

Repository Guide

Blue Star Contemporary Art Museum

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Introduction/Getting Started

Welcome to Blue Star's Repository! This Manual should help you navigate working within the Repository as well as using the Repository as a Reference. Although, before anything, it is important to acquaint yourself with this Manual; it contains everything needed to successfully organize and use the Repository. It is also important to understand where the collection came from, what it holds, and how it is arranged to organize information effectively within the Repository. Try to understand the creator's own arrangement, which can communicate a lot about the Records themselves and assist in reorganizing the Records and Resources into the new Intellectual and Physical Organizational Systems.

Statement of Purpose/Brief Description of Collection

The Blue Star Contemporary Art Museum's Repository serves as the organization's permanent memory by preserving and making available documents relating to the Museum's Exhibitions such as personal papers of curators and directors and the physical products of employees' work such as administrative files, departmental papers, Grant-related information, and correspondences. Holdings also include Records and Resources relevant to the Museum's history such as minutes, committee reports, press releases, exhibit and historic photographs, etc. and papers of individuals related to Museum interests, such as Executive Directors, Donors, Sponsors, Board Members, Patrons, and Members. The Repository processes and arranges Records and Resources so that they are accessible to the Museum's staff and affiliates. The Museum Repository provides necessary research support in order to enrich and enhance Blue Star's curatorial and educational missions.

Agency History for Context

To understand fully the information/material you are working with, it is important to know the history of the organization such as past Executive Directors. Below is a collection of information that should help clarify the material.

Mission Statement

To inspire the creative genius in us all by nurturing artists in an innovative contemporary art museum.

Organizational History

Blue Star is a non-profit, artist run, non-collecting contemporary art museum.

Blue Star was born out of a grassroots response to a San Antonio Museum of Art's cancellation of the first exhibition of contemporary local art in 1986. The organizers were offered a space in an empty, 11,000 ft. warehouse along the San Antonio River. The success of the exhibition led to a permanent home and the development of what would become the Blue Star Arts Complex.

Origins started with six founding board members who wrote the by-laws mandating that the organization be artist run and that a majority of the board be exhibiting artists.

Blue Star Contemporary Art Museum was previously known and created as Blue Star Art Space or Contemporary Art for San Antonio alongside its “fraternal twin,” Contemporary Art Month.

The MOSAIC Program was previously known as Askew before Blue Star acquired the program in 2007.

Blue Star also promotes an international exchange of ideas and artists, and has partnered with organizations in Iceland, Japan, and Germany. Blue Star now sends four San Antonio-based artists annually to Künstlerhaus Bethanien in Berlin for residencies to promote professional growth and international networking opportunities. Upon their return to San Antonio, the artists share new bodies of work created during and inspired by their residencies through a group exhibition at Blue Star.

Past to Present Executive Directors

Originally run by volunteers until November 1988 when Jeffrey Moore became the first Executive Director of Blue Star.

Carla Stellweg (1997-2001)

Bill Fitzgibbons (2002-2013)

Steven Evans (interim; 2013-2014)

Mary Heathcott (2014-present)

Processing and Arrangement

Before you begin processing and physically arranging items, it is important to understand the Physical and Intellectual Organization already in place including how to label items, add to the already existing collection, or remove from the collection.

Intellectual Organization

Each Item entering the Repository is assigned an Intellectual Identification number based on the following outline. Ex. A Publication containing a review of one of Blue Star’s Exhibitions is assigned the number 3.2.1 where 3 represents “Public Relations/Engagement”, 2 represents “Publications and Advertising”, and 1 references the order in which the item was processed.

- I. General Information Concerning Blue Star
 1. History
 2. Tax Forms, Sales Tax, and 501(c)3 Status
 3. Services and Affiliated Organizations

4. Executive Directors and Board Information
5. Misc.
- II. Development
 1. Past Grant Information
 2. OCA/DCCD* Related Materials
 3. Events Related Sales and Sponsors
 4. Past Fundraising Events Blue Star Participated in
- III. Public Relations/Engagement
 1. Vendors
 2. Publications and Advertising Mentioning Blue Star or Affiliates (4)
Can Also Be Public Flyers Made by Blue Star
 3. Media Chronicling Blue Star Activities
 4. Media Contacts
- IV. Programs and Exhibitions
 1. Residency Information
 2. Publications Devoted to Exhibitions (6)
 3. Slides/Media Concerning Past Exhibitions and Artists and Artist Files
 4. Merchandise
- V. MOSAIC
 1. Publications
 2. Askew
- VI. Accounting, Payroll, and Human Relations
 1. Accounting and Payroll
 2. Personnel Files
 3. Misc. HR
- VII. Events and Fundraisers
 1. Red Dot (1-4)
 2. Arts and Eats
 3. Bingo
 4. Other
- VIII. Membership

This Outline has been created with original order, provenance, and flexibility in mind. Archivists respect and try to retain the original order and intentions, or provenance, of the material. Original order and provenance are of historical value, but original order should only be preserved if it is both useful and meaningful. Concerning flexibility, this outline can be altered and added to for the benefit of properly describing the collection.