

CONSERVATION CENTER

for Art & Historic Artifacts

From Chaos to Clarity:
Centralize Your
Collection with a Digital
Platform





Conservation Center for Art & Historic Artifacts

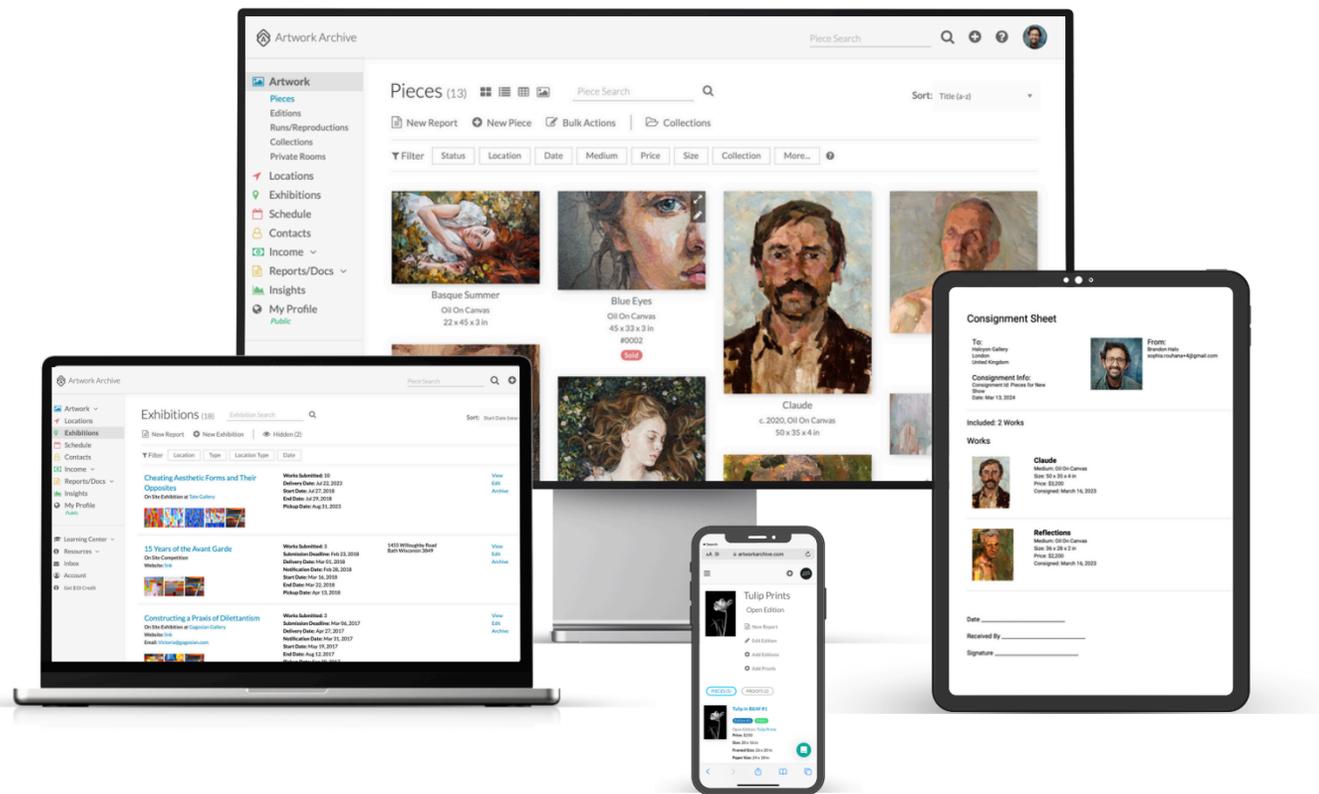


In a typical year:

- Preservation Services specialists complete over 50 survey projects.
- Approximately 60 CCAHA-sponsored workshops, conferences, webinars, and training sessions are presented.
- The Digital Imaging Services staff digitizes thousands of pages of fragile archival documents, books, and photographs.
- Conservators assess and treat more than 6,000 individual artifacts, from over 400 clients.
- Housing & Framing Services house approx. 75% of the artifacts treated (folder, sleeve, box, mat and frame, or sealed package).



About Artwork Archive



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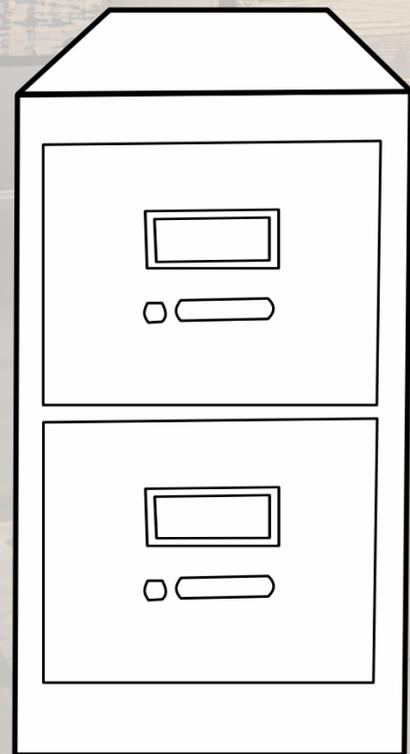
- Began in 2010 as one of the first cloud-based art inventory systems
- Provides tools for collectors and collecting institutions to digitize, manage, share and preserve their collections.
- Accessible for small personal collections and powerful for enterprise corporations
- More powerful than a spreadsheet, more accessible than a one-time download
- Can import information from spreadsheets or other platforms
- Serving users in over 130 countries
- Produces free educational resources on collection management



What Does “Digitization” Actually Mean?

Digitization isn't just scanning images. It's about:

- Organizing your collection data
- Creating centralized, shareable records
- Reducing single-person knowledge silos
- Supporting access, action, and adaptability



Why Online Access Matters Now

Digital access isn't just about visibility.

It supports your mission in some really powerful ways:

Engagement & Scholarship:

Give your community ways to interact with your collection—on-site or remotely. Support researchers, educators, & students with deeper context and access to your records

Internal Success:

Good digital systems help with continuity, onboarding & interdepartmental transparency. Collectors, share information easily with family & estate managers

Emergency Preparedness:

Have everything you need on hand to quickly react to theft, loss & disaster

Funding Support:

Show your impact to donors and grantmakers. A well-documented, visible collection demonstrates stewardship

Future-Proof:

Documenting and sharing your collection now protects its legacy for the future. For collectors, rest assured that your wishes will be carried out

The Risk of Inaction

Without a digital record of your collection, you may be:

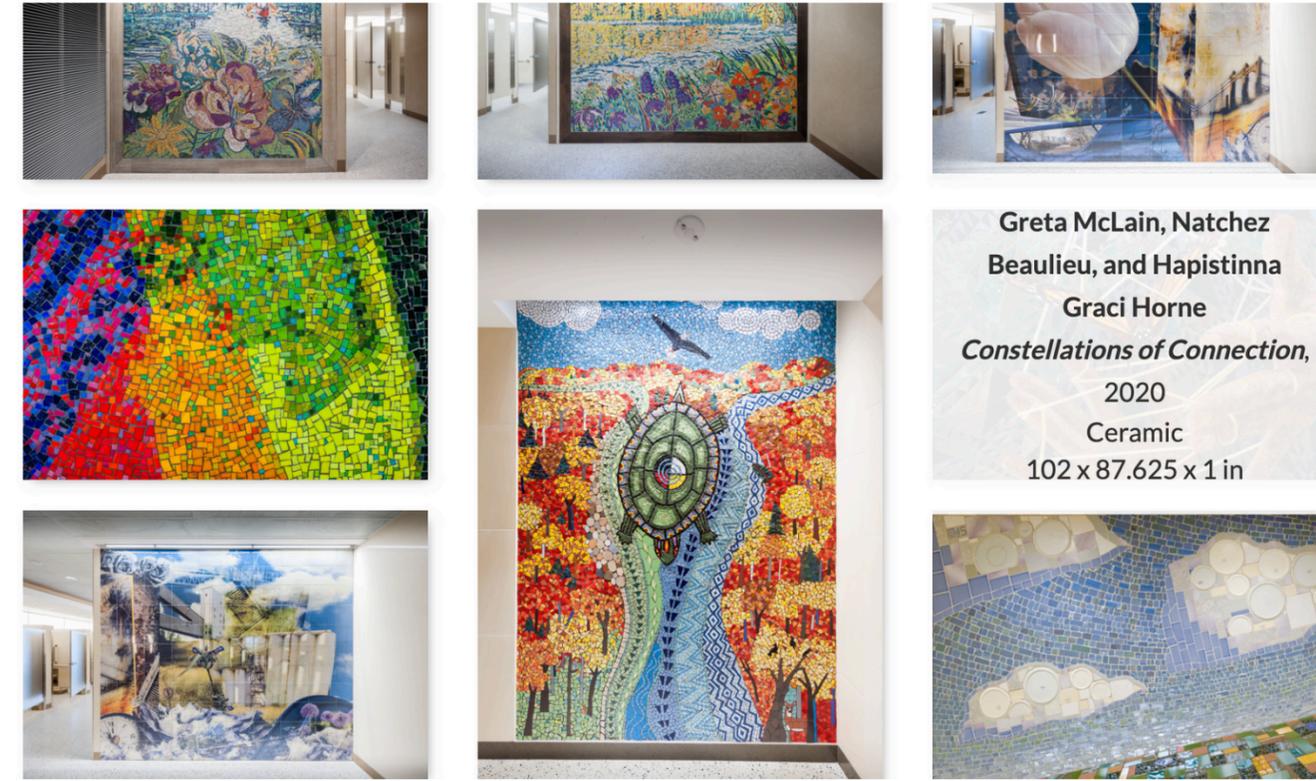
- Making it harder for family members, staff, or collaborators to access information they need
- Creating extra work by repeatedly answering the same questions that could be self-serve
- Overlooked by potential visitors, researchers, or buyers
- Missing opportunities for press, partnerships, and collaborations
- And ultimately, putting your collection's long-term story and stewardship at risk with lost objects

Digitization isn't just about technology—it's about protecting your investment, sharing your passion, and ensuring your collection continues to educate, inspire, and endure.

Digitizing in Practice - Building Sustainable, Accessible Systems

If your knowledge lives in a spreadsheet only you can read, it's not a system— it's a liability.

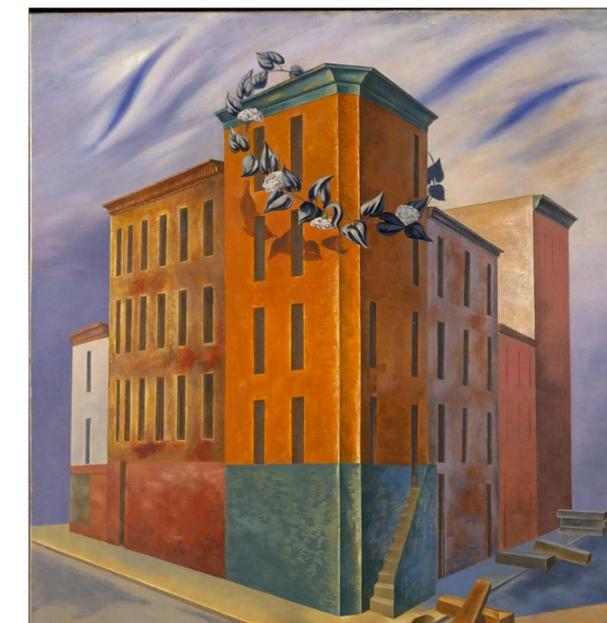
- **First, Centralize.** Start by entering artwork details—title, artist, medium, size—and attach high-quality images.
- **Second, Standardize.** Create consistent data fields and use controlled vocabularies so your records stay clean and searchable over time.
- **Third, Prioritize.** If you have limited resources, begin with your most significant, at-risk, or frequently used works.
- **Fourth, Attach & Link.** Connect everything—condition reports, provenance, loan forms, even audio or video files. This creates a complete digital record.
- **Fifth, Access & Share.** With cloud storage, you can collaborate with stakeholders—directors, curators, external partners.
- **Finally, Maintain.** Make updating a habit. Record conservation notes, track location changes, and log new acquisitions so your database stays current.



Greta McLain, Natchez Beaulieu, and Hapistinna Graci Horne
Constellations of Connection, 2020
Ceramic
102 x 87.625 x 1 in

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O. Louis Guglielmi
One Third of a Nation
Oil and tempera on wood
30 x 24 in

[FAVORITE](#)

[MESSAGE](#)

The title of this work references President Franklin D. Roosevelt's 1937 inaugural address, in which he proclaimed, "I see one-third of a nation ill-housed, ill-clad, ill-nourished." "One Third of a Nation" is also the title of Arthur Arent's 1938 play, which emphasized the plight of the poor and was funded by the WPA's Federal Theatre Project. In this painting Guglielmi draws attention to the horrid living conditions during the Great Depression. The forms in the foreground resemble coffins, and subsequently suggest a similar reading of the brick tenements behind them. The floral wreath adorning the building's cornice reinforces this metaphor.

[Exhibition History](#)

“No matter how many pieces you have, you should keep excellent records.

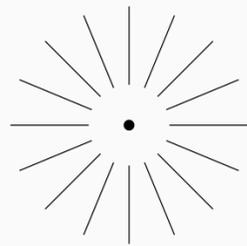
A database of your provenance documents and images will be your first resource in the tragic event of theft, fire or flood damage, and any unpredictable loss.”

— Kimberly Maier, representative of the Association of Professional Art Advisors (APAA)

From Artwork Archive’s article, “When Should You Start Documenting Your Art Collection”

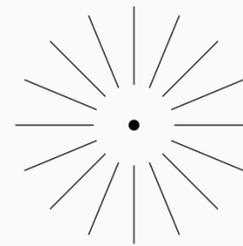


What information is worth saving?



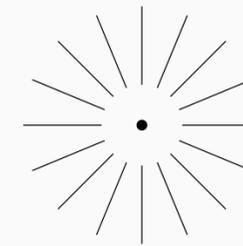
Artwork details:

Title, artist, medium, size, creation date, dimensions, purchase price, etc.



Documents:

Digitize your physical copies of provenance report, bills of sale, photography, literature (articles, exhibition catalogs, letters, etc.), appraisals, condition reports, art loss checks.



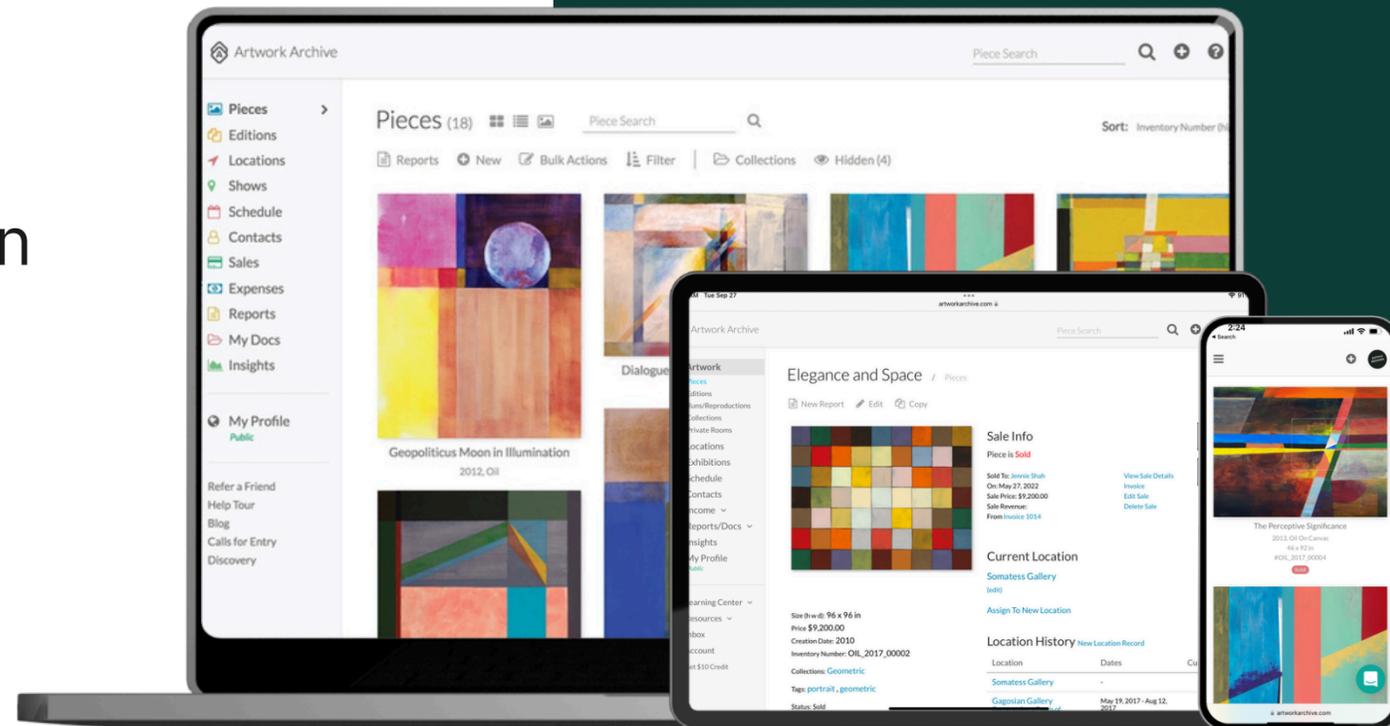
“Storytelling” records:

Tell the story of the artwork with information about the artist, the creative process behind the artwork, how the work was exhibited/purchased.



The cataloging process

You can break it down into 10 simple steps



1. Work backwards
2. Take high-quality photographs
3. Add in the provenance details
4. Take notes on each piece
5. Assign your work to a location
6. Add important contacts
7. Register purchases, sales and donations
8. Upload and track important financial documents
9. Record conservation
10. Enjoy your work!





Artwork Archive Articles & Webinar Recordings

- 01 | [\[WEBINAR\] Increase Your Art Collection's Audience with the Public Profile](#)
- 02 | [\[WEBINAR\] Appraisals & Inventory Management Best Practices](#)
- 03 | [\[WEBINAR\] Emergency Preparedness: Preventative Strategies to Mitigate Risk](#)
- 04 | [Digitizing Your Art Collection? Expert Answers to Your Questions](#)
- 05 | [Tips for Digitizing Your Collection Cost Effectively and Easily](#)
- 06 | [How to Catalog Your Fine Art Collection](#)
- 07 | [Tips for Finding the Best Collection Management System](#)
- 08 | [Planning Ahead: How to Organize Your Art Collection for Estate Planning](#)
- 09 | [5 Ways to Make Your Art Collection and Exhibits More Accessible to the Public](#)
- 10 | [Increase Your Art Collection's Reach with the Public Profile](#)



Artwork Archive Resources

RESOURCE CENTER:

www.help.artworkarchive.com

SIGN UP FOR OUR NEWSLETTER:

www.artworkarchive.com/newsletter

GET TIPS AND READ MORE:

www.artworkarchive.com/blog

WATCH ADDITIONAL WEBINARS:

www.artworkarchive.com/webinars

FREE DOWNLOADABLE GUIDES:

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CONTACT ELYSIAN:

elysian@artworkarchive.com

CHECK OUT OUR WEBSITE FOR A FREE TRIAL OR DEMO

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