this work**

Anything specifically bought on acquisition and why this equipment is special

### **Material information**

From the gallery, artist, artist's assistance, company/manufacturer

### **Production Diagrams for media components**

### **Component forms**

Record of creation, and numbering

## **Display History**

### **Photographs**

Original

### **Copies of images from relevant literature**

**Texts** from the museum or in an associated catalogue

### **Information from other museums that have the same artwork in their collection**

### **Reconstruction of the display history and experience of the museum staff**

### **Display of the work prior to ownership by the museum**

**Display form** (to be designed by Tate) but it will include the following:

- Summary of what happened
- Equipment used
- A log of any minor incidents reported during display
- Display maintenance procedure
- Budget

- Installation plans (layout and wiring drawings etc.)
- Notes about any exhibition formats that were made for the particular display
- Overview of maintenance/equipment servicing
- Photographs
- Correspondence

**Loan form** (to be designed by Tate) but will include the following:

- Documentation for a particular loan
- Condition checking
- What actually happened at the loan venue (installation plans, details, incidents etc)
- Correspondence

## **Acquisition and Registration**

**Pre-Acquisition** (form)

**Board note**

**Certification**

**Legal and Copyright**

**Correspondence**

**Official views** (gallery photography)

**Inventory of Elements** (documented on arrival)

## **Conservation: Strategy/Research/Treatment/Ongoing**

**Major damage reports** (cross referenced with display history)

**Obsolescence of equipment**

**Storage guidelines**

**Disaster plan recommendations**

**Artist Box** (material archive)

**Major Treatment Reports**

**Scientific analysis**

**Migration of media components** (forms)

**Vulnerable item check list**

**House keeping procedures**

## **Artist Participation**

**Small communications** letters, fax, emails etc

**Film on the working process of reproduction and display**

**Interviews**

## **Art Historical Research/Context**

**Events related to the artwork, including editions of the work**

**Relating to the artwork**

**Relating to the artist**