

## Artists' Papers Register

Please complete all relevant sections

Name of institution	
Name of parent organisation	
Address	
Postcode	

Opening hours	
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### Contacts

Name		Position	
Phone no.		Fax no.	
Email		Web site (URL)	

Thank you for making the time to fill out this form

Completed forms should be returned to:

Artists' Papers Register  
c/o Association of Art Historians  
70 Cowcross Street  
London EC1M 6EJ

70 Cowcross Street  
London EC1M 6EJ  
t +44 (0)20 7490 3211  
f +44 (0)20 7490 3277  
admin@aah.org.uk  
www.aah.org.uk

## Questionnaire Notes

Please read these notes carefully before completing the questionnaire

### **Art and design:**

In the context of this survey 'art' and 'design' includes craft and artisan occupations, as well as the design content in manufacturing processes.

### **Artists:**

All artists should be included irrespective of their nationality, the period in which they were working, or any lack of professional status. The term 'artists' refers to anyone involved in any of the following artistic activities:

Painting and drawing (including caricaturists, miniaturists, illustrators, draughtspersons, etc.)

Sculpture (including carvers, modellers, masons, installation artists, etc.)

Printmaking (including engravers, etchers, lithographers, typographers, etc.)

Applied art and design (including craft workers, jewellers, textile designers, metalsmiths, ceramicists, potters, etc.)

Photography (including art photographers, but not fashion photographers or photo-journalists)

**NB.** The papers of architects will not be actively sought out, but may be noted, especially where the individual or practice concerned was involved in activities relating to interior, landscape or furniture design.

### **Groups and Institutions:**

The project also includes documentation of groups and institutions for example:

Artists groups, academies, craft workshops, schools of art, creative studios, design studios, designer groups, exhibiting societies, art galleries

### **Papers**

The term 'papers' includes letters and manuscripts associated with an artist or designer, and also the following:

Correspondence, personal and professional papers, journals, diaries, workbooks, business records, photographs, audio and video tapes, press cuttings

These 'papers' may have been produced or collected by the artists themselves, or may have originated from:

Artist's family, friends, colleagues, work associates, employers, patrons, dealers, curators, galleries, art historians, art critics.

## ARTISTS' PAPERS REGISTER

### Survey Questionnaire

- Please answer all the questions by placing a tick in the appropriate box. If necessary tick more than one box.
- Continue on additional pages where necessary.

#### 1. Artists' Papers

1.1 Do you hold any artists' papers (including single manuscripts, typescripts or letters) relevant to the Register?

<input type="checkbox"/> Yes
<input type="checkbox"/> No

#### 2. Finding Aids/Catalogues

2.1 Do you hold any published or unpublished listings of your holdings, which would be useful to this survey?

<input type="checkbox"/> Yes
<input type="checkbox"/> No (Go to question 3)

2.2 If so, in what form are they?

<input type="checkbox"/> Lists
<input type="checkbox"/> Indexes
<input type="checkbox"/> Catalogues
<input type="checkbox"/> Others (please specify)

**2.3 Please give details of any of these, which are relevant, including dates of compilation, publication and availability. If any list is available free of charge, we would be glad to receive a copy.**

**2.4 Are any of these catalogues or indexes available externally?**

Yes

No (Go to question 3)

**2.5 Please specify in which format they can be consulted externally:**

Published (hard copy)

Online (e.g. JANET, WWW)

If so we will copy directly relevant information

Other (please specify)

**3. Visits**

**3.1 May we arrange to visit your institution to record any appropriate papers?**

Yes

No (please state reason)

**3.2 Do we need to make an appointment?**

Yes

No

**3.3 Do we need to provide proof of identity, letter of introduction, references, reader's ticket?**

Yes (please specify)

No

**4. Artists' Papers in your collections**

- Please provide details of any papers you have in your collection which might be relevant to the Register;
- If your relevant collections are too numerous to list fully, please give details of those which you consider the most important and indicate the approximate number of those you have not specified;
- When in doubt over the relevance of certain papers or collections to the Register, include them, and we will make an assessment;
- Please continue on separate pages where necessary.

**Example**

<b>Artists' or Group's Name</b>	e.g. Sir Jacob Epstein
<b>Dates/Period of activity</b>	1880-1959
<b>Type of Artistic Activity</b>	Sculptor
<b>Type of papers</b>	Correspondence from Epstein to the Manchester Guardian
<b>Extent of papers</b>	12 letters
<b>Dates of papers</b>	1925-1928
<b>Reference numbers of papers</b>	Ref. S.1-S.12
<b>Ownership of papers (who owns these papers?)</b>	<input type="checkbox"/> Our Institution

	<input type="checkbox"/> Deposited (give details)
<b>Access to papers (Are there any restrictions on access to these papers?)</b>	<input type="checkbox"/> Yes (please specify)  <input type="checkbox"/> No

#### 4. Artists' Papers in your collections

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- When in doubt over the relevance of certain papers or collections to the Register, include them, and we will make an assessment;
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<b>Artists' or Group's Name</b>	
<b>Dates/Period of activity</b>	
<b>Type of Artistic Activity</b>	
<b>Type of papers</b>	
<b>Extent of papers</b>	
<b>Dates of papers</b>	
<b>Reference numbers of papers</b>	
<b>Ownership of papers (who owns these papers?)</b>	<input type="checkbox"/> Our institution  <input type="checkbox"/> Deposited (give details)

