

The workflow outlined below, and the sample forms and [definitions](#) which follow, were developed at the Smithsonian American Art Museum to manage the acquisition of Time-Based Media Art (TBMA)

Revised 4/15/2016, Lynn Putney, Associate Registrar / Emily Schlemmer, Assistant Registrar, Collections Information

I. PRE-ARRIVAL

1. Curatorial: Standard SAAM Shipping Request + [TBMA Pre-Arrival Master List](#)

- The Master List includes ALL items required for installation and display.
- If multiple shipments/multiple senders are required, each shipment is represented by a separate Shipping Request referencing the initial Master List and indicating which items are expected in that individual shipment.

II. ARRIVAL / REVIEW / ACCEPTANCE

1. Registrar: Items received are cross-checked against TBMA Pre-Arrival Master List

- Inventory, visual inspection, brief description of items received
- Curatorial and Sender are contacted re: any missing or extra items

2. Conservation/Curatorial: [TBMA Testing and Acceptance](#)

- Functionality and Content confirmed
(Correct artworks received; equipment works; digital file sizes/formats as expected)

3. Registrar: Standard SAAM Temporary Loan Receipt

- If Testing and Acceptance indicates all is well, the following statement is added:
"The equipment, components and content/content carriers listed were received as described, have been tested, and are functioning properly."
- If circumstances require that the TL Receipt be sent prior to completing Testing and Acceptance, then the following statement is added: "The equipment, components and content/content carriers listed have NOT been tested; functionality unknown."

4. Curatorial (optional): [TBMA Object Review Preparation](#)

III. ACCESSIONING

1. Curatorial: Standard SAAM Memo to Accession

2. Registrar: [TBMA Numbering Memo](#)

3. Conservation/Curatorial: [TBMA Installation Parameters](#)

- REQUIRED to complete accession

4. Conservation/Curatorial: [TBMA Identity Report](#)

- NOT REQUIRED to complete accession, but desirable

4. Conservation/Curatorial (optional): [TBMA Installation Planning Guide](#)

IV. RECORD MAINTENANCE/ENHANCEMENT

1. Conservation/Curatorial/Exhibitions Dept.: [TBMA Installation Iteration](#) form(s)

- Registrar must be notified if any new content formats are created or destroyed

2. Conservation/Curatorial: As needed, revisit/revise TBMA Identity Report*

3. Conservation/Curatorial: If applicable, revisit/revise TBMA Installation Planning Guide*

**PLEASE NOTE: Although these documents are always available for review and revision, the creation of new installations and reviewing loan requests are the most likely prompts for assessment and updates.*