AMICO

Art Museum Image Consortium
www.amico.org

AMICO Annual Members Meeting Report

June 8-10, 2000

San Francisco Museum of Modern Art
151 Third Street
San Francisco, CA

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Meeting Summary

The meeting began with a briefing by AMICO staff, summarizing progress on areas of AMICO's agenda since the last AMICO Members Meeting and University Testbed Meeting, in June of 1999. This presentation highlighted accomplishments and reviewed issues that the group would be discussing during the Members Meeting. Several documents were distributed for general discussion. Issues raised are reported here following the texts as distributed at the meeting (see p. 4-16).

The participants then broke into four working committees which met in several sessions separately and together. The four AMICO committees are:
- Editorial
- Rights
- Technical
- Users and Uses

Full committee agendas and reports are included in this report (see p. 17-39).

On the final day, the members reconvened as a meeting of the whole to confirm proposals made by committees, develop forward plans and schedules, and make decisions. See the forward schedule on p. 40.

Major issues raised and decisions taken at the meeting include:
- Membership grew to 31, adding four museums in the past year. Recruitment of members is an important Board assignment.
- Subscriptions launched this year, now number over 110 universities with 700,000+ students. By fall, AMICO expects to have over 300 campuses and 2 Million students. Marketing will be expanded.
- Distribution is taking place through RLG, OhioLink, and California Digital Library. Additional distribution agreements will be negotiated in the coming year since the semi-exclusive agreement with RLG will expire August 1, 2001.
- Members contributed only 8800 new works this year. Participants agreed that each member needed to report its planned contribution for next year by October 15, 2000.
- Significant enhancements, including editorial control, additional indexing, creation of artist, style and period authority files, and expanded multimedia content will improve the existing AMICO Library in the coming year. Editorial and technical decisions to effect these improvements were agreed upon.
- Editorial guidelines for AMICO content were further defined and methods to arrive at yet more agreement were spelled out in forward plans.
- Common letters requesting rights from artists and a shared form to request rights from museums were defined, and members made plans to deal collectively with artists on behalf of AMICO in some circumstances.
- Gallery Systems became the first commercial Collections Management System vendor to seek AMICO Certification. Their export function was reviewed and methods for certifying it and future applicants were defined.
- Improved methods for contributing data to AMICO and for receiving data from AMICO were discussed. Specifications for data were extended to incorporate new requirements and clarify previously unresolved issues.
- Documentation of workflow within the museums and in AMICO was seen as critical and agreement was reached on how to use a variety of workflow documents to improve internal processes, assign tasks, and plan for future needs.

A forward schedule for AMICO Library Contributions was agreed:

October 15, 2000	**Lists of Planned submissions to AMICO**
February 15, 2001	**Core fields for all submissions to AMICO**
March 31, 2001	**FINAL SUBMISSIONS DUE**

AMICO Achievements – The Year in Review
June 1999 – June 2000 (In reverse-chronological order)

June 2000
- Over 700,000 students at more than 110 campuses in North America have subscription access to the AMICO Library.
- Income to the AMICO Library from subscribers exceeds income from membership dues.
- AMICO members, meeting in San Francisco, discuss plans for adding depth and breadth to the AMICO Library during FY2001.

May 2000
- Joint Committee for Electronic Information of the UK Higher Education Authority agrees to license AMICO Library for 190 UK Universities with 1.2 million undergraduate students in academic year 2000-2001.
- AMICO launches a summer intern program, bringing students and teachers to Pittsburgh to begin the process of editing the AMICO Library and adding authority enhancements. It is anticipated that this program will become an annual feature.
- A profile of the AMICO Library, including an analysis of its strengths and weaknesses, is completed under contract. Discussion of its implications by AMICO members is encouraged as prelude to annual meeting planning.

April 2000
- AMICO members attending Museums and the Web 2000 again take advantage of free workshop opportunities.
- AMICO Library contributions for the year 2000 Library submitted to AMICO.

March 2000
- 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 begun.

February 2000
- Elementary schools in New York State and the Whitney Museum of American Art begin experimental program with the AMICO Library.
- AMICO holds first "users group" meeting in conjunction with ARLIS/NA. Its success ensures that future meetings will be planned.

January 2000
- Dallas Museum of Art, Denver Museum of Art and the Museum of the Americas Foundation join AMICO. Membership has grown by 50% over two years.

December 1999
- AMICO Library application at OhioLINK makes resource available to all institutions of higher education in Ohio.
- Consortial pricing of AMICO Library announced through RLG.

November 1999
- Agreement in principle with Antenna Audio to make digital audio files available for members to use with AMICO documentation.

October 1999
- First payment made by AMICO to Artists Rights Society under agreement for educational rights to contemporary works of art. AMICO members are invited to plan to make substantial contributions of contemporary works for the year 2000 Library.
- AMICO presents at the Consortium of Library Consortia. Ideas are proposed about a consortial license for AMICO.

September 1999
- AMICO brochure printed and distributed, highlighting the results of the "University Testbed" project

August 1999
- The Detroit Institute of the Arts joins AMICO.

- Payment received from OhioLINK for three-year license for the higher education institutions of the State of Ohio.

July 1999
- AMICO Library becomes available under subscription through the Research Libraries Group.

June 1999
- AMICO holds its annual meeting together with a conference on the University Testbed Project at Carnegie Mellon University. Representatives from Universities engaged in the testbed gave reports on the uses of the AMICO Library on their campus and discussed ideas for improvements with staff of AMICO member museums. A report on the meeting was published at http://www.amico.org/projects/u.mtg.99/u.results.html

Meeting Discussion:

New AMICO staff members, Kelly Richmond, Communications Director, and Pierre Landry, Library Editor, were introduced and welcomed.

Discussions underway with Antenna Audio regarding the provision of sound files relating to works in the AMICO Library and with the AAMD regarding a public database for reporting knowledge of works of uncertain Nazi-era provenance were mentioned and scheduled for discussion in the appropriate committees.

The end of discussions with Brtitannica.com, which did not result in agreement for them to distribute the AMICO Library, was reported.

The continued role of the AMICO office in developing distribution and subscription agreements was discussed, as was the need to market AMICO independently of the distributors. Success to date has been dependent on AMICO activity.

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Subscribers to the AMICO Library as of June 2000

1. Antioch College
2. Arizona State University
3. Ashland University
4. Athenaeum of Ohio
5. Baldwin-Wallace College
6. Bard College and Bard Graduate Center
7. Belmont Technical College
8. Bluffton College
9. Boston College
10. Bowling Green State University
11. Capital University
12. Carnegie Mellon University
13. Case Western Reserve University
14. Cedarville College
15. Central Ohio Technical College (with OSU-Newark)
16. Central State University
17. Cincinnati Bible College and Seminary
18. Cincinnati State Technical & Community College
19. Clark State Community College
20. Cleveland State University
21. College of Mount St. Joseph
22. College of Wooster
23. Columbia University
24. Columbus State Community College
25. Cuyahoga Community College
26. Defiance College
27. Denison University
28. Edison Community College
29. Franciscan University of Steubenville
30. Heidelberg College
31. Hiram College
32. Hocking College
33. Indiana University - Purdue University Indianapolis (IUPUI)
34. Ithaca College
35. James Madison University
36. Jefferson Community College
37. John Carroll University
38. Kent State University
39. Kenyon College
40. Lakeland Community College
41. Lima Technical College (with OSU-Lima)
42. Lorain County Community College
43. Malone College
44. Marietta College
45. Marion Technical College (with OSU-Marion)
46. Medical College of Ohio
47. Miami University
48. Mount Carmel College of Nursing
49. Mount Union College
50. Mount Vernon Nazarene College
51. Muskingum Area Technical College (with OU-Zanesville)
52. Muskingum College
53. North Central Technical College (with OSU-Mansfield)
54. Northeastern Ohio Universities College of Medicine
55. Northern Arizona University
56. Northwest State Community College
57. Notre Dame College of Ohio
58. Oberlin College
59. Ohio Dominican College
60. Ohio Northern University
61. Ohio State University
62. Ohio University
63. Ohio Wesleyan University
64. Otterbein College
65. Owens Community College
66. Princeton University
67. Rice University
68. Rio Grande Community College
69. Rochester Institute of Technology
70. Shawnee State University
71. Sinclair Community College
72. Skidmore College
73. Southern State Community College
74. Stark State College of Technology (with KSU-Stark)
75. State Library of Ohio
76. Temple University
77. Terra Community College

78. The School of the Art Institute of Chicago
79. The University of Texas at Austin
80. Tiffin University
81. University of Akron
82. University of Alberta
83. University of Arizona
84. University of Cincinnati
85. University of Dayton
86. University of Findlay
87. University of Illinois at Chicago
88. University of Illinois, Urbana Champaign
89. University of Leiden. The Netherlands
90. University of Nebraska - Lincoln
91. University of Pennsylvania
92. University of Regina, Saskatchewan, Canada
93. University of the Arts, Philadelphia
94. University of Toledo
95. University of Toronto
96. University of Virginia
97. Urbana University
98. Ursuline College
99. Vanderbilt University
100. Washington State Community College
101. Washington University
102. Wellesley College
103. Western Michigan University
104. Wilberforce University
105. Wilmington College
106. Wittenberg University
107. Wright State University
108. Xavier University
109. Youngstown State University

Meeting Discussion:

AMICO is on target for subscription growth with RLG and above its projections elsewhere. AMICO Staff will continue to market The AMICO Library and raise our profile through exhibitions at conferences and through other means, including direct mail and conference presentations.

AMICO Members are encouraged to approach universities in their area about becoming AMICO Subscribers. Experiments to involve K-12 institutions would also be particularly welcome – all AMICO members would appreciate reports from them.

Members are reminded that they can gain access to the user statistics provided by RLG from the AMICO Members web site at http://www.members.amico.org.

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Membership Development

Anticipated New Members:

In June 2000, the **Sterling and Francine Clark Art Institute**, located in Williamstown, MA, is planning to join AMICO. The Clark Art Institute's collection is based upon the personal art acquisitions of Robert Sterling Clark and best known for Mr. Clark's extraordinary French impressionist paintings, including an exceptional group of pictures by Renoir. These paintings take their place within a wider ensemble of masterworks that range from the Renaissance to the late nineteenth century. Among the highlights are works by Ugolino di Nerio, Piero della Francesca, Jean-Honoré Fragonard, Camille Corot, William Bouguereau, Joseph Turner, and an especially strong representation of American artists, including Winslow Homer, Mary Cassatt, and John Singer Sargent. The Clark Art Institute is also noted for its fine holdings of decorative arts, with a concentration in eighteenth-century English silver. The Clark Art Institute will be a wonderful addition to the Consortium and their collection will be great for the AMICO Library. Also, their proximity to Williams College, voted the top wired college by *Yahoo! Internet Life*, will hopefully result in a new subscriber to the Library and a nice synergy amongst Members and users.

In July 2000, the **Walters Art Gallery** in Baltimore, MD is planning to become a new AMICO Member. The Walters' collection presents a comprehensive history of art from the third millennium B.C. to the early 20th century. The Walters has impressive holdings in ancient Greek and Roman art, Renaissance and Baroque art, Asian art, and 18th and 19th century works. Their medieval art collection that is considered one of the top three in America and the Walters' Islamic art collection includes the largest collection of bound and illuminated manuscripts from the Islamic world in an American museum. The Walters Art Gallery will also be an exciting addition to the AMICO membership.

Recruitment Activity:

AMICO exhibited at the American Association of Museums Conference for the first time in May 2000. There we spoke with representations from over 100 potential AMICO Member institutions. Interested organizations included the Allentown Art Museum, National Museum of the American Indian, Smithsonian Institution, the Museum of the Moving Image, the Brooklyn Historical Society, the Museum of Chinese in the Americas, Mystic Seaport, the Textile Museum, the Santa Barbara Museum of Art, and the Phillips Collection.

Meeting Discussion:

New members who joined since last year's meeting – Detroit Institute of Arts, Dallas Museum of Art, Denver Museum of Art, and the Museum of the America's Foundation – were welcomed.

All present felt that the Board should be strongly encouraged to participate actively in Membership Development Activities.

AMICO has developed a standard Membership Information Package that can be sent on request to any institution interested in joining the consortium. Please contact Kelly Richmond <kelly@amico.org> if you would like to have a package sent out.

The AMICO subscription for all higher education institutions in the UK, which has just been announced by the JISC, provides an obvious opportunity for AMICO to recruit UK museums to membership. Plans for contacting these institutions will be brought to the Board soon.

AMICO Distributors – 1999-2000 Update

Research Libraries Group

RLG began to provide subscription-based access to the AMICO Library on July 1, 1999. So far they have signed up 35 Universities in North America as subscribers, slightly exceeding their estimate of 33 provided in 1998 when we signed contracts with them. We are currently negotiating two large consortial agreements with RLG under which all of UK Higher Education (190 universities through the JISC) and any university/school/public library in New York State (through NYLINK) could have access. We expect that independent of these consortial agreements RLG should achieve its projection of 50 universities next year.

The RLG service uses the "Eureka" interface, which underwent some development during the year in response to needs expressed by AMICO subscribers. The Notebook function was improved to manage notebooks persisting across sessions, allowing users to name them and control access to them through passwords. The date indexing was improved to allow range searching. In speaking with users and demonstrating the application, however, we've identified more that could to be done: there is a 500 field limit to records; notebook sizes are limited; large numbers of works don't sort; and BC dates don't search yet.

RLG has presented some ideas it has about how the Eureka interface might be improved in the future at various conferences (ARLIS, CNI) this spring to promote its Cultural Materials Initiative. (They declined an invitation to give that presentation to this meeting). During the coming year we hope to work with RLG on improving the indexing, display, and searching of the AMICO Library.

OhioLINK

OhioLINK licensed the AMICO Library for the approximately 90 universities in the state of Ohio, and provided a unified application delivering AMICO and some other licensed image sources in the winter of 1999-2000. Our contract with them extends to 2002.

The OhioLINK application does not yet meet the minimum standard required by AMICO. Based on the VRA Core, it is unable to display the full AMICO records with associated text and multimedia. We are currently discussing how OhioLINK can provide access to full AMICO records. We will be providing them with 2001 content when they are able to supply an application that conforms to the required specification.

Universities Developing Applications to Serve the AMICO Library

The California Digital Library acquired the AMICO Library to develop an experimental application in 1999. In the spring of 2000, CDL licensed access for three campuses while continuing to develop an application for the nine-campus system. We do not know when/if they will ultimately be their own distributor.

In the spring of 2000, the University of Virginia subscribed to the AMICO Library through RLG. They have made a copy of the AMICO Library textual data available in their local system, and are exploring consortial licensing of the AMICO Library through the state library consortium, VIVA.

We are in the midst of discussions with the University of Michigan, around becoming a distributor of the AMICO Library to the three University of Michigan campuses and then possibly more broadly. Tufts University is also considering a role distributing the AMICO Library, perhaps in conjunction with the Perseus Project - a digital library of Greek heritage.

Meeting Discussion:

Members have access to ALL AMICO Distributors. See the links on the AMICO Library page of the Members web site.

AMICO will be seeking other distributors beyond RLG. We will begin these discussions this fall, as we would like to have others ready to offer the Library in the Fall of 2001.

Members are encouraged to provide feedback to the Distributors of the Library through online mechanisms, or through emails to AMICO Staff. These comments are key in setting the forward development agenda.

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Library Contribution Summary

These figures were correct as of June 6, 2000.

Member	Abb.	Total	2000	1999	1998	Notes re 2000
Art Gallery of Ontario	AGO_	3507	507	1500	1500	* coming 2000/06/16
Art Institute of Chicago	AIC_	1447	480	472	495	* coming 2000/06/16
Albright-Knox Art Gallery	AKAG	1267	465	441	361	
Asia Society Galleries	ASIA	278		100	178	
Museum of Fine Arts, Boston	BMFA	4966	0	3066	1900	
Center for Creative Photography	CCP_	1381	707	275	399	
Cleveland Museum of Art	CMA_	1949	970	522	457	
Denver Art Museum	DAM_	0	0	0	0	
Detroit Institute of the Arts	DIA_	500	500	na	na	* coming 2000/06?
Dallas Museum of Art	DMA_	0	0	na	na	
Davis Museum and Cultural Center, Wellesley College	DMCC	571	0	521	50	
Fine Arts Museums of San Francisco	FASF	11092	956	5147	4989	
George Eastman House, International Museum of Photography	GEH_	2877	839	435	1603	
J. Paul Getty Museum	JPGM	1462	0	963	499	* additional works in July?
Los Angeles County Museum of Art	LACM	1590	555	539	496	
Library of Congress	LOC	20815	0	20815	0	
Musée d'art contemporain de Montréal	MACM	87	0	0	87	
Montreal Museum of Fine Arts	MBAM	50	0	0	50	
McMichael Canadian Art Collection	MCAS	31	0	0	31	
The Minneapolis Institute of Arts	MIA_	2036	1020	520	496	
The Metropolitan Museum of Art	MMA_	1349	850	0	499	* coming 2000/06/16
Museum of the Americas Foundation	MOAF	0	0	na	na	
National Gallery of Canada	NGC_	1531	103	297	1131	
Smithsonian American Art Museum	NMAA	1671	208	515	948	
Philadelphia Museum of Art	PMA_	209	0	53	156	

Member	Abb.	Total	2000	1999	1998	Notes re 2000
San Francisco Museum of Modern Art	SFMO	985	760	81	144	* final records pending
San Jose Museum of Art	SJMA	102	0	66	36	
The Frick Collection and Frick Art Reference Library	TFC_	304	0	304	0	
Walker Art Center	WAC_	804	359	274	171	
Whitney Museum of American Art	WMAA	743	1	742		* additional works in late June?
Total number of works		**63124**	8800	37648	16676	

New Kinds of Content

Digital Michelangelo http://www.graphics.stanford.edu/project/mich

AMICO has been approached by the Digital Michelangelo project at Stanford University about distributing their digital models of the Michelangelo statues in the Accademia in Florence as part of the AMICO Library. High resolution, three-dimensional scans have been made of the *David* and all the other Michelangelo sculptures in this collection.

The principal investigator of this project, Marc Levoy, approached AMICO about including the renderings based on the model in the AIMCO Library in order to make them accessible to a broader community that computer scientists interested in the data capture methodology. At a meeting in Washington, we reviewed possible methods for linking from the rendered 3-D models in the AMICO Library to the full data set, which would be stored at Stanford.

At issue is how to 'contribute' this data to the AMICO Library. We hope that the Accademia would become an AMICO member and grant us the rights to distribute this information. Levoy will be discussing this possibility with officials in Florence later in June.

Meeting Discussion:

Regular Contributions
The importance to AMICO of regular on-going contributions by members was reaffirmed. It was noted that not everyone was geared up to provide such contributions but those present promised to improve their record in the coming year. Advanced planning was noted as essential to ensure the ongoing (and contractually projected) growth of the Library.

Antenna Audio
AMICO and Antenna Audio have been discussing a way to facilitate the easy contribution of the digital audio files created by Antenna to The AMICO Library. The group agreed that this was an exciting opportunity to greatly enhance the AMICO Library.

> *Rights*
> - *Antenna has rights in some parts of the audio they have created, that they are willing to assign to AMICO and AMICO members*
> - *AMICO Members have rights in some parts of the audio Antenna has created, that they are willing to assign to AMICO*
> - *AMICO members have rights in some parts of the Audio that Antenna has created that they are willing to assign, on a 'category basis' to other AMICO members*

> *Workflow*
> *110. Antenna gives the files to AMICO*
> *111. AMICO tells members what files are available that relate to works in their collections*

112. Members review files (online) and pick (yes or no) which ones will be added to the AMICO library (no editing or clipping can be done by AMICO; files are contributed on an 'as is' basis)
113. AMICO adds Related Multimedia Group of fields to chosen catalog records
114. AMICO send chosen files and updated records to distributors as part of regularly scheduled updates.

This procedure repeats on a regular basis.

Works of Uncertain Nazi- Era Provenance

The AAMD has asked AMICO, through the Executive Committee, to develop a proposal for a service to facilitate the public disclosure of works in museum collections with unknown, uncertain, or problematic provenance during the Nazi-era. A proposal was submitted to the AAMD, and approved in principle at their last meeting (see Separate Document).

The group agreed that that AMICO was well positioned to facilitate this exchange of information about works of art in museum collections. A general discussion of the proposal referred specific issues to each of the working committees. AMICO staff will revise the proposal based on these issues, and collaborate with AAMD staff that is raising the necessary funds.

AMICO Artists Reference File – Revised with notes from the Meeting

AMICO currently receives records documenting works of art from its more than 30 members. Different institutions provide different forms of the names of the same artists and often have different dates and/or associated biographical information -- or sometimes none at all. While AMICO is committed to displaying the works of art in the way that each institution chooses to catalog them, users are frustrated by different forms of the same name appearing in indexes and may not retrieve works when they seek them only under a form of name they know. In addition, we recognize that if styles and periods were attributed to artists users might be able to retrieve works of art not otherwise cataloged by style and period, thereby greatly contributing to the utility of the library in introductory courses in art history.

For all these reasons, AMICO is planning to construct an Artists Reference File for the AMICO Library in the coming year. The information recorded about artists will be drawn initially from the Creator Group fields of works of art, which are:

CRN	Creator-Name
CRC	Creator-Culture/Nationality
CGN	Creator-Gender
CBD	Creator-Birth-Date
CBP	Creator-Birth-Place
CBQ	Creator-Birth-Qualifier
CDD	Creator-Death-Date
CDP	Creator-Death-Place
CDQ	Creator-Death-Qualifier
CAD	Creator-Active-Date
CAP	Creator-Active-Place
CRB	Creator-Biography

Other requirements of an Artists Reference File and authority application include:

Data must be credited to the AMICO member institution(s), which contributed it

Because individual artists are often associated with more than one nationality or culture, the CRN (Culture/Nationality) field needs to repeat. A structure group may need to be created ultimately to hold information about dates and sources of nationality attributions.

The record structure will also include repeatable fields for Artist Style/Period that parallel the Style and Period fields of the catalog records for works of art. As the Editorial Committee suggested last summer, a single style or period may often be unambiguously associated with an artist. In those cases, we will use these fields to index the works of art attributed to that creator. When multiple styles and or periods are associated with an artist, these will be presented to the AMICO Library editor as possible values for indexing the work of art in order to speed the indexing of the library.

Each artist must be assigned a unique number. Since some work has been done by the Union List of Artists Names project at the Getty (about 65% of AMICO artists have at least some entry in ULAN), we will use this source for some forms of names when it is available and will need to reference a ULAN record when one exists. We have offered to share with them information about artists not found in ULAN whose works appear in the AMICO Library and the additional information created by AMICO.

The Artists Reference File would be used to manage rights information about artists, to facilitate the reporting of works in the AMICO Library to ARS and other rights society.
The Artists Reference File could hold biographical research conducted by members in areas of their special expertise. We're also exploring ways to integrate large numbers of new artists authority records through contributions by such members. For example, George Eastman House has offered us their Photographers File.

Multimedia content about artists is currently linked only to individual works of art but by being linked to the Artists Reference File it could be made accessible to any works by the artist.

Creator bibliographical references could be linked documents or purely citations. They need to be accommodated in the data structure.

Because the Artists Reference File will eventually be an independently valuable resource, we will explore mechanisms for returning data to members who wish to have it within their local applications.

Initial thoughts about the structure of the Artists Reference File are as follows:

CID	Creator-Identifier
CNG	Creator-Name Group
CNA	Creator-Name
CNS	Creator-Name-Source
CCG	Creator-Culture/Nationality Group
CCN	Creator-Culture/Nationality
CND	Creator-Nationality-Date-Range
CNT	Creator-Nationality-Type
CGN	Creator-Gender
CBD	*Creator-Birth-Date*
CBP	*Creator-Birth-Place*
CBQ	Creator-Birth-Qualifier
CDD	Creator-Death-Date
CDP	Creator-Death-Place
CDQ	*Creator-Death-Qualifier*
CAD	Creator-Active-Date
CAP	Creator-Active-Place
CAE	Creator-Active-Early Date
CAL	Creator-Active-Late Date
CRB	Creator-Biography
CBC	*Creator-Bibliographic-Citations (repeats)*
CLR	*Creator-Life-Roles* (repeats)
CSG	*Creator-Style-Group*
CST	Creator-Style/Period *Term*
CSD	*Creator-Style-Date-Range*
CMG	*Creator Media Group*
CMR	*Relationship*
CMD	*Description*
CML	*Link*
CRG	*Creator-Rights Group*
CRS	*Rights Society*
CRJ	*Jurisdiction*
CRL	*Link*

AMICO staff will develop a formal proposal for the Artists Reference File and share it with the Technical and Editorial Committees. Further discussion of issues related to this file may also be found in their committee reports.

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Editorial Committee Agenda

1. **Review Artists Reference File plans and proposals**

2. **Finalize the Object Type OTY List**

3. **Refine definition of Classification Term CLT**

4. **Finalize date indexing rules (based on experience with 1999 data)**

5. **Contribution Management System**

6. **Multimedia and Metadata**

7. **Good Practice Guidelines**

8. **Provenance Guidelines**

9. **Data Normalization**

Editorial Committee Report

1. **Artist Reference File**

   The Editorial Committee agreed on the principle of using an Artist Reference File to improve access to the AMICO Library for users. See the separate proposal for an "AMICO Artist Reference File" as revised based on Meeting discussion.

   Values in the Creator Name (CRN) are to be drawn from the values contributed by AMICO members, from the Union List of Artist Names (ULAN) and from other reference resources. All variant names and vital dates will be recorded in the AMICO Artist Reference file and credited to sources. The reference file will also contain information about artists' nationality, style, and period. If technically feasible and desirable, it was suggested that lists of names from members who have scholarly expertise in areas not covered by ULAN (GEH, MMA, BMFA) be used to populate the Artist Reference File.

   The Artist Reference File, or a parallel Culture Reference File, will contain entries for Creator Culture (CRC) with values contributed by members, the AAT, and other reference resources, especially art historical texts.

   A review of the feasibility of associating image or other multimedia data to artist records was referred to the Technical Committee.

   ACTION:
   - AMICO staff develops revised ARF data specification based on input from meeting
   - AMICO staff drafts guidelines for submission of local artists files
   - Editorial Committee reviews and comments
   - AMICO staff circulates Work Plan for populating Artist Reference File
   - Editorial Committee comments
   - AMICO staff (and interns) implement Artist Reference File.

2. **Object Type (OTY)**

   The Editorial Committee reviewed the definitions of Object Type (see "AMICO Library Object Types – Draft for Discussion) and agreed to the following changes:

   The following list of Object Type terms will be used (see revised draft for definitions and application guidelines):

   > Architecture
   > Audio-Video
   > Books
   > Costume and Jewelry
   > Decorative Arts and Utilitarian Objects
   > Digital Arts
   > Drawings and Watercolors
   > Installations
   > Mixed Media
   > Paintings
   > Performance Arts
   > Photographs
   > Prints
   > Sculpture
   > Textiles
   > Other

Amendments to draft circulated:
- Use plural form for OTY terms
- Decorative Art changed to *Decorative Arts and Utilitarian Objects*. This type now includes non-Western archaeological and ethnographic objects. Funerary objects are now included in this type instead of Other.
- Drawing changed to Drawings and Watercolors.
- It was suggested to consolidate Audio-Video with Digital Art as Multimedia. This will be reviewed at next year meeting, based on usage of these 2 types.
- Review the usage of Mixed Media and see if the objects in this type could be grouped under Paintings, Sculpture, Drawings. To be reviewed at next year meeting.

Interface issues relating to Object Type OTY:
- It is recommended that distributors implement a "pick list" of OTY terms in the search interface.
- Some members felt that OTY should not be displayed in the distributed records. An alternative solution would be to group all index terms (including OTY, CLT) in a less prominent area at the end of the record.

ACTION:
- **AMICO staff creates updated list of Object Types and application guidelines**
- **List linked to Editorial Committee Page**
- **AMICO staff implements new Object Types in existing data**
- **AMICO staff reports on progress and summarize of outstanding issues to the Editorial Committee List.**

3. **Classification Term (CLT)**
   The relationship between OTY and CLT was discussed. OTY is a very broad, top-level term used for counting the objects in the Library and therefore should remain unique. CLT is an alternative descriptor designed to search groups of works that share common characteristics of function, genre or techniques (i.e., furniture, ceramics, etchings). CLT can be repeated and can be mapped to a hierarchical thesaurus like the AAT.

   P. Landry and AMICO interns are going through a first round of manual cleanup to apply the short list of OTY terms and move all other terms to CLT. This will serve as the basis for a set of rules to review OTY terms and validate them against the agreed list, moving other data to CLT

   ACTION:
   - **AMICO Staff to complete proper fielding of OTY and CLT terms**
   - **Circulate CLT terms with staff categorization to the Editorial Committee email list for comment**
   - **AMICO Staff synthesizes comments and drafts recommendations on application of CLT**
   - **Guidelines linked to Editorial Committee Web Page**
   - **AMICO Record Loading routines enhanced to include OTY / CLT validation and re-fielding when required.**

4. **Date Indexing Rules**
   We reviewed the validation process and the rules for date indexing, linked to the Editorial Committee Web page at http://www.members.amico.org/comm/edit/date_parsing.html. The parser populates the Creation-Date-Start (OCS) and Creation-Date-End (OCE) during the validation process, only for those records that don't have values in OCS and OCE.

   Members approved the continued application of the existing parser rules.

   Members recommended the following enhancements:
   - Indexing dates for objects should never be earlier than the creator's birth date or later than the Creator's death date
   - For un-dated objects, the parser is to use as Object Creation-Date-Start (OCS) and Object Creation-Date-End (OCE)
   - When the creator is not known, dates associated to the Style/Period will be used as Creation-Date-Start (OCS) and Creation-Date-End (OCE) if these form a smaller range than the default.

- A reference file will be created to hold Style and Period terms, variant names, start date and end date. This will be used to provide indexing dates for works dated only with a style or period. This authority file will be submitted for review by the end of summer 2000.
- An analysis of dates qualified by 'circa' needs to be carried out to determine the range supplied by Members when they identify a specific start and end date in their catalog records. This analysis should be provided to the Editorial Committee as input for possible refinement of the automatic parsing rules. In addition, some method should be devised to establish the definition of 'circa' when applied to a century, especially for ancient periods where the range of 'circa' may need to be widened.
- Members should look at the messages returned by the parser during data validation and edit the records where OCS and OCE could not be determined by the parser based on the approved rule set or better data is available in-house.

ACTION:
- **AMICO staff enhances the record validation to include finer grained indexing limited by Creator life dates**
- **AMICO staff reports to Editorial Committee list those places where members supplied OCS and OCE to see how these differ from 'rule generated' values**
- **AMICO Members review those records where OCS and OCE not present, to provide dates**
- **AMICO Members and Staff review validation reports to see if they can suggest additions to date parsing rules.**
- **AMICO staff drafts structure of Style/Period Reference file and circulate to Editorial Committee for Review and Comment.**
- **Editorial Committee Comments on Style/Period Reference file, and indicates what data they have available to be loaded into such a file. AMICO staff develops and implements work plan for populating Style/Period Reference File.**
- **AMICO staff enhances the parsing routine to apply Style/Period dates when these are the only known date for a work.**

5. **Contribution Management System**
   - The Contribution Management System interface would benefit from detailed instructions and help files.
   - There are character set issues that need to be resolved for proper handling of diacritics during data transfer and record editing. Not al members are using the correct character set when sending data to AMICO. A known problem exists with Internet Explorer's way of handing extended character sets. Please **use Netscape** when accessing the online editor until further notice.
   - The programs for the validation routines, date parser, TIFF header crawler, etc. are available should members wish to run them locally. They are written in Perl and C++ and run in a Linux environment.
   - It would be useful to be able to link a comment to a record file when it was uploaded for validation (in the same way that a comment can be associated with a validated media file)

   ACTION:
   - **AMICO staff will draft a narrative description of each of the areas of the Contribution Management System and what they do.**
   - **AMICO staff will write a description of the validation and parsing routines**
   - **AMICO staff is working on character set question. Members are encouraged to check records that they know have extended characters, to ensure that they are loading correctly.**
   - **Members to use Netscape to edit records online.**
   - **AMICO staff to investigate mechanism for linking comments to text record files when they are submitted for validation.**

6. **Multimedia and Metadata**
   Guidelines are needed for the description and display of linked multimedia files. "Rich" records have been solicited from members to develop a pool of experience and practice. Some members have yet to submit extending records.

   The Editorial Committee asked if multimedia files can be linked to creators, periods, or things other than the object described in the catalog record. This question was referred to the Technical Committee.

   ACTION:

- **AMICO Staff drafts examples and guidelines for multimedia metadata.**
- **Guidelines circulated to Editorial Committee email list for comment.**
- **AMICO staff includes examples of multimedia metadata in revised Data Dictionary.**
- **AMICO Staff to develop guidelines for the display of multimedia metadata when a multimedia file is linked to a catalog record, and circulate these to the Editorial Committee for comment.**

7. **Good Practice**

AMICO Members are beginning to develop a body of knowledge that reflects their approaches to the documentation of works of art. Since we did not receive the NEH funding we applied for in collaboration with the VRA, CAA and the Getty, we need to find ways to systematize and record our own practice.

ACTION:
- **AMICO Staff will revise the Data Dictionary (paper and on-line) with better examples, guidelines and narrative descriptions this summer.**
- **Editorial Committee Members submit examples, questions, etc., to AMICO via the Editorial Committee List or Email to Pierre Landry <pierre@amico.org>**
- **AMICO staff will solicit Members' guidelines, mappings to the data dictionary and field usage for incorporation into the AMICO Guidelines.**
- **Members should send questions about information they have that does not fit in the AMICO Library data structure to the Editorial Committee email List.**

8. **Provenance Guidelines**

Members discussed the proposal regarding a Provenance Database in general terms. Although members acknowledged that when provenance information exists in their systems it is often stored as un-fielded text, they agreed that it would be desirable to structure provenance information as much as possible. In many cases, their free text data has a definite structure and consistent punctuation.

Recommendations:
- Each owner should be entered as a separate occurrence.
- The basic field structure should include the date and place of transfer, the prior owner's name, the new owner, and the method of transfer.
- Natural language is preferred instead of abbreviations and symbols.

ACTION:
- **Members should provide their Guidelines for Recording Provenance to AMICO.**
- **AMICO Staff to draft recommendations for recording Provenance as part of the Guidelines for implementing a Provenance Database, and incorporate these into the AMICO Data Dictionary.**

9. **Data Normalization**

AMICO's interns are working this summer on applying agreed upon indexing guidelines to the AMICO Library. They will also be working on the Artists Reference File and Style and Period Guidelines.

ACTION:
- **AMICO staff will provide regular reports of the progress and activities of the AMICO's interns.**
- **Members are encouraged to consider having interns work on their AMICO projects as well.**

Rights Committee Agenda

1. Review rights issues in distribution of AMICO Library

2. Relationship with Rights Societies (ARS/VAGA)

3. AMICO Member collaboration on direct negotiation with Artists

4. Manipulation -- how to explain this to artists.

5. Standard letter requesting artists' permission to use works in AMICO Library

6. Common request form for further permissions and uses

7. Rights issues involved in "Provenance Database"

8. Implementation of ARS Agreement

9. Rights issues with Antenna Audio

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Rights Committee Report

Discussion topics:

1. **Do our current plans/discussions with commercial distributors require changes to existing agreements? There is no need to revise previous letters for the ways we are considering using commercial intermediaries. We still are talking about subscription to the whole library for educational uses only. Letters should continue to state:**

   a) AMICO is a nonprofit
   b) The AMICO Library is distributed under subscription/license only and (except as thumbnails) is not publicly available on the web
   c) Subscribers are educational institutions
   d) Licensed uses are restricted to educational purposes only
   e) Republication and redistribution of AMICO works is strictly prohibited by all AMICO licenses

2. **What kinds of financial terms could we agree with VAGA?**

   Basically, we are not interested in an agreement with VAGA that is outside the terms already agreed with ARS (a lump sum payment related to the income AMICO derives from the AMICO Library as a whole and not based on a per work/per year formula). We are not acceding to VAGA terms which, to date, still require an explicit per work payment unrelated to AMICO income.

   In discussion it was agreed that we should not pay on a per use/per work basis even (as in the case of the UK) the terms we agreed with ARS could be expressed (though not formally calculated) as approximately $5 pw/py. The sticking point seemed to be that some of our member museums are reluctant to say that the payment is for any specific work, and the lump sum allows us to not count specific works in or out.

3. **Could AMICO members obtain rights for other AMICO members to contribute works by artists not represented by a rights society?**

   It was agreed that many AMICO members have sufficiently close relationships with particular artists and estates, or act on behalf of those estates, to approach the artist/estate on behalf of all members. We agreed that AMICO's lawyer could draw up a one page (read SIMPLE and non-legalese) agreement, which gives the rights to x institution (fill in blank) and also any other AMICO member contributing to the AMICO Library. Committee agreed each institution will identify several non-ARS artists, including those their museums represent, that it feels it could approach in this way and that this list will be compiled in next month.

   There was further discussion about approaching the artists from the Whitney Biennial and other sources of very recent work.

4. **Could we explain why the AMICO License permits manipulation – it seems to be a major issue for many artists and a barrier to obtaining rights?**

   Discussed examples of kinds of manipulation that have pedagogical value and agreed that AMICO staff would make a sheet to be used to help artists who are resistant and also to explain the purposes and limitations of manipulation to instructors and students. We need to create annual reporting "call for data" form.

5. **Could be create a standard letter to be used by all members (with minimal variations) in requesting AMICO rights from artists?**

   Yes. Committee drafted the letter and will post it on the committee pages for review ASAP.

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6. **Could we create a common form for requesting further (non-AMICO) permissions for subscribers and all permissions on the public site?**

    Committee will examine several online request forms posted on members' sites to develop a single form that can be directed to the appropriate member. AMICO will develop an application that fills in the data about the work of art from the record from which the rights link is launched and sends the request to the museum whose work it is.

7. **How will we obtain permission for works under copyright that are submitted for the database of "Works of uncertain Nazi-era Provenance"?**

    AMICO will approach ARS and VAGA to see if they are willing to grant rights for this limited purpose. Otherwise, it will be the responsibility of the museum posting the work to clear rights, as always.

    Grant of rights will be explicit in the Agreement to Participate in the Provenance project.

8. **Does the ARS agreement cover use of works on member museums public web sites as initially thought?**

    ARS seems to feel that its grant of rights to the museums to use the works at 800x600x72dpi was limited to educational uses other than the public web. Nothing specifically was said about educational uses on the public web, though we thought they were included. The full text of this agreement is available online at http://www.members.amico.org/comm/rights/ars.html

9. **If Antenna Audio (or another outside source) gives a museum the rights to incorporate audio from a tour developed for another AMICO member museum into the AMICO Library, should AMICO members give each other blanket rights to include such audio in the AMICO Library?**

    Yes. Rights committee members felt that in the interests of efficiency it would be best of this agreement was made at the level of the AMICO Directors and asked that staff bring such a proposal to the Board.

10. **Could the AMICO Rights Link point to the web page of an individual artist, rather than to the rights page for an AMICO Member?**

    Yes. If this was what the artist requested, the AMICO member could submit the artist's URL as a value in the Objects' Rights Link (ORL) field.

    Artists should be cautioned about the need to maintain persistent access to their web pages should they request this kind of linking.

ACTION:

Rights Committee tasks -
- Finalize letter to artists [June 2000]
- Collect lists of artists that members will approach for AMICO wide rights [July 2000]
- Draft form for rights requests [June 2000]
- Test and approve rights request online form [August 2000]

AMICO Staff tasks -
- Draft "manipulation" rationale sheet [June 2000]
- Prototype online reproduction request form submission [August 2000]
- Implement online reproduction requests with requested changes [September 2000]
- Request Nazi-Provenance rights from ARS and VAGA [July 2000]
- Explore terms for museums to make educational use on public web with ARS [July 2000]
- Propose grant of mutual rights within AMICO to Antenna content to Board and draft letter of agreement (July 2000)

- Create mechanisms to facilitate the reporting required in the Long Agreement (Fall 2000)

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Technical Committee Agenda

1. **Artists Reference File**
2. **Certification of CMS vendors**
3. **Contribution Workflow**
4. **Return of Data To Members**
5. **Data Specification or Data Format Changes**
6. **Image Protection Technologies**
7. **Technical Requirements for Provenance Database**
8. **Contribution Management System**
9. **Distributors Interface and Distributors Specifications**
10. **Media Streaming Rates**

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Technical Committee Report

1. Artists Reference File

We reviewed the draft specification for an Artists Reference file. Suggestions for changes have been incorporated into the revised draft.

The committee agreed that this was a good thing for AMICO to be doing, as it would improve access to the AMICO Library for users.

ACTION:
- **AMICO staff drafts structure for Artists Reference File.**
- **Committee comments, where structure differs or conflicts with local systems.**
- **Committee identifies which local resources could be used to populate artists reference file.**
- **AMICO circulates work plan and implements after comment.**

2. Certification of CMS Vendors

Gallery Systems demonstrated the export capabilities for both of the systems it markets TMS and Embark.

Following the demonstration, the committee discussed the certification of the Export Capabilities of Collections Management Systems Vendors, and agreed on the following criteria as the basis for a certification program.

Requirements for AMICO Certification of Collections Management Systems Export Capability

To receive Certification that your system is able to export data to the AMICO Library, it must export data according to the AMICO Data Specification. The following criteria are to be met:

Data Content

The supplier must
- Declare all fields that are exported in a public map that is sent to AMICO and to members using your system for sign off.
- Export all fields required for all the core elements
- Include all data elements that AMICO Member desires to export.

AMICO Member must be able to:
- Customize the report
- Identify those records to be exported (through a query or a tag)
- Export those works to a text file, conforming to the AMICO Data Specification
- Review the file before it is sent to AMICO

Export Routine must allow:
- User customization of field choices (add or delete)
- Concatenation, alternate fields, substitution (if/then statements that refer to another field if one requested isn't present)

Export Management

System Must:
- Record AMICO Library Year ALY to store the year that a work was first contributed to the AMICO Library
- Export AMICO Library Year field to AMICO when a work has been previously contributed
- Record date 'last exported' to AMICO
- Manage last updated or changed date of records, to enable identification of records needing re-export to AMICO (this includes linked reference files such as bibliography or artists files when data from them is reported to AMICO)

- Record the date a work was withdrawn from AMICO

Images
System must:
- Export all links when multiple images are related to a particular work.

It is desirable that:
- User may specify which images linked to a work are to be exported.

- Provide for the algorithmic change of file names through the export routine (e.g. .jpg to .TIF).
- Image metadata should also be exported when this is present in the system.

In the Future:
Members expressed a desire to have export routine trigger an associated export process managed by an image server, that identified the linked master images, queued them for sampling according to defined rules, sampled the images, created metadata for them, and placed them all in a directory from which they would be written to media for delivery to AMICO.

Reporting
System must:
- Report all of the records sent
- Be able to import list of invalid records and use this as the trigger for a new export routine, once user corrections have been made.

Testing
- Formal tests of compatibility with known records will be developed
- These should include records that do not validate because they have problems

ACTION:
- **AMICO staff will create a formal document that outlines these requirements, and circulate this to vendors for comment**
- **Once comments received, AMICO staff will circulate a formal 'call for certification'**
- **AMICO staff to identify a test set of records (that include known errors)**
- **AMICO staff will provide feedback to Gallery Systems about their demonstration.**

3. **Contribution Workflow**
   The group agreed that it would be useful to share detailed information about the workflow within institutions for the creation and contribution of AMICO records. The following stages were identified:

   Selection
   - Identify works
     - 'Greatest hits (through # of rights requests, appearance in Handbook or Highlights of the Collection volume
     - Curatorial Wish List
     - Being used by other projects (exhibitions, publications, education)
     - New Acquisitions
     - Start at the beginning and work through the collection (rational plan)
   - Mark records as candidates
   - Review list with curatorial and rights staff
   - Identify works with rights clearance
   - Identify works with good data (those that have been recently published)
   - Identify works with photography or images available

   Editorial Review
   1. Documentation, Editorial or Curatorial Staff verifies content of records. This may occur in separate subject-based groups

   - Areas of Review

Curatorial (for content)
Registrar (for classification, credit lines, rights)
Publications (for proofing and consistency
- All corrections put into local system.

Image Review
- Has the work been photographed?
  If not, schedule photography
- Is the photography OK?
  If not, schedule photography
- Has the existing photography been digitized?
  If not, schedule scanning
- Is the image of the right size, and in the right color space
  If not, resizing, alterations and sampling from Master
- Review and color correction
- Image cataloging and metadata capture
- File renaming (prefixes added)
- Write to Media (sometimes this is triggered after data has been exported)
- Check File names
- Check that right files grouped for export.
- Send to AMICO (on media)
- Check validation of images
  Right files sent
  Works in the right direction
  No errors introduced during data transfer

- Resubmit corrected images if necessary (small numbers can be ftped)

Data Export
(iterative process with correction cycles)
- Map fields in local system to AMICO Data Dictionary (first time)
- Review map to ensure field usage has not changed
- Write report (or install one already written)
  Start with a test (small number of records
- Sometimes work in groups (by department, to ease error correction cycle)
- Identify works to be exported
- Add AMICO Library Year or export it if record sent to AMICO before

- Export records to text file
- Verify character set (windows ANSI 8859 or 'web')

- Sometimes post-processing in separate system for:
  - 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 copyright links and verify ARS links
  - Add AMICO prefix to ID
  - Check for Core Fields

Send Text file to AMICO
- Text files can be ftp'd to AMICO, or submitted using the Contribution Management System (File Submission/Upload via Browser)
- Validation is scheduled through the Contribution Management System
- File parsed, validated and loaded.
  (see separate description of AMICO Validation process)
  - Checking of tags, delimiters, required fields, required values
  - Parsing of some data (dates)
  - Verification of prefixes
  - Addition of ALY (current year) if not present

- Production of reports of Errors and Warnings.
- Addition of AMICO Validation Date and AMICO Validation Version if record passes

- Note that a record with the same AID overwrites the one now in the AMICO Library.

- Review Report for errors
- Resubmit file if necessary
- Correct individual records in Online Editor if only small number of works.

AMICO Data Enhancement
- AMICO Staff adds value to records through authority files, enhanced indexing, etc. See separate description of this process.

AMICO Data Distribution
- AMICO sends weekly updates to distributors (these must be loaded within 30 days)
- AMICO sends annual increments to the Library to Distributors. These include new works in the Library.

AMICO Data Return
- Get data from AMICO (see below)
- Incorporate it into local systems.

ACTION:
- **AMICO staff develops formal work-flow document**
- **Circulated to AMICO "Primary Contacts" for comment, annotation**
- **Primary contacts indicate, who is involved in each step and approximately how much time this takes**
- **AMICO synthesizes this accounting of effort, and reports to the Board about the kind of resources generally allocated to AMICO**
- **Goal is to institutionalize AMICO (have these tasks accounted for in job descriptions) and help new members plan internal processes.**

4. **AMICO Data Return**
   - Available data from AMICO will include:
     - List of invalid records
     - Parsed Data when AMICO Creates it
       - Available now:
         Creation Date   Earliest and Latest Date (available now)
     - Coming soon
       Measurements   Text string to repeating fields.
       Materials and Techniques Description   individual fields
     - Additional Data when AMICO Adds it
       Style and Period Terms as based on textbooks (test this summer)
       Artists Reference when authority work done?

   - Methods of Distribution
     - For Invalid Records:
     AMICO will add a "download list" function to the query screen to the Record Editor
     Members can then dynamically generate of a list of invalid records.

     - For added or Parsed data:
     AMICO will make a delimited file, containing the AID and particular enhanced field values, available to members to download from their 'outgoing' ftp directory.

ACTION:
- **AMICO staff adds 'Download list of invalid records' to CMS functionality**
- **AMICO staff to include for data return capabilities in all enhancement plans.**

5. **Contribution Management System** -- **http://update.amico.org**
   The group reviewed the Contribution Management System and made the following recommendations for enhancements. Please note that individual passwords are assigned here; email or call AMICO if you need one or can't remember yours.

   Recommendations:
   - Add ability to delete images
   - Add description of validation processes (here or on members web site)

   ACTION:
   - AMICO Staff drafts description of validation process in narrative prose
   - AMICO staff to develop image deletion function

6. **Data Specification Changes or Updates**

   Creator Identifier CID
   Issue: Need new field in Creator Group to hold relationships to Artists Reference File
   Suggestion: Add it.

   ACTION:
   - Announce Change.
   - AMICO staff to update data dictionary

   Creator Display Text
   Issue: The presence of the display form of the Creator's name inside the Creator Group makes it very difficult to construct meaningful relationships between the various contributors to a complex object.

   Suggestion:
   Add a 'Display' form of all creators names outside the CRG group that would be used as a short display text that explained the relationships between individuals. This field would appear in short lists, and captions.

   Exist display form (CRT) inside CRG as well, with roles.

   ACTION
   - **AMICO staff to send proposal with examples out to the Technical Committee List for Discussion**
   - **Following Discussion and agreement, AMICO staff updates Data Dictionary**

   Creator Culture
   Issue: Often an individual has more than one culture or nationality. This field in the creator group should repeat
   Suggestion: Make it repeat

   ACTION:
   - **AMICO Staff to update Data Dictionary**
   - **Split existing compound data into two occurrences of the new field.**

   Additional Examples
   The Data Dictionary should be revised to include more examples of use.
   Mappings from various systems to the AMICO Data Dictionary should be circulated and included on the web site.

   ACTION:
   - **AMICO staff to circulate call for Data Dictionary mappings, compile and review them**
   - **AMICO staff to include mappings on Members Web site.**

- **AMICO staff to revise Data Dictionary, adding examples from real data.**

Related Media Group

Issue: Can an external web resource be linked to an AMICO record
Suggestion: Use the Related Media Link RML field to carry the URL
Issue: Persistence of outside reference becomes responsibility of member. Perhaps only link to own resources at present

ACTION:
- **AMICO staff to add guideline and example to Data Dictionary.**

Use of HTML in records

The Paragraph <P> </P>, Bold <B> </B> and Italic <I> </I> tags are legal in AMICO Library Records.

ACTION
- **AMICO staff to add this to documentation.**

7. Media Formats

The group was asked to recommend what media formats were being used, and what streaming rates they might be delivered at. A quick poll around the table saw people had:

Text: HTML, PDF, SGML
Sound   QT and Real
Video   QT, WAV and Real

ACTION:
- **AMICO Staff to poll the full list for practice in place, summarize responses, synthesize and distribute.**

8. Distributors Delivery Systems

The group reviewed the applications developed by RLG and OhioLINK and made the following recommendations:

RLG
- Role should display in the full catalog records
- It should be possible to sort large results sets (this is when sorting is most important)
- It should be possible to load all data submitted (500 field limit was arbitrary)
- It should be possible to add more than two qualifiers to an advanced search. Possibly an 'add another qualifier' button could make another line pop up on the query screen?
- Negative dates don't search.
- Move keyword up in the Advanced Search field list; it's a pain to scroll to the bottom for it all the time.
- Extend the notebook functions to include exporting whole notebook, drag and drop sorting of items in it, annotation.
- Add a stop button, so that you don't have to 'wait for Eureka to complete your previous command'
- 'Export" doesn't seem to imply the printing functions that follow when you choose it.

Additional Capabilities to consider:
- When multiple images are present for a particular work, it would be nice to move between them (next and previous) from the large image display
- It would be nice to be able to move among the records in a results set (next and previous) from the full catalog record window.
- The presence of a lot of pop-up windows was confusing to some users. The option regarding setting a window pop-up preference didn't seem to make any difference in our test session.
- Thumbnail Display: perhaps consider an alternate where there is a limited amount of text below the thumbnail images (like the labels on a slide).
- A pick list of Object Type terms would be preferable to the combined OTY and CLT list.

OhioLINK
- Not all data displaying
- Not all images linked to works displaying
- Not all copyright statements displaying (from XRS)
- Updates not loaded
- Nice links back to detail screen, and to main screen maintained in navigation.

Issue: what is the appropriate AMICO Library identification when our resource is delivered along with others?

ACTION:
- **AMICO Staff to communicate results of discussion to distributors.**
- **AMICO staff to review Distributors Specification to see if there are additional requirements we should include.**

9. **Provenance Database**
   The group discussed the technical requirements for a Provenance database and made the following recommendations.

   Images:
   - Recommend three levels of image:
         Thumbnail 128 pixel
         Small: c 240 pixel
         Large: 600 x 800 pixel
   - Must be able to accept works without any image.
   - Those images available may not be fully compliant to the AMICO Specification.

   Data:
   - Recommend application include Core fields plus a Provenance Text Field (which would be required)
   - (*Note that general discussion suggested a few more fields be included).*
   - Provenance must always include date of acquisition by museum.

   While it may be possible to highly structure and field provenance, many people do not have their data structured this way. Need to analyze existing structure in members systems and review before imposing fielded structure. (*Note the editorial committee felt most museums do have structure in their data, even when it is in free text*).

   Additional Fields Required

   Of Unknown Provenance Y/N
   Part of AMICO Library Y/N (automatically N when no image present)

   Feedback:
   - Each museum would name contact person to get email from users of this application

   ACTION:
   - **AMICO staff to incorporate these suggestions into revised proposal and guidelines for the Provenance application.**
   - **Members to comment on draft specification.**

10. **Image Protection Technology**
    Because of a scheduling confusion, the Vyou.com demonstration did not take place.
    The group discussed the issues around image protection and agreed the following:
    - The main risk is unauthorized commercial use
    - We should be careful not to include barriers to use in some kinds of applications (like Provenance database?)
    - Implementation of image protection is as much a policy issue as it is a technology issue

11. Color Management

The Cleveland Museum of Art has been doing a prototype with "True Internet Color" a group that offers on the fly color correction based on a locally stored profile of your monitor. Right now, images must be delivered from their server. However, they are developing a licensable server application.

Issues:
- How do we compare this to other color management software applications?
- How does AMICO relate to software vendors?

12. Multilingual Access

The group discussed multilingual access to the database and agreed that it would be possible to specify the functionality required to provide access in multiple languages, once the data was cleaned up to the point that we were able to identify a set list of terms in particular fields.

Users & Uses Committee Agenda

1. **Action to follow up on Peter Walsh's Survey of AMICO Library Content**

2. **Report on Focus Group Discussion held at the ARLIS meeting in Pittsburgh in March**

3. **Discuss mechanisms to enable user input into the AMICO Library and its development**

4. **Consider strategies for working with K-12 educators**

5. **Address Museum Use of the AMICO Library**

6. **Review subscriber use statistics at http://www.members.amico.org/searchstats/**

7. **Discuss ways to recognize exemplary users of the AMICO library**

8. **Provide feedback on various distributors systems**

9. **Review AMICOs communications activities and plans**

10. **AMICO Membership Development and Participation**

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Users and Uses Committee Report

1. **Action to follow up on Survey of AMICO Library Content**
   - see Peter Walsh's Report distributed separately.

   - Recommended that Members prioritize their AMICO submissions. Use the report by Peter Walsh to get in the Member works that are discussed in Janson. Also, give their "highlights" or "crown jewels" of the collection. There is an expectation by users that these works will be found.

   - Roll out the canon review begun by Peter Walsh as a larger initiative. Focus on the major art survey texts and determine Member works in these texts as well. Submit lists to Members to include works in future submissions.

   - Thought that the provision of depth was unique to the AMICO Library. All members should push to submit 10 rich records each year, rather than current goal of two. The committee did not mandate the definition of depth, leaving this to Members to decide, also records do not have to be new, but rather additional parts of existing Member records.

   ACTION:
   - **Review of all major canon texts completed by Aug. 18, 2000 by AMICO in-house interns.**
   - **Lists distributed to Members**
   - **AMICO Staff to develop Contribution Guidelines for 2001; Members include identified works in their 2001 submission.**
   - **AMICO Office will send out list of Academic Image Exchange 'canonical works' in AMICO Member Collections by June 26, so these may get readied for next submission.**
   - **Users and Uses Committee to review sample records linked to AMICO web site.**
   - **AMICO staff to structure a study of how useful depth in the AMICO Library is for educators. Use AMICO Member education staff as user group. AMICO User and Uses Committee Members to administer study at their own institutions.**

2. **Report on User Group Discussion held at the ARLIS meeting in Pittsburgh in March**
   See separate User Group Report

3. **Discuss mechanisms to enable user input into the AMICO Library and its development**

   Members discussed mechanisms for getting input from users on the delivery of the AMICO Library.

   ACTION:
   - **Discuss user requests for specific works in online discussion list.**

4. **Consider strategies for working with K-12 educators**
   - Saw demo of Whitney's Doceo site and loved the applications and flexibility
   - Need to structure a K-12 testbed and get working on this market segment. Perhaps Member Education staff can review effectiveness of "chunking" the Library into appropriate K-12 themes.

   ACTION:
   - **Member educational staff review and assess the Library themes/"chunks" created by AMICO in-house teacher/intern.**
   - **Develop strategy for K-12 usage test, perhaps teaming with selected Members' school partners.**

5. **Address Museum use of the AMICO Library**
   - Distribute posters that were originally thought to be for subscriber institutions to promote use to all Members, so they can post them and remind colleagues of their ability to access the AMICO Library.
   - Thought about how Member staff is an AMICO Library user group as well as University, K-12, and public libraries. Need to look at studying ourselves.

ACTION:
- **Receive AMICO poster file, customize with Museum name and URL, print, and post within your institution.**
- **Get Technical/Marketing personnel to place AMICO links on public site and museum intranet.**

6. **Review subscriber use (who and how much)**
   - Found that current provision of usage statistics is unwieldy (see http://www.members.amico.org/searchstats/). Need to sort these in meaningful way.

   ACTION:
   - **User Committee submits ideas of what information you would find useful from the AMICO Library statistics to Email discussion. What questions about use would you like answered?**
   - **AMCIO Staff will create and post a sample report by the end of August.**
   - **User committee to comment**
   - **AMICO staff to regularly create refined statistical reports.**

7. **Discuss ways to recognize exemplary users of the AMICO Library**
   Members reviewed mechanisms to evaluate use of the AMICO Library and brainstormed ideas for profiling the use of digital resources in teaching.

   ACTION:
   AMICO Staff to investigate options.

8. **Provide feedback on various distributors systems**
   Committee discussed what's working and what isn't in the distributors applications.

   ACTION:
   - **Members are encouraged to use the feedback mechanisms (such as the 'stamp' icon in the RLG application and the 'comments link' on the public web site) to provide their comments when immediately, when they are using the AMICO Library.**

9. **Review AMICOs communications activities and plans**

   - Recommend that all Members place a link to the AMICO public site from their respective home pages and have links on their intranet to the licensed AMICO Library.
   - Wanted ways to better highlight content in the AMICO Library for selves and outside public. Suggestions included:
     - a "What's New" button,
     - clearer design of the front page of www.amico.org so you can quickly understand what the AMICO library is,
     - a summary of the Library contents, why you want it and how you get it
     - raise up "Testbed" uses (remove that language as is confusing for the lay person) and just highlight it as USE
     - Link to the "nature moments" (brief demos by Members of the type of content they are contributing) from the web site.
   - Upcoming conference attendance by AMICO was reviewed. Additional K-12-focused conferences were suggested. Panel session ideas were discussed and are being worked on by certain committee members.
     - See separate conference listing with upcoming dates and locations.

   ACTION;
   - **AMICO staff will review the structure of the public web site to create clear areas for potential members and potential subscribers.**
   - **AMICO staff will perform general archiving and streamlining of the Public and Members web sites, so they are more easily navigated – cream rises to the top.**
   - **Members should let AMICO know when they are going to be at a particular conference, and offer to speak/represent AMICO**
   - **AMICO Staff will review upcoming conference venues and coordinate representation.**

10. **AMICO Membership Development and Participation**

- Multiple points of contact needed with in Member organizations to handle multiple facets of AMICO participation.
- Need a suggested roadmap of where to pull this AMICO Team from an organization and need annual review of contacts to keep these positions filled and current.
- Need to raise the importance of AMICO responsibilities with Board by considering inclusion AMICO duties language into participating staff's job descriptions.
- A step-by-step "How To AMICO" document is needed. This document will provide
    - Team set-up guidance,
    - PowerPoint templates for presenting AMICO internally to your Museum colleagues,
    - blow-by-blow instructions for accessing the AMICO Library via RLG & OhioLINK (including passwords, URLs) and demo search ideas
    - one-pager discussion of AMICO Library contents with numbers for types of works, cultures, time periods, styles/periods, locations (European, American), and media types,
    - tech set-up discussion, examples of how some Members are doing things,
    - schedule for submissions, so Members can plan for activities accordingly,
    - suggested activities that could be performed by an AMICO-focused intern at the institution.
- New Members also need peer-to-peer guidance, set up mentor matching to provide this.
- Prospective Members may have 30-day trials of the AMICO Library (like prospective subscribers) to give them a taste of the AMICO Library content.

ACTION:
- **AMICO Principal Contacts to review AMICO Team lists and send changes back to AMICO Office by the end of July.**
- **Users and Uses Committee to comment on Workflow document, indicating who's responsible for which tasks at their institution.**

- **AMICO Staff to develop a "How To AMICO" (HTA) draft by July 21, following the above outline.**
- **User Committee review and comment**
- **Distribution to all Members by September 2000.**
- **AMICO Staff to include information about the 30-day AMICO Library trial in future Prospective Member Packages.**
- **Submit suggested AMICO intern (within a Member institution) activities, so that these may be compiled and placed in HTA. Submissions due by July 6.**
- **AMICO Staff to investigate New Member Mentoring program**

Closing Plenary Session

After hearing reports from the committees, the closing plenary session confirmed assignments and decisions proposed by the committees.

Schedule for 2000-2001

All members adopted a plan and schedule for the coming year.

Action	Date Due
Provide list of planned submissions for the 2001-02 AMICO Library	**October 15, 2000**
Core data fields for all 01-02 submissions to AMICO	**February 15, 2001**
Completed Member submissions	**March 31, 2001**

It was agreed that members would plan to move their scheduled contributions forward in the following year, and plan for an earlier release of the AMICO Library. (April rather than July).