

MFA Exhibition/Repository Collection Documentation

Name: _____

ID #: _____

Date: _____

Graduate Exhibition Title:

Submit a digital copy of your project paper and prepare a portfolio of your exhibition including an image of the full gallery along with images of each piece. The completed documentation form must be submitted to Department of Art & Art History Visual Resources Specialists via CFA Server, Ubox, thumb Drive, or disc with a maximum of twenty high-resolution files along with a completed and signed Marriott Library Publishing Agreement form. This documentation will be housed in the Department of Art & Art History Visual Resources Collections and at the Marriott Library Institutional Repository of Theses and Dissertations, MFA Final Projects Collection. Information must be included with each of the files for the repository.

The Marriott utilizes a managed storage system a cloud-based preservation system that will allow anyone to access your research 24/7. Acceptable formats: jpg, tiff, WAV, MP3, AVI, MPEG, MP4, PDF.

- (1) Organize the order of your files and indicate ownership, so that when your works enter into Digital Scholarship Services' departmental workflow the library will be able to easily identify, organize, and attribute individual files.

For example: *001_Smith_art_sample.jpg; 002_Smith_narrative.pdf, Smith_video1.mp4, etc.*

- (2) Select and identify four keyword search options to aid as a substitute for a title, author or call number search to perform a basic search in the MFA Collection.

Keyword #1 _____ Keyword #2 _____

Keyword #3 _____ Keyword #4 _____

For example: community art, conceptual art

Submit this form, Marriott Publishing Agreement, and electronic portfolio to Visual Resource Specialists, Department of Art and Art History. The project paper and bound book to the Graduate Secretary.

_____Initial of Grad Secretary