

# THE ARTS CENTRE



## Electronic Catalogue Project

The Arts Centre in Melbourne is home to two significant collections: the Performing Arts Collection and the Art Collection. The Performing Arts Collection tells the story of Australia's performing arts history and traditions. The Art Collection explores the performing arts through the work of Australia's most significant visual artists.

The Electronic Cataloguing Project was launched to prepare for a possible relocation of the collections as part of the Arts Centre's Precinct redevelopment. The aim was to provide a basic "skeleton record" for collection management and location tracking purposes for all objects or small archive batches in the collection.

The backlog of unregistered collection material was given a minimum data-set to keep the data entry process efficient. Thirty years worth of hard copy accession files were transferred to the Accession Lots module. Numerous collection listings which previously existed in Microsoft Word or Excel files were mapped to EMu fields and uploaded using the EMu Import Tool. 26,000 records were created using this method.

The Arts Centre also implemented MVWise, the Wireless Barcoding Input system for EMu for location management control during the relocation.



The flow-on effect of this project has been that other EMu modules have now dramatically increased in importance. Exhibitions and tours are now managed in the Events module; receipts and loan agreements are generated directly from EMu as reports, research enquiries are tracked in the Narratives module; physical media assets, props and exhibition equipment are also tracked through the Catalogue module.

Acquisition documentation workflow is now streamlined using the EMu Import Tool: collection offers are initially listed in a template that can be imported directly to the Catalogue to become skeleton records if the collection is acquired, which reduces duplication of effort by curatorial and registration staff.

These skeleton records in the Catalogue module are then available to be enhanced as part of normal departmental activities, for instance, when items are sent out on loan, included in an exhibition or published on the Web.

KEY FACTS: EMu user since 1997 | Collections include: Costumes and Accessories, Stage Design, Set Models, Props, Puppets, Photographs, Posters, Programmes, Artworks, Archives | Number of Users: 19 | Number of Records created: 81,000 | Number of Records created using the EMu Import tool: 26,000 | Number of Images: 60,883 | Project Period: 2 years