

How to AMICO



A Member's Manual



Art Museum Image Consortium

www.amico.org

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Art Museum Image Consortium

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Welcome!

We are so pleased to have you join us in the exciting work of making museum multimedia available for educational use.

The materials enclosed in this Member's Manual hope to accomplish the following tasks:

BACKGROUND ABOUT AMICO

- Give you some background about AMICO's organizational activities, provide you with a list of AMICO Members and Subscribers, and give you a summary of the contents of the AMICO Library
- Explain the communications vehicles of the Members' web site and AMICO distribution lists

INTRODUCING AMICO

- Provide you with language for announcing AMICO Membership to your institutional community, staff and visitors and an AMICO logo (on disk)
- Advise you on creating buy-in within your organization to the AMICO process, promote use of the AMICO Library by your colleagues, and utilize existing resources in your institution for AMICO activities
- Review AMICO governance, including purpose of committees and the Membership dues payment structure and billing cycle

ACCESSING AMICO AND THE AMICO LIBRARY

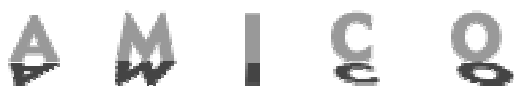
- Document the technical requirements for the various AMICO-related websites

CONTRIBUTING TO THE AMICO LIBRARY

- Review the contribution cycle for making your submissions to the AMICO Library
- Explain the AMICO data specification and provide a data-mapping worksheet to facilitate data set-up (Explanation TO COME; spec and worksheet on disk)
- Provide an AMICO workflow document to assist with submission planning and resource allocation
- Review the tools and features of the Contribution Management System (TO COME)

QUICK REFERENCE SECTION

- Contact information for all AMICO employees
- Listings of all AMICO-related web site addresses and access methods
- Listing of all other Member Principal contacts
- Listing of current AMICO Executive Committee



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BACKGROUND ABOUT AMICO

AMICO Accomplishments and Future Targets

1999	Significant Accomplishments
January	McMichael Collection joins. J.P. Getty Trust provides \$20,000 Grant for User Study (focus groups).
February	RLG Exhibits AMICO Library at VRA, ARLIS/NA, CAA. Focus Groups held.
March	Cornell University online use study went live. Members submitted and AMICO compiled 30,000 additional works for Library.
April	1999 Library shipped to RLG on schedule.
May	Agreement with Artists Rights Society (ARS) signed. CDL signs Distributor Development agreement.
June	University Testbed Meeting/Annual AMICO Meeting. Proposal submitted to NEH.
July	RLG makes subscriptions available.
August	\$100,000 payment received from OhioLINK for three year license.
September	AMICO brochure printed/distributed.
October	First payment made to Artists Rights Society.
November	Detroit Institute of the Arts joins.
December	Denver Museum of Art and Museum of the Americas Foundation join.
2000	Significant Accomplishments
January	Dallas Museum of Art joins.
February	Elementary schools in New York State and the Whitney Museum of American Art begin experimental program with the AMICO Library.
March	First University Users Group meeting held in conjunction with ARLIS/NA conference in Pittsburgh.
April	University of Virginia becomes first subscriber to decide to locally mount the full AMICO Library on its campus for internal distribution. Discussions with the University of Michigan and Tufts University for similar arrangements begin.
May	AMICO exhibits at the American Association of Museum Conference for the first time. AMICO Library editor starts and is working with student interns to shape the Library and add authority enhancements.

June Joint Committee for Electronic Information of the UK Higher Education Authority agrees to license the AMICO Library for 190 UK Universities with 1.2 million undergraduate students in academic year 2000-2001

2000-2003 Major Targets

- On-going growth in membership at rate of 2 new members per quarter.
- Growth of AMICO Library from 65,000 (yr. 2000) to 250,000 (yr. 2003) works.
- Expansion of licensed users:
 - University students from 1M to 5M
 - Public library patrons from 2M (yr. 2000) to 10M (yr. 2003)
 - K-12 students from 100,000 (yr. 2000) to 1M (yr. 2003)

List of Current AMICO Members

The latest membership information is available online at <http://www.amico.org/members.html>

AMICO Members as of July 2000

1. Albright-Knox Art Gallery, Buffalo, NY
2. Art Gallery of Ontario, Toronto, Ontario
3. Art Institute of Chicago, Chicago, IL
4. Asia Society Galleries, New York, NY
5. Center for Creative Photography, University of Arizona, Tucson, AZ
6. Sterling & Francine Clark Art Institute, Williamstown, MA
7. Cleveland Museum of Art, Cleveland, OH
8. Dallas Museum of Art, Dallas, TX
9. Davis Museum and Cultural Center, Wellesley College, Wellesley, MA
10. Denver Art Museum, Denver, CO
11. Detroit Institute of Arts, Detroit, MI
12. Fine Arts Museums of San Francisco, San Francisco, CA
13. The Frick Collection and Art Reference Library, New York, NY
14. George Eastman House, International Museum of Photography, Rochester, NY
15. J. Paul Getty Museum, Los Angeles, CA
16. Library of Congress, Washington, DC
17. Los Angeles County Museum of Art, Los Angeles, CA
18. The Metropolitan Museum of Art, New York, NY
19. Minneapolis Institute of Arts, Minneapolis, MN
20. Montréal Museum of Fine Arts, Montréal, Québec
21. Musée d'art contemporain de Montréal, Montréal, Québec
22. Museum of Contemporary Art, San Diego, San Diego, CA
23. Museum of Fine Arts, Boston, Boston, MA
24. National Gallery of Canada, Ottawa, Ontario
25. National Museum of American Art, Washington, DC
26. Philadelphia Museum of Art, Philadelphia, PA
27. San Francisco Museum of Modern Art, San Francisco, CA
28. San Jose Museum of Art, San Jose, CA
29. Walker Art Center, Minneapolis, MN
30. Whitney Museum of American Art, New York, NY

List of Current AMICO Library Subscribers

The AMICO Library launched July 1, 1999. Our current institutional subscriber list is below. The AMICO Library is available to over 110 colleges and universities in the U.S. and Canada for a total of over 700,000 students. You can find the most recent subscriber details at <http://www.amico.org/docs/subslist.html>.

Antioch College	Malone College
Arizona State University	Marietta College
Ashland University	Marion Technical College (with OSU-Marion)
Athenaeum of Ohio	Medical College of Ohio
Baldwin-Wallace College	Miami University of Ohio
Bard College and Bard Graduate Center	Mount Carmel College of Nursing
Belmont Technical College	Mount Union College
Bluffton College	Mount Vernon Nazarene College
Boston College	Muskingum Area Technical College (with OU-Zanesville)
Bowling Green State University	Muskingum College
Capital University	North Central Technical College (with OSU-Mansfield)
Carnegie Mellon University	Northeastern Ohio Universities College of Medicine
Case Western Reserve University	Northern Arizona University
Cedarville College	Northwest State Community College
Central Ohio Technical College (with OSU-Newark)	Notre Dame College of Ohio
Central State University	Oberlin College
Cincinnati Bible College and Seminary	Ohio Dominican College
Cincinnati State Technical & Community College	Ohio Northern University
Clark State Community College	Ohio State University
Cleveland State University	Ohio University
College of Mount St. Joseph	Ohio Wesleyan University
College of Wooster	Otterbein College
Columbia University	Owens Community College
Columbus State Community College	Princeton University
Cuyahoga Community College	Rice University
Defiance College	Rio Grande Community College
Denison University	Rochester Institute of Technology
Edison Community College	Shawnee State University
Franciscan University of Steubenville	Sinclair Community College
Heidelberg College	Skidmore College
Hiram College	Southern State Community College
Hocking College	Stark State College of Technology (with KSU-Stark)
Indiana University - Purdue University	State Library of Ohio
Indianapolis (IUPUI)	Temple University
Ithaca College	Terra Community College
James Madison University	The School of the Art Institute of Chicago
Jefferson Community College	Tiffin University
John Carroll University	University of Akron
Kent State University	University of Alberta
Kenyon College	University of Arizona
Lakeland Community College	
Lima Technical College (with OSU-Lima)	
Lorain County Community College	

University of Cincinnati
University of Dayton
University of Findlay
University of Illinois at Chicago
University of Illinois, Urbana Champaign
University of Leiden, The Netherlands
University of Nebraska - Lincoln
University of North Carolina at
Wilmington
University of Pennsylvania
University of Regina, Saskatchewan
University of the Arts, Philadelphia
University of Toledo
University of Toronto
University of Virginia
Urbana University
Ursuline College
Vanderbilt University
Washington State Community College
Washington University at St. Louis
Wellesley College
Western Michigan University
Wilberforce University
Wilmington College
Wittenberg University
Wright State University
Xavier University
Youngstown State University

AMICO Library Contents – Summary for 2000-01 Edition

- Over 65,000 works of art from over 30 leading museums
- Works from major European, American, and Canadian artists are included in the Library. Works range from contemporary art, Native American and Inuit art, ancient Greek, Roman, and Egyptian works, Japanese and Chinese works, and so much more!
- The public site has all the works as thumbnail images, but this is only a taste!
- The Subscriber version of the AMICO Library has a catalog record and at least one still image, that displays up to 1024x768 pixels. Many works include multiple views of the work and further multimedia documentation. This documentation might be:
 - sound files
 - curatorial commentaries
 - video clips
 - conservation history
 - provenance data
 - scanned exhibition catalogs AND MORE!

Types of Works	<p>over 11,000 paintings over 4,000 sculptures over 9,000 drawings over 11,000 prints over 23,000 photographs over 1,000 textiles over 1,000 costumes and jewelry over 4,500 works of decorative art over 500 books and manuscripts</p>
Time Periods	<p>over 2,200 works dated BC over 4,000 works dated between 0 and 1500 AD over 3,000 works dated between 1501 and 1600 AD over 4,000 works dated between 1601 and 1700 AD over 6,000 works dated between 1701 and 1800 AD over 18,000 works dated between 1801 and 1900 AD</p>
Cultures	<p>over 25,000 works from Europe, including ancient Greece and Rome over 30,000 works from North America including Pre-Columbian (Meso-American) art over 6,000 works from Asia including ancient Asia Minor over 4,000 works from Africa including ancient Egypt</p>

To access the AMICO Library, please see p. 19 of this manual for details.

Member Communications

Distribution Lists

AMICO uses electronic mail discussion lists to make sure everyone stays informed.

AMICO has one major mailing list, amico.announce, that all team members from a Member institution are subscribed to (unless they request to not be subscribed). This list is used by AMICO personnel to update the entire Membership base on various information related to the Consortium's operations. Only AMICO employees may post to this list, so list chatter is kept to a minimum.

Address: amico.announce@update.amico.org

Online Archive: <http://update.amico.org/archives/amico.announce>

There are also D-Lists which correspond with each of AMICO's working committees (see committee explanations on pg. 13 in the Introducing AMICO section). When you elect a team member to be a committee participant, they are subscribed to the corresponding list. All list members may post to the committee lists.

Editorial Address: amico.editorial@update.amico.org

Online Archive: <http://update.amico.org/archives/amico.editorial/>

Rights Address: amico.rights@update.amico.org

Online Archive: <http://update.amico.org/archives/amico.rights/>

Technical Operations Address: amico.technical@update.amico.org

Online Archive: <http://update.amico.org/archives/amico.technical/>

Users & Uses Address: amico.users@update.amico.org

Online Archive: <http://update.amico.org/archives/amico.users/>

Listiquette

The general announcements list is read only. Only AMICO staff can post to it, but you may send something to a staff member that you might want sent to the entire list.

The committee lists reply to the entire list, so remember that if you want to have a private email conversation, take it off the list and just email that one person directly.

Also, if you are out of the office for a long period (week and up vacations), please remember to email kelly@amico.org to take you off any AMICO lists for that period because often those "out of the office" autoresponders get the list replying in an awful infinite loop which terrorizes everyone's email-box.

Members' Web Site

Address: <http://www.members.amico.org>

The AMICO Members Web Site is a secure site. Access is restricted to AMICO Members only, by password. Please do not give your password to anyone outside your institution. Here, we maintain pages (and TO DO Lists) for each of the AMICO Working Committees, the Executive Committee and the

Board, share draft documents, and conduct online discussions. This is where to find out more about "doing AMICO" and find an electronic version of this document.

Also, the site has a link to the web-based AMICO Member Contribution Management System, a tool to easily view and manage your submissions to the AMICO Library database.

User Name: amicola

Password: swordfish

AMICO Public Web Site

Address: <http://www.amico.org>

The AMICO Public Web site is our main presence on the World Wide Web. It contains general information about the Consortium, Frequently Asked Questions, Sample Records and the full AMICO Thumbnail Catalog.

Background documents are also distributed here, including press releases, summaries of presentations, texts of published papers, and the full text of the AMICO Library Agreements, Data Specification and Distributor Specification. This is where to direct people who want to know "more about AMICO."



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INTRODUCING AMICO

About AMICO and the AMICO Library

Proposed Copy for Publicity Materials

Please feel free to use the following copy about AMICO and the AMICO Library in your publicity efforts to notify your museum patrons and staff about your participation in the Consortium and the availability and purpose of the Library.

Effective outlets for this information would be:

- A public Press Release
- Mention of AMICO Membership in your regular member publications
- An introductory email or memo about AMICO Membership to staff

AMICO Description

The Art Museum Image Consortium (AMICO) is a not-for-profit association of institutions with collections of art that have come together to enable educational use of the digital documentation of their collections. Together, AMICO Members are building a joint digital library that is available through subscription to universities and colleges, public libraries, and kindergarten through 12th grade schools.

AMICO draws its strength from the diversity of its Membership. Their collections provide a range of breadth and depth to the AMICO Library. Furthermore, this innovative collaboration shares, shapes, and standardizes information regarding visual data collections. AMICO Membership is open to any organization with a collection of art, from around the world. Ideally, Members contribute 500 new works each year, but new Members are encouraged to work at their own pace until they get familiar with the AMICO process. AMICO Members benefit from the shared expertise of the Consortium, set policy for the organization, and promote educational use of their collections. Please visit <http://www.amico.org> for further information.

AMICO Library Contents

The AMICO (Italian for “friend” and pronounced ah – MEE - ko) Library provides students, teachers, and lifelong learners a range of multimedia documenting the varied collections of AMICO Members. The Library is accessible over secure networks on an institutional subscriber basis. Currently over 700,000 students at more than 110 colleges and universities in the U.S. and Canada have access to the AMICO Library.

The 2000/01 edition of the AMICO Library documents over 65,000 different objects, from prehistoric goddess figures to contemporary installations. More than simply an image database, entries in the AMICO Library may contain curatorial text about the artwork, detailed provenance information, multiple views of the work itself, and other related multimedia. The Library is projected to grow to 250,000 works of art by 2003.

AMICO Library License

As an AMICO Member Institution all on-site staff, researchers, and visitors to the museum and museum library may access the AMICO Library. The AMICO Library license provides for use of the AMICO Library for a broad range of educational purposes.

Further Information

Full background about AMICO can be found at <http://www.amico.org>. Answers to additional questions may be addressed in the AMICO FAQ found at <http://www.amico.org/faq.html>.

An "At-A-Glance" Summary of the AMICO License Terms

The AMICO Library is provided by institutional subscription, under license.

- YES You MAY access and use the AMICO Library for classroom instruction and related activities including handouts, presentations, research, and student assignments.

- YES You MAY use the AMICO Library as part of a professional presentation at a conference, seminar, workshop, or other professional activity or in a public display or performance in the (Institution name) gallery or similar facility.

- YES You MAY use the AMICO Library for student or faculty portfolios, term papers, theses, and dissertations.

- YES You MAY use AMICO Library images in course web-sites for review and study purposes, but these sites must NOT be publicly accessible on the web, but rather password-protected or constrained by user-filtering, so that only members of your school community may access the site.

- YES You MAY adapt, alter, add to, delete from, manipulate, or modify an AMICO work if you're doing it exclusively for educational, research, or scholarship purposes. But, you MUST clearly identify all changes made to an AMICO work and include an appropriate citation or direct link to the unadapted AMICO work.

(Last item is only true if a school signs a long license agreement. See <http://www.amico.org/docs.html#Subscribe>)

- NO You MAY NOT use the AMICO Library for any purposes other than education, research, or scholarship.

- NO You MAY NOT use any AMICO work for any commercial or business-related purpose whatsoever.

- NO You MAY NOT reproduce, distribute, re-distribute, or publish any adapted AMICO work outside of (place your Institution Name here) without obtaining permission. Follow the "Rights" link from each work to request this.

- NO You MAY NOT use any AMICO work for University fundraising, marketing, promotion, or public relations.

Internal Memo Template

Announcing Membership in AMICO: Let your colleagues know the many benefits of AMICO Membership.

The *Institution Name* has joined the Art Museum Image Consortium (AMICO). AMICO is a not-for-profit association of institutions with collections of art that have come together to enable educational use of the digital documentation of their collections. **Together, AMICO Members are building a joint digital library that is available through subscription to universities and colleges, public libraries, and kindergarten through 12th grade schools.**

The Consortium:

This innovative collaboration shares, shapes, and standardizes information regarding visual data collections. AMICO Members benefit from the shared expertise of the consortium, set policy for the organization, and promote educational use of their collections.

The AMICO Library:

The AMICO (Italian for “friend” and pronounced ah – MEE - ko) Library provides students, teachers, and lifelong learners a range of multimedia documenting the varied collections of AMICO Members. The Library is accessible over secure networks on an institutional subscriber basis. The 2000/01 edition of the AMICO Library documents over 65,000 different objects, from prehistoric goddess figures to contemporary installations. **More than simply an image database, entries in the AMICO Library may contain curatorial text about the artwork, detailed provenance information, multiple views of the work itself, and other related multimedia.** The Library is projected to grow to 250,000 works of art by 2003.

Member Uses:

As an AMICO Member Institution, staff, researchers, and on-site visitors to the museum and museum library may access the AMICO Library free of charge. The AMICO Library license provides for use of the AMICO Library for a broad range of educational purposes. **The potential for many different departments within the museum – education, curatorial, the library, public services – to make use of this tool is an exciting prospect.**

Member Access:

The AMICO Library is accessed over the web. You will receive a subsequent email with directions to the full-access, subscriber-only version of the AMICO Library.

You Can Participate:

If you are interested in contributing to our work with AMICO, or would like to join in the members-only online discussions, please contact me at (insert Member’s Principal Contact info here).

Additional Information:

Full background about AMICO can be found on the public web site at <http://www.amico.org>. Answers to additional questions may be addressed in the AMICO FAQ found at <http://www.amico.org/faq.html>. Thumbnail images and abbreviated records of all the works in the AMICO Library may also be found on the public site.

AMICO Governance and Billing

Working Committees

- AMICO Board – each Member Institution’s director is part of the board of AMICO or they may designate another staff member to sit on the board for them. This group has a d-list to inform them of strategic activities of AMICO. Board Members vote on officers for the AMICO Board.
- Executive Committee – participants in this committee are elected every two years by the entire board. The four elected positions of the Board – Chairman, Vice Chairman, Treasurer, and Secretary – sit on the Executive Committee, as well as other representatives from Member Institutions, so that the Committee does not consist of less than five directors.
- Editorial Committee – tasked with standardizing the presentation of information in the AMICO Library including creating a functional object type list, providing date parsing rules, and other uniform designations to merge Member contributions into a cohesive whole.
- Rights Committee – tasked with defining AMICO’s licensing frameworks, determining citation standards, creating guidelines for moral rights and an artist license, and other issues surrounding the rights and reproduction dimension of the AMICO Library.
- Technical Operations Committee – tasked with defining standards for the collection and distribution of the AMICO Library.
- Users and Uses Committee – tasked with identifying audiences for the AMICO Library and articulating their needs.

Please see the diagram on the next page.

Membership Dues

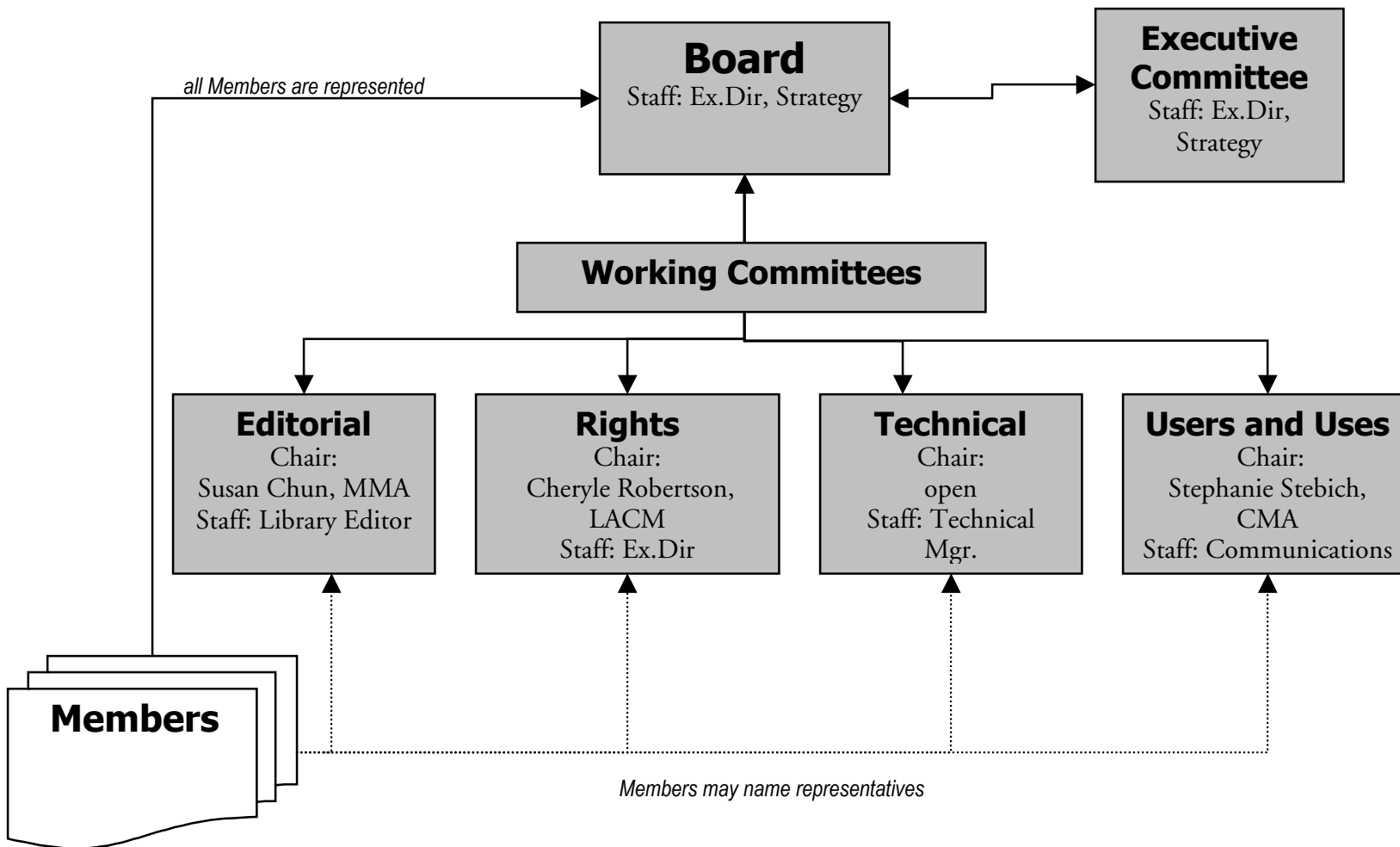
AMICO Membership dues are tiered based on the budget of the Member institution. Members are billed at the time of joining and then, subsequently annually in June for the upcoming year. If a new Member joins at the beginning of the year their dues will not be prorated.

For example, a new Member that joins in January, 2000 and has a budget of less than \$5 million will be charged \$2,500 in January and billed \$2,500 again in June for the next fiscal year of July 2000 through June 2001.

Membership Dues (In US Dollars, based on Annual Operating Budget)

Budget	Dues
< \$5 m	\$2,500 (US)
> \$5 - < \$10 m	\$3,500 (US)
\$10 m +	\$5,000 (US)

AMICO's Committees



Creating an AMICO Team in your Institution

Communication and coordination are essential in any collaboration. To aid your AMICO participation, it is recommended that you establish an internal AMICO team that meets perhaps three times a year. A suggested schedule is:

- 1) In May, before the annual Members Meeting (in early June) to raise issues to be discussed by the Member representative to the Meeting.
- 2) In July/August, post-Annual Meeting to review the outcomes of that meeting and consider upcoming year submission to the Library.
- 3) In the late Fall to finalize the image submission list and plan the schedule for your upcoming contribution.

The AMICO team would ideally comprise representatives from the following departments:

- Information Technology
- Registration
- Photo Studio
- Curatorial
- PR/marketing
- Education
- Rights & Reproductions
- Publications
- The Library
- Development

Please register your institution's team members by completing the attached Team Registration Form and returning it to AMICO.

Proposed Activities for an AMICO Intern at Member Institutions

At the 2000 Annual Members Meeting it was proposed by the Users & Uses Committee that it would be beneficial to have a list of potential duties that could be assigned to an AMICO-focused intern, since museums often have volunteer or intern resources available to them. Below is a compiled task list from Member suggestions. Please consider these if such a resource to assist with AMICO is possible.

Rights & Reproductions

- Permissions & image availability research.
- Creating a listing locating and tracking down estates and artists.

Technical/Imaging

- Book photography required for works and identify works that need to be photographed.
- Capture metadata.
- Data entry and verification.
- Pull transparencies for scanning.

Editorial Selection for AMICO Contribution

- Identify ARS artists in collection and artists represented by other AMICO museums.
- Tracking down metadata sources for rich records each year (new or updating existing files). Checking exhibition catalogues, published sources.
- Review Antenna Audio files, directing them to appropriate AMICO internal-editorial authority.
- Do research on AMICO library to determine the hidden strengths (i.e. photography holdings, artist sketchbooks) and highlight relationships to works in our collection and potential links to other collections.
- Review specialized art history texts (not the general 101 texts) for Member works.

Marketing/PR

- Put together a PowerPoint presentation on AMICO to introduce to the staff.
- Run introductory demonstrations and info sessions for different departments (under the direction of the Principal Contact) to make staff aware of AMICO and the AMICO Library.
- Help to regularly broadcast/advertise AMICO site within Institution.
- Prepare materials on how to use the AMICO Library and how to download images into PP presentations.
- Research and write artist biographies.
- Provenance research, for the general collection and Nazi-Era works.

Administrative

- Coordinate sharing and use of Antenna Audio clips with other Members.
- Manage communication among AMICO team, such as coordinating and overseeing the AMICO contribution from the various departments included in the AMICO team.
- Take notes of AMICO meetings – send to team. Facilitate follow up.
- Keep eye on AMICO site – apprise of updates.

Education

- Help Museum Educators look for images in the AMICO Library to aid in their programs.
- Research works related to own collection for comparative study by docents to facilitate docent training.



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ACCESSING AMICO AND THE AMICO LIBRARY

Technical Requirements

AMICO Sites

To use the use the AMICO Public Web Site, Members' Web Site, and the AMICO Member Contribution Management System, you will need:

- Netscape Navigator Version 4.0 or higher or Microsoft Internet 4.0 or higher
- **For the Contribution Management System you must use Netscape**
- JavaScript needs to be enabled in your web browser

AMICO Library Sites

To access the AMICO Library via RLG's Eureka search service, you will need:

- Netscape Navigator/Communicator 3, 4, or higher, or Microsoft Internet Explorer 4, 5, or higher
- JavaScript enabled in your Web browser

RLG recommends maximizing the browser window and using a screen resolution of 800x600 or higher. For use on lower-resolution (640x480) displays, maximize the browser window and modify the browser toolbar options to increase the display area.

Note: Eureka cannot be used with Windows 3.x. Web browsers for the 16-bit Windows operating environment cannot handle all of the HTML transmitted from Eureka. The 32-bit Windows systems (Windows95, Windows98, WindowsNT) can be used, as well as the Macintosh and Unix operating systems, and do not have this system limitation.

To access the AMICO Library via OhioLINK, you will need:

(INFO to COME)

Using the AMICO Library within your Institution

- Have a link to the AMICO public web site from your museum's web site and a link to the Members' site and the AMICO Library from your Museum's intranet
- Bookmark your AMICO Library account on computer kiosks in your museum or in an interactive lab or museum library
- Use the AMICO Library collection for docent training and provide access to the site on a docent lounge computer
- Circulate brochures to your staff
- Demonstrate the AMICO Library to your Education Department and see how they might use the AMICO Library in their efforts

See the "How to AMICO" Educator and Librarian Manual for hints on searching the AMICO Library and how to demonstrate it to your museum colleagues.



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CONTRIBUTING TO THE AMICO LIBRARY

AMICO Library Contribution Cycle

- Members who are up-to-speed with the AMICO process should:

DUE DATE	TASK
October 15 th of each year	Submit lists of planned submissions to AMICO
February 15 th of following year	Submit all core fields of submission list to AMICO
March 31 st of that same year	Submit all final submission data to AMICO

AMICO Contribution Workflow

Many different people are involved in an AMICO Member's contribution to the AMICO Library. Although staff may be organized in different ways, depending on their institution, the tasks they must perform are similar. This workflow documentation outlines the stages in making an AMICO Library Contribution process. It is designed to:

- a. help individual Members plan their AMICO activity, and
- b. assist institutions to frame the tasks in which Members of the staff are involved in, on behalf of AMICO and introduce these elements into staff job descriptions.

It is hoped that a common frame of reference will permit Member staff to identify the level of effort involved in each area, so that AMICO may in turn tell Members and prospective Members what they can expect when they participate in AMICO.

This document uses two conventions:

- a. Tasks are identified as being **inputs, controls, activities, or outputs**.
 - *Inputs* are materials that need to be gathered prior to the task.
 - *Controls* are guidelines for how the task is to be performed.
 - *Activities* are actually doing something.
 - *Outputs* are the things produced when a task is accomplished.
- b. Tasks are identified as being the responsibility of either *Members* or *AMICO*.

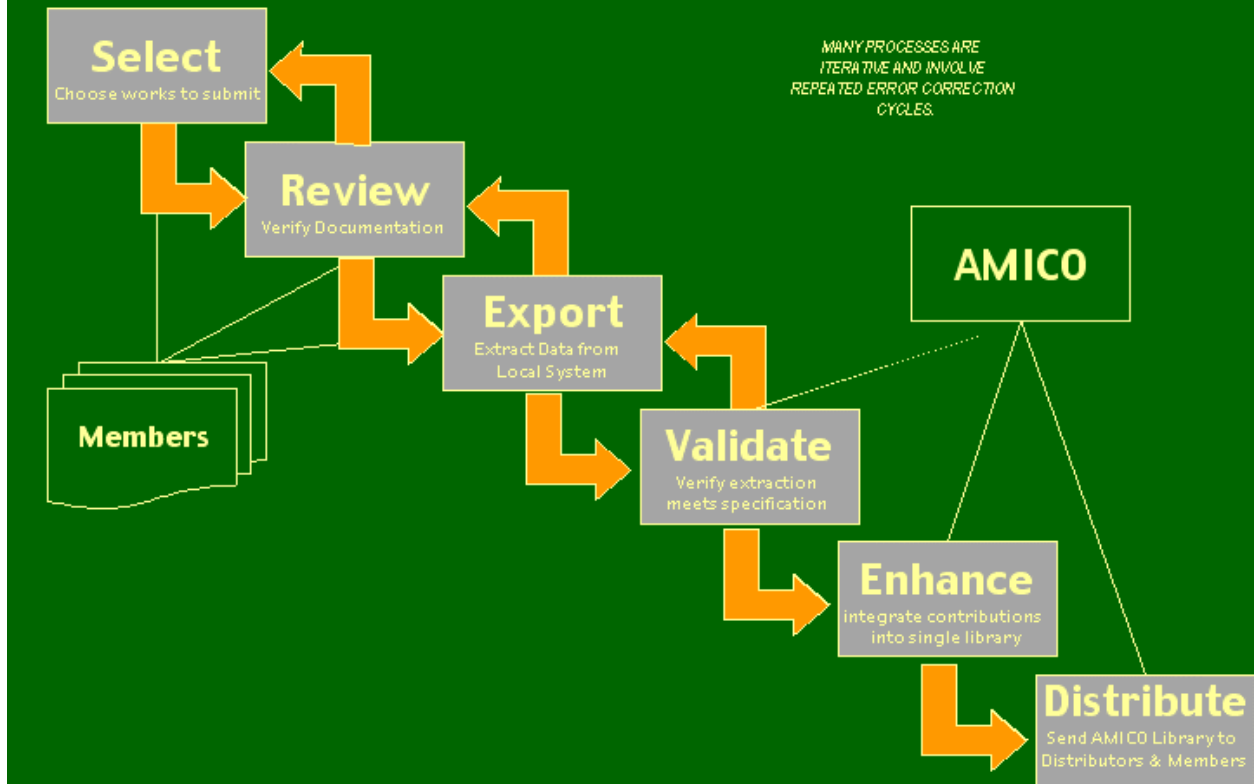
Some tasks are broken down into detailed steps. While this could be done throughout the process it is not clear that each institution will necessarily do things the same way, or if more detailed task analysis is useful. Perhaps if these tasks are agreed to constitute the proper set, we will break them down into steps at a later stage.

The six major actions in contributing AMICO are:

No.	Action	Done by...
1.	Select	Member
2.	Review	Member
3.	Export	Member
4.	Validate	AMICO
5.	Enhance	AMICO
6.	Distribute (to Distributors and to Members)	AMICO

See the diagram that follows for an outline of the relationship between these steps.

AMICO Contribution Workflow



1. Select AMICO Contributions

Goal: Identify the works for which documentation will be sent to AMICO

Each institution needs to identify the works it will provide to AMICO approximately six months before making its contributions. AMICO needs this information to prepare its forward marketing materials and schedule work; AMICO Members need to plan what documentation, photography and resources will be needed or which rights will need to be acquired. For the 2001 spring contribution, lists of candidate contributions from each AMICO Member are due to the AMICO Library Editor by **October 15 of each year**. Earlier informal review with the AMICO Library Editor is strongly encouraged.

Before Selection can begin you will need the following Inputs:

- AMICO-forwarded requests by Library users for specific content
- AMICO's analyses of works referenced in standard teaching sources not yet incorporated into the AMICO Library
- AMICO () identified requests for works related to works already in the AMICO Library
- AMICO-identified works for which Antenna Audio sound files exist or for which there is documentation from another source
- Your own review of works in their collections that have been recently acquired, exhibited, published and/or digitally documented

Guiding your selection will be these Controls:

- Members editorial guidelines (for local documentation standards)
- Members curatorial wish-lists (for works to include in the AMICO Library)
- Members determination of available digital (or easily digitizable) content
- Members cleared rights
- AMICO-cleared rights administered by ARS

To make your Selection, you undertake these Activities:

- Members create mechanism for identifying candidate AMICO contributions
- Members conduct a Pre-Review of Works:
 - Identify works rights clearance or documentation needs
 - Identify works with good data (those that have been recently published)/ data correction needs
 - Identify works with photography or images available

Once You've Made Your Selection, You Will Have Produced the following Outputs:

- List of candidate works for Members to send to AMICO for AMICO planning and publicity
- Documentation Requirements (data, images and rights) flagged for internal preparation
- Assignments made and scheduled to prepare data for timely delivery to AMICO

2. Review Content of Proposed Contributions

Goal: Accurate ,High -Quality Digital Documentation to Contribute to the AMICO Library

Each Member's project team must review the proposed contributions to the AMICO Library in order to gather needed documentation needs, request further rights clearance and create needed photography. *Ideally, as each group of works completes the review process, they should be contributed to AMICO rather than waiting until all the annual contribution is completed.*

Before Review can begin you will need the following Inputs:

- Your list of identified candidate works
- Your list of needed documentation (data, images, long texts, audio)

Guiding your Review will be these Controls:

- Documentation, Editorial or Curatorial Guidelines
- Imaging Guidelines
- Internal File Naming Guidelines

To make your Review, you undertake these Activities:

Member verifies/corrects content of local Databases

1. Curatorial staff reviews content
2. Registrar reviews classification, credit lines, rights
3. Publications conducts proofing and edits for consistency
4. All corrections from each of these areas are input into local system.

Member reviews images

- Photography is examined
- If none/or inadequate, schedule photography
- If not right size/right color space resize, alter and/or sample from Master
- Review and color correction

Member examines other digitized files

- Antenna files are reviewed for decision whether to include
- Marked up texts reviewed for DTD or browser consistency
- Review QuickTime and other multimedia files.

Member confirm correct file naming

- Verify that file names conform to conventions in use at Member institution
- Verify files to contribute have appropriate prefix and suffix

Members clear rights

7. Contact rights holders requesting permission for AMICO Use
8. Identify works that are represented by ARS, in appropriate manner.

Once You've Made Your Review, You Will Have Produced the following Outputs:

- Accurate, rights-cleared data, image metadata and linked images and multimedia files approved to contribute to AMICO

3. Export Data (iterative process with correction cycles)

Goal: Catalog Records, Image Metadata Records and Linked image and multimedia files successfully sent to AMICO according to the agreed specification.

Preparing AMICO contributions for export and successfully exporting the data, images, related multimedia files and cataloging records requires IT staff to follow carefully developed routines in a systematic fashion. Experience has shown that if these are well documented, the process will run predictably and smoothly. Allowing a single individual to 'just do it' each year is 'asking for trouble'.

Exporting Data and Validating Data are an iterative process, where records are exported, validation identifies errors, corrections are made and a new file of records is re-exported and re-validated.

Before Export can begin you will need the following Inputs:

- Your list identifying full set of digital files, and records to be sent to AMICO.

Guiding your Export will be these controls:

- Member's map of fields in local CMS to AMICO Data Dictionary
- Member's documented character set used in the output
- Member's export validation or data transformation routines.

To make your Export, you undertake these Activities:

Members validate mapping of their fields to the AMIO Data Dictionary (with AMICO help if requested)

- Review map to ensure field usage has not changed
- Review map to make sure AMICO Data Dictionary hasn't changed
- AMICO will notify vendors and Members of Data Dictionary changes at least 60 days before data is due.

Members (or their vendors) write and validate export report to map data to AMICO specification

- Identify what manipulation of the data needs to be made on export:
 - Parsing names and creating various forms
 - Creating display fields if they are stored locally in a parsed form
- Assigning Object Type OTY if not stored
- Add AMICO Library Year or export it if record sent to AMICO before

Members run export routine, selecting records marked for AMICO Library contribution.

- Review printed output for delimiters and groups
- Verify character set (windows ANSI 8859/Latin 1)

Members upload a test number of records

- Run online validation tools, review reports and act to correct "error" messages
- Verify Image/multimedia linking

Members assemble multimedia and image files and write them to media

- File renaming (prefixes added)
- Suffixes verified (check case with Collections Management System usage)

Members export image metadata file (if it is created in-house)

- Review in same way as Text Record File

Members verify Rights Link and Object Rights Statements

Once You've Made Your Export, You Will Have Produced the following Outputs:

- Text data sent to AMICO (online submission using the CMS)
- Images and multimedia sent to AMICO Validation (on media)

4. Validate Data

Goal: A submission that meets the AMICO Data Specification, and contains indexable data values that provide access for AMICO Library Users.

The AMICO Office runs automatic routines to validate and parse data submitted by Members. These load the tagged and delimited files submitted into a working database at AMICO and, in the process, check the format of data, and enhance some data by adding information from reference files.

Members need to check the results of validations to correct any errors in their exported file and to examine the data parsing to determine if mapping is always taking place in the most effective way. Over time we hope that these reports will help Members to improve their export routines, and learn from the enhancements that are added automatically and by editorial review.

**COMPLETE & CORRECTED data must be received from Members by
MARCH 31st OF EACH YEAR
at the latest for AMICO to meet contractual obligations for delivery of data.**

Before Validation can begin you will need the following Inputs:

- Data output by AMICO Export
- Data uploaded to AMICO
- Images sent to AMICO
- Multimedia sent to AMICO

Guiding Validation will be these Controls:

- Data Dictionary
- Guidelines established by AMICO Editorial Committee
 - Object Type Terms
 - Date indexing Ranges
 - AMICO developed rules to prevent over-writing AMICO-enhanced data

To Validate submissions, AMICO and the submitting Member undertake these Activities:

- Using Contribution Management System, Member or AMICO runs validation and parsing program on submitted files. Validation program checks:
 - Structural verification of presence of required fields
 - Structural verification of valid delimiters a
 - Verification of tags
 - Editorial verification of data values in fields:
 - Object Creation Start OCS and Object Creation End Dates OCE supplied if not present based on Display Date ODT
 - Object Type OTY as checked against agreed list of terms
 - Numeric data only in Creator Birth CBD and Creator Death CDD fields
 - Numeric data only in Object Creation Start and Latest Date field
 - Valid AMICO Member prefix used.
 - M or F used in Creator Gender field.

- Members Review output from AMICO Validation Routines
 - Error and Warning messages record results of checking for tags, delimiters, required fields, required values
 - Errors corrected in Online Editor and/or file resubmitted as necessary

AMICO Validates Images

- Checks for readable TIFF image
- Checks for required minimum image size
- Creates Thumbnail to be used in Online Catalog
- Validates Member Prefix
 - Corrects/adds if necessary
- Validates TIF suffix
 - Corrects/adds if necessary
- Creates basic Metadata Record if not submitted by Member
 - Member supplies needed default values for Publisher XPU, Copyright Statement XRS
 - Member corrects generated metadata records where necessary (View, Rights Statements, etc.) in Online Editor

AMICO Validates Multimedia Files

- Validates Member Prefix
 - Corrects/adds if necessary
- Validates TIF suffix
 - Corrects/adds if necessary
- Creates basic Metadata Record if not supplied by Member
 - Member supplies needed default values
 - Member corrects generated metadata records where in Online Editor

Members check thumbnails to confirm:

- Correct files were sent
- Works in the right orientation
- No errors introduced during data transfer

Members verify Links

- Using Contribution Management System Linking Report Tools, Members ensure that all catalog record, metadata records, and image or multimedia files are linked together correctly.
- Corrections made in Online Editor, or if necessary a new file is submitted.

Once a submission is Validated, AMICO and Member Will Have Produced the following Outputs:

- Validation routine/parser reports of Errors and Warnings
- Museum corrections (if any) to validation/parsing data
- Questions, suggestions, comments from AMICO Editor to Member
- Valid records loaded into the AMICO Library
- Invalid records loaded into the AMICO Library and flagged as needing corrections.
- Questions, suggestions, comments from AMICO Editor to Member

5. Data Enhancement

GOAL: Integrate the disparate contributions of AMICO Members into a high quality AMICO Library that meets the needs of AMICO Library Users

AMICO staff initiates Data Enhancement once processing of the submitted AMICO Library is complete, in order to meet access requirements of AMICO Library Users.

Before Data Enhancement can begin AMICO needs the following Inputs:

- Data from Members that has passed validation
- Rules for enhancing data as agreed by AMICO Members

Guiding Data Enhancement will be these Controls

- Data as supplied by AMICO Members
- Rules as agreed by AMICO Members

To Enhance submissions, AMICO undertakes these Activities:

- For Object Type (OTY)
 - Terms entered are compared to short list of Object types
 - Non-valid terms are moved to Classification Term (CLT) and appropriate Object Type Term entered
 - Problems are flagged for Editorial Review
 - Editor reviews record, follows up with Member as required to resolve questions or ambiguities.
- For Classification Terms
 - Terms entered are compared to short list of Object types, and deleted if they duplicate the Object Type value
 - Terms are compared to values in other fields, and deleted if they duplicate values in other fields
 - Terms are moved to other fields as appropriate
- For Object Creation Start and End Dates OCS and OCE
 - For objects without searchable dates, dates are added based on the values found in Object Creation Text OCT and according to indexing rules defined by AMICO Members
 - For dates that are not automatically indexable, AMICO Editor reviews dates in record and assigns beginning and end dates
 - AMICO Editor defines additional rules on a regular basis to enhance the automated indexing of dates.
- For Creator Names and Cultures CRT, CRN, CRC
 - Artist as identified is compared to names recorded in Artists Reference File
 - If match, Creator Identifier CID of Artists Reference File record is entered in Creator group of Catalog record
 - If No match, new record is created in Artists Reference file based on information in catalog record

- Creator Identifier CID of Artists Reference File record is entered in Creator group of Catalog record
- For Styles and Period Description STD and Style and Period Term STT
 - Forthcoming: Terms used these fields are matched against the style and period authority. When there is a match the ID is written back into the record. When there is no match, an Editor reviews the record and either makes a link or creates a new style and period term in the reference file. The term ID is written back to the record.
- For other fields authority checking routines will be developed as appropriate, for example, Geographical Data may be compared to data in the Thesaurus of Geographic Names TGN
- AMICO queries Member to resolve questions or ambiguities

Once Data Enhancement is Completed, AMICO will have produced the following Outputs:

- Integrated AMICO Library
- Reports to Members of changes in data
- Further enhanced Guidelines, Policies and Procedures for Data Enhancement
- More robust automated routines for facilitating data enhancement.
- Questions and comments for the AMICO Editorial Committee

6a. Distribute AMICO Library

GOAL: Make current version of AMICO Library available to Distributors, for mounting in their systems and delivery to end users.

AMICO delivers data to its distributors weekly and annually. Understanding the cycles and checking to be sure that corrected data has in fact appeared correctly in the distribution systems allows Members to monitor quality of their contributions as seen by users. This in turn allows AMICO to make suggestions to Distributors about their systems requirements.

AMICO HAS CONTRACTUAL OBLIGATIONS REGARDING WHEN AND HOW IT DISTRIBUTES DATA.

Before Data Distribution can begin AMICO needs the following Inputs:

9. Data contributed by Members
10. Deletion of Records and Images by Members if works are to be withdrawn
11. Enhanced records from AMICO Editorial Processes
12. Agreements with Distributors regarding update schedules and methods

Guiding Data Distribution are these Controls:

- Record Deletion protocols
- Image deletion Protocols
 - Pending agreement and implementation
- Link checking
 - Validates that all links are present before exporting
- AMICO Data Specification

To Distribute Data, AMICO undertakes these Activities:

- AMICO runs regular (weekly) data export routines
 - All records updated, added or deleted during the week are exported
- AMICO makes regular (at least monthly) exports of images
 - All new images are verified as linked to a catalog record
 - Catalog record fields are written to TIFF header
 - Images are written onto tape
 - Regular tape distributions are sent to distributors
- AMICO exports annual library to tape and ftp sites
 - As above, but with annual increment of entire AMICO Library
- Distributors mount data
 - Download data from ftp site and load it into systems
 - Read images from tape and make distributable versions
- AMICO tests data on distributor system for updates (to be implemented)

Once Data Distribution is Completed, AMICO will have produced the following Outputs:

- AMICO weekly updates to distributors (these must be loaded within 30 days)
- AMICO annual increments to the Library

6b. Return AMICO Data to Members

GOAL: Make data enhancements conducted at AMICO available to Members for local use.

Currently AMICO data does not return to Members local systems but there is increasing interest in doing this. Data returned to Members could consist of reports on AMICO data processing in reusable formats, lists of records (valid, invalid, linked, unlinked etc.) documentation of guidelines in ways that Members could incorporate, statistics on use, comments from users, data correlated to Member works using AMICO data enhancement processes, and/or indexing created by AMICO Editors. AMICO will soon begin defining the functional requirements for such systems and exploring some methods to return data to Members.

Before Data Return can begin AMICO needs the following Inputs:

- Members identify of data they might want back from AMICO
- Members define mechanism for declaring this data and export formats

Guiding Data Return are these Controls

- Specification for data to be exported
- AMICO statistical analysis
- Members import guidelines
- 5. Individual level Password controls for data exporting

To Return Data, AMICO and Members undertake these Activities:

1. Members identify and test download methods
2. AMICO documents validation and editorial processes, produces reports of data in desired formats
3. Members download desired reports/formats from Contribution Management System.
4. Members develop routines to incorporate data back into local systems
5. Members develop processes to take feedback from statistics and comments into consideration

Once Data Return is Completed, AMICO will have produced the following Outputs:

- Lists of invalid records, record problems, record corrections made by routines
- Parsed Data where AMICO creates it
 - Now - Creation Date → Earliest and Latest Date (available now)
 - Soon - Measurements → Text string to repeating fields.
 - Materials and Techniques Description → individual fields
- Authority data where matched/referenced
 - Creators
 - Cultures
 - Style and Period
- Statistics on use of the AMICO Public Catalog and Distributors systems
 - Comments made by Members of the public, students and scholars on AMICO works
 - Enhanced indexing, including future subject terminology as applied to AMICO works



Art Museum Image Consortium
www.amico.org

QUICK REFERENCE SECTION

AMICO Contacts

Jennifer Trant Executive Director jtrant@amico.org 412-422-8533
-contact for questions about agreements, rights, and any strategic questions

David Bearman Director of Strategy & Research dbear@amico.org
-contact for questions about distributor relationships, new initiatives, annual billing

Matt Kurtz Technical Manager matt@amico.org
-contact for questions about the Contribution Management System and any technical aspect of your AMICO contribution

Kelly Richmond Communications Director kelly@amico.org
-contact for questions about d-lists, Member contact info, AMICO Library access, marketing information, the Annual Members Meeting, subscriber and member expansion

Peter Boyer Office Manager peter@archimuse.com
-answers the phone and handles general office tasks for AMICO, however does not know about technical issues for AMICO

Web Sites

To make visiting these sites easier, we recommend that you bookmark these on your browser for future reference. Also, at the 2000 Annual Members Meeting the Members decided that Members should place links to the AMICO public site from their home pages (denoting themselves as Members) -- often Members discuss the AMICO Library and their involvement with AMICO in the Library section of their Institution's web site. Also, it was requested that Members place a link to the Members' site from their intranet to promote Members' staff checking in on AMICO activities.

AMICO Public Site:
<http://www.amico.org>

AMICO Members' Site:
<http://www.members.amico.org>

AMICO Contribution Management System:
<http://update.amico.org>

user name: amicola
password: swordfish

user name: _____
password: _____

(A user name and password for the Contribution Management System will be set up for the Principal Contact and anyone else designated to receive access by the Team Registration Form. These will be emailed to the individual Team Member with a cc to the Principal Contact once they are created.)

AMICO Library via RLG:
<http://eureka.rlg.org/amico>

AMICO Library Usage Stats via RLG:
<http://eureka.rlg.org/amico/reports.html>

password: _____

password: _____

(RLG will email the Member institution password to the Principal contact after one has been set up. The same password will be used for Library access and statistical access.)

AMICO Library via OhioLINK
<http://>

password: _____

Listing of Member Principal Contacts

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Ex officio	Jennifer Trant David Bearman	Art Museum Image Consortium Art Museum Image Consortium