GUGGENHEIM

Conservation Department

Acquisition Checklist

Computer-based Artwork
with Artist-provided Computer

The following items are meant as starting points for conservators working on the acquisition of computer-based artworks. All artworks must be evaluated on a case-by-case basis to determine specific deliverables.

In acquiring an artwork that employs an artist-provided computer, the museum should seek to obtain the following:

- Access to the artist (and, if applicable, their programmers or technicians) to conduct an intake interview related to the artwork

- All assets required to render the artwork, including (but not limited to) executable files, scripts, markup files, style sheets, fonts, audiovisual assets (image, audio, and video files), and databases or other data files. Ideally, all of these assets should be placed under a version control system, such as Git

- All original source code files used for the artwork. Or, if the artwork was created with a proprietary development environment (such as Max MSP or Macromedia Director), original project files should be provided in lieu of source code.

- Full copies of any software libraries, plug-ins, or externals used in the creation or execution of the artwork

- Any usernames or passwords necessary to set up or administer the computer or any other aspects of the artwork (if applicable)

- Written list of all hardware and software requirements and dependencies to run the artwork

- Written instructions on how to install and start up the artwork

- Written list of any external web services or web APIs used by the artwork, or any calls to external web servers or external links used. The list should also include any web scraping performed by the artwork

- Video and/or audio documentation of the artwork running properly as a reference

Note: The conservation department will create a disk image of any artist-provided computers for preservation purposes. A Disk image is a copy of the entire hard drive and may contain hidden or deleted files.