

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 a web artwork, 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) source code, 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
- 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 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 an instance of 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
- Narrated screen recording of the artwork while it is functioning properly, including a demonstration of any interactive elements, to be used as a visual reference

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