Time Based Media Arts

EQUIPMENT CATEGORIZATION and TMS Entry for Artwork Equipment

Type of equipment:
1. Unique
2. Dedicated
3. Historic
4. Non-dedicated

1. Unique equipment = equipment that has been created by or highly modified by the artist. This custom equipment is required for the operation of an artwork and should only be used with the specified artwork. The Registrar’s Office will store and track Unique equipment.

2. Dedicated equipment = equipment required for the operation of an artwork designated for use with only that unique artwork. This equipment may be commercially manufactured, but there must be a significant reason to dedicate it to one artwork. The Registrar’s Office will store and track Dedicated equipment.

3. Historic equipment = significant equipment that may have 1) become outdated or 2) been received with an artwork for reference purposes, i.e. the “original build” of an artwork, not necessarily acquired for functional display but rather a supplement to the functioning exhibition build. At the curator’s discretion, Historic equipment can be exhibited as functional or non-functional equipment. Over time, Unique and Dedicated equipment once used to exhibit the artwork may be relegated to Historic status if these items are no longer operational, technologically unsustainable, or functionally outdated, i.e. newer technologies are used to exhibit artwork and make it function. Historic equipment is most likely Dedicated or Unique and must carry an extremely high level of significance to warrant long-term stewardship as a Historic piece of equipment. The Registrar’s Office will store and track Historic equipment.

4. Non-dedicated equipment = “off the shelf,” commercially manufactured equipment required in the operation of the artwork that can be pulled from the Exhibitions Department stock and used interchangeably with multiple artworks. Exhibitions Department manages the equipment stock and it is not location-tracked by the Registrar’s Office. In TMS, the location for Non-Dedicated equipment will be “EXH DEPT.” This location serves only as a marker; the Exhibitions Department is responsible for physical storage and item level accountability.

Note: Exhibitions Department equipment stock contains both vintage and up-to-date technologies. Similarly, their stock supply of sculpture pedestals contains both period and contemporary items (e.g. 19th C marble pedestals as well as MDF “box” pedestals).
In each case, the vintage or modern stock item may be selected for use and display (interchangeably, with a variety of artworks) at the discretion of the curator.

**Distinction between lettered parts and equipment:**
In the SAAM schema for traditional media, lettered parts of an artwork represent physically separable parts that must always be shown together for the correct visual presentation of that artwork (for example, the two panels of a diptych are lettered A and B; the visual presentation of the artwork is incomplete if both parts are not present.)

As applied to TBMA objects, lettered parts are assigned to physically separable sculptural components which are integral to the correct visual presentation of the artwork, but NOT to Unique or Dedicated equipment, even if such equipment is intentionally visible in the display of an artwork; its role as equipment determines its place in the numbering schema. This in no way diminishes the important, and perhaps irreplaceable, status of Unique or Dedicated Equipment.

**Number Schema:**
Number schema is as follows:
<accession number>.EQP.<sequential number of equipment list>

Examples:
2012.56.EQP.1
2012.56.EQP.2 etc.

**TMS Equipment Record entry:**
The Equipment list will be recorded in a separate TMS record from the primary object record. This separation allows the primary object record to contain only sculptural parts and content formats, while the equipment record contains only the equipment list. This minimizes lengthy and potentially confusing component lists in the records.

- There is a specific “object status” in TMS called “Equipment”
- There is a classification in TMS called “Equipment”
- The Equipment list will be kept in the Components module of the Equipment Record

**Equipment Record Front Card:**
Equipment will be entered in TMS as a separate object record.

Department = Film and Media Arts
Object status = Equipment
Classification = Equipment
Constituents = <artist name>
Title = “EQUIPMENT for <title of artwork>”
Medium = “EQUIPMENT for <title of artwork>. SEE COMPONENTS.”
**Components Module:**

**Component Name:**
The component name field will briefly describe the component (i.e. HD Playback System; Projector; Speaker). There may be multiples of one component (i.e. more than one speaker). This can be entered as a single component with a count of more than one (for example, 2012.56.EQP.3 = Speakers ; Count = 5).

**Component Type:**
Part of an Object

**Physical Description:**
Any necessary details about the equipment item. This could include technology era preferences, brief display preferences, or general specifications.

*Note:* The non-dedicated equipment needed to display an artwork should be listed by *general specifications*. See examples below. (*Not* brand and model numbers used in an installation – this information is recorded in Iteration Reports.)

Examples:
For monitor: “If possible, use late 20th century technology, a 4:3 TV monitor.”
For keyboard: “Keyboard compatible with MAC G5 Tower.”
For projection surface: “Wall or screen is preferred projection surface. Monitor okay if necessary, but not preferred. (Per artist and curator M. Mansfield)”

**Non-Ded/Ded/Hist/Unique:**
This text field identifies the status of the equipment.
This text field will ONLY contain the type of equipment as Non-Dedicated, Dedicated, Unique, Historic, OR Unique.

**Active check box:**
- Check active box for current equipment.
- If equipment becomes inactive overtime, the component can remain in the component list, but be marked as “inactive” thus hiding it from view.
- The numbers of the equipment list will not be reused, rather the sequence will be kept in place even if a piece of equipment is no longer active.

*(The other text fields currently called “Preparation Comments” and “Installation Comments” are not currently utilized.)*
**TMS location entry:**

Locations will be tracked for each piece of equipment. As noted above, the location for Non-Dedicated Equipment will be “EXH DEPT” because the Exhibition Department is responsible for stock equipment. All other types of equipment will be location tracked in TMS by the Registrar’s Office.

**General notes:**
Specific reports for the components module need to be developed.