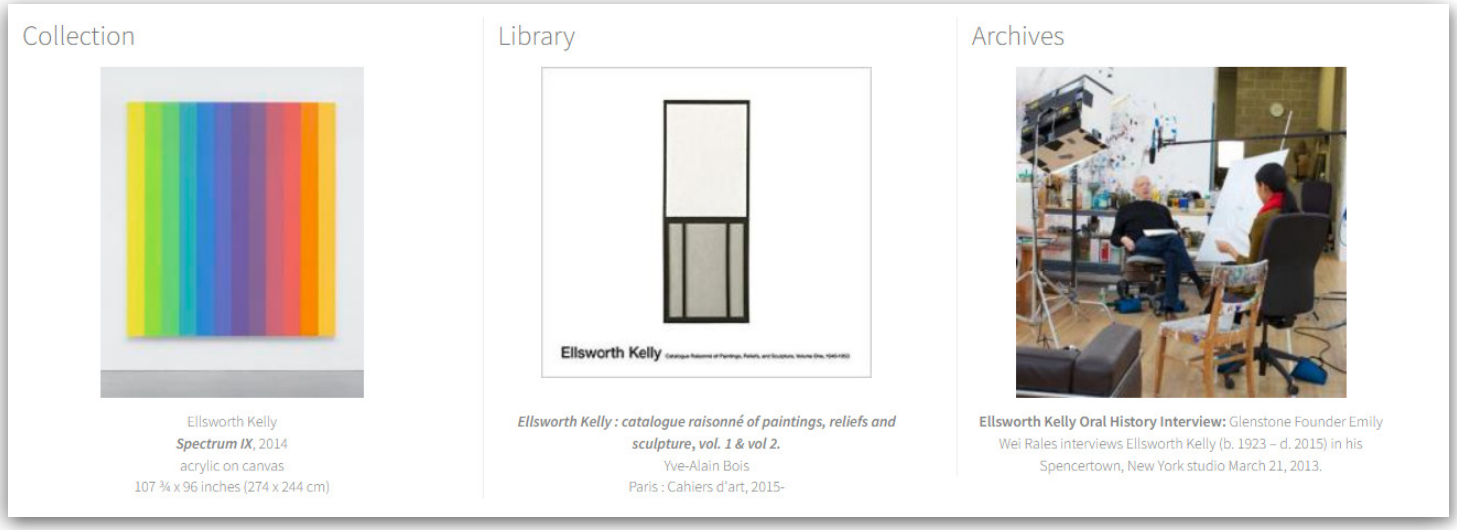
Glenstone

Collective Access



What is Collective Access?

Collective Access is a database that integrates information from the Curatorial department, the Library, and the Archives. It functions as a center for information on artwork, loans, and exhibitions, and a catalog for library and archival items. It is designed to support staff's knowledge about Glenstone's art, architecture, and landscape across all roles and departments.

Signing into Collective Access

Collective Access is available to staff while on site at Glenstone. Each user has their own login and password.

There are three ways to log in to Collective Access:

1. via the website URL <http://ca.glenstone.org/>
2. via the WebUI App on Okta <http://glenstone.okta.com>
3. via the Okta browser plugin

If you have trouble logging in, or have forgotten your credentials please reach out to IT.

Note About Access Levels

Collective Access is designed with multiple access levels. Access levels control what content is visible to users and mainly affects which artworks and archival items can be viewed. Most staff have general or curatorial access.

What does this look like for those with General access?

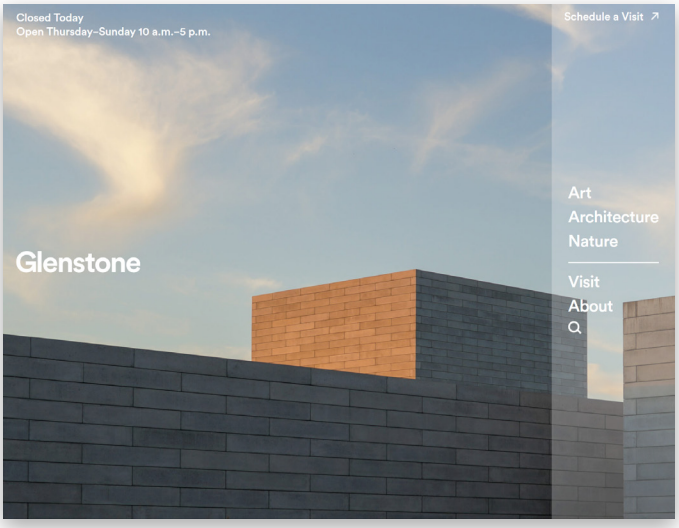
- Staff with general access can see all artworks in Glenstone's collection that have been shown publicly and/or artworks that have been included in publications with the Glenstone credit line.
- Most archival items are also visible to general users—occasionally confidential materials will be inaccessible, or information will be redacted.
- All library items are set to General Access.

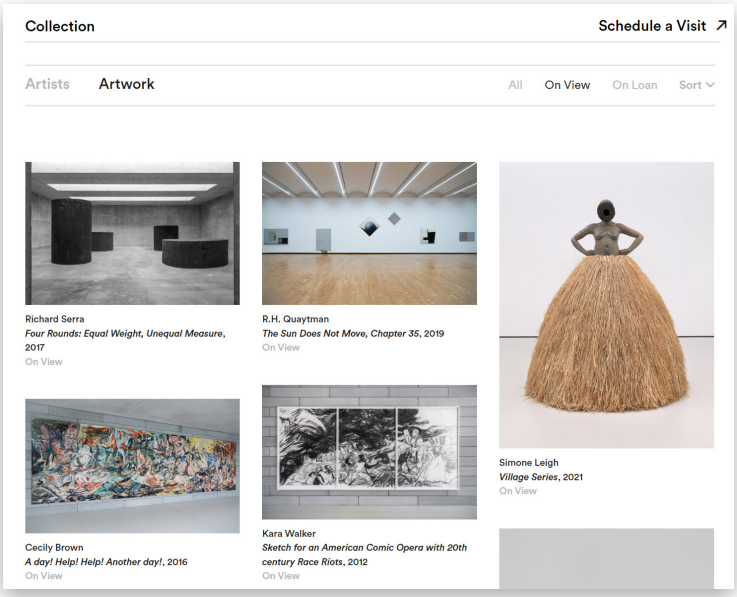
What does this look like for those with Curatorial Access?

- Users with curatorial access can see more content than the general user depending on the needs of their role at Glenstone.
- In addition to seeing the frontend of Collective Access, most curatorial access users can also log in to the backend of Collective Access in order to edit existing records and to add new content.

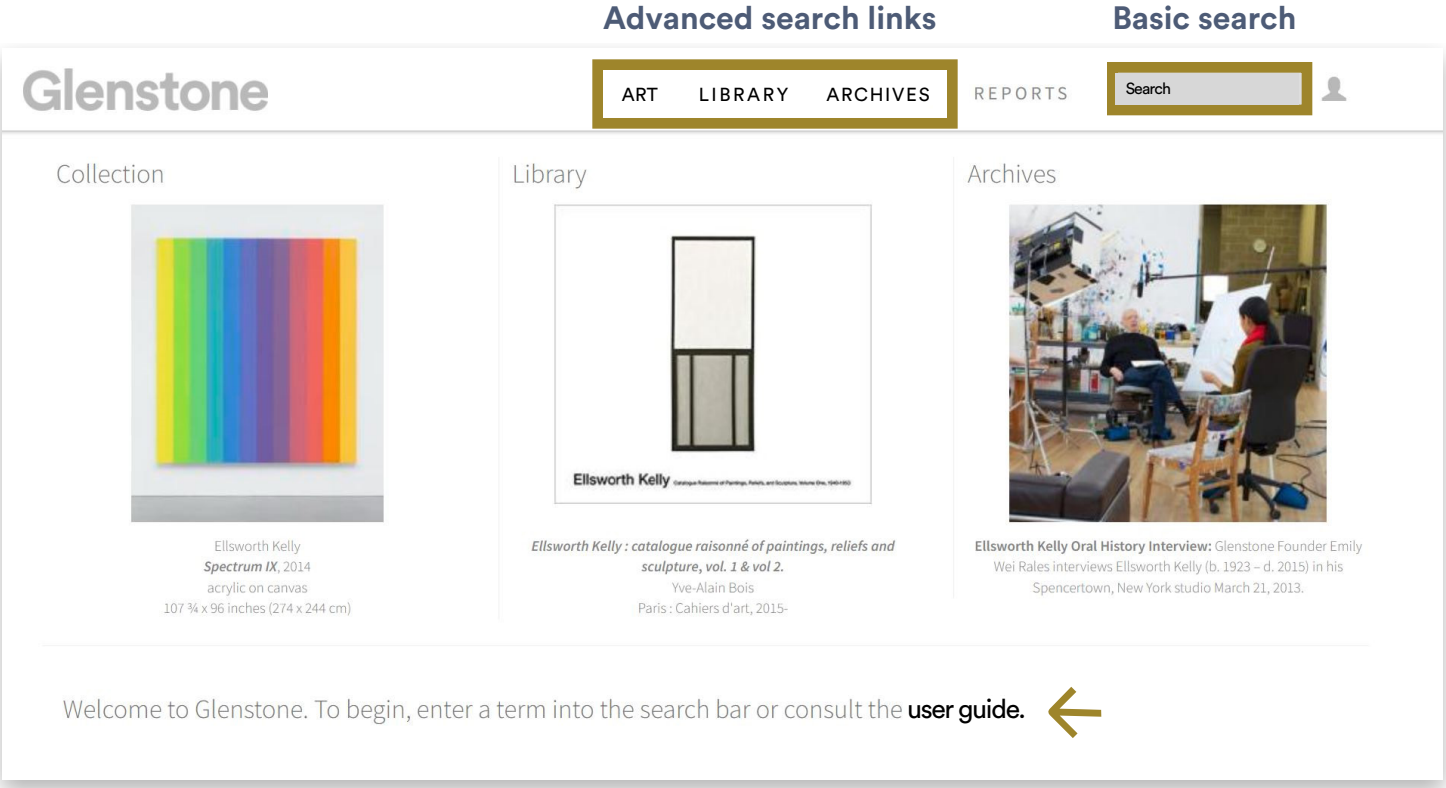
Note about access: Access to confidential archival items is granted on a case-by-case basis, subject to approval by the Archivist and the Leadership Team. Please reach out to the Archivist if you need help accessing archival materials.

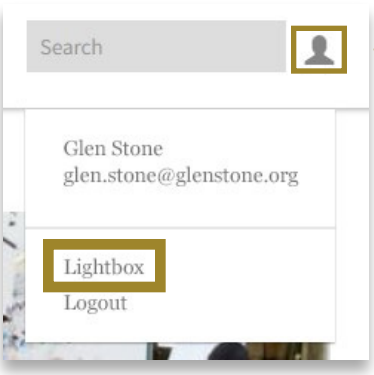
Reminder: Glenstone.org is a useful tool to confirm what information on Collective Access is public knowledge that can be shared with visitors. Check Glenstone.org for the most updated information on artists in the collection, works on view (current and past), and works currently on loan.

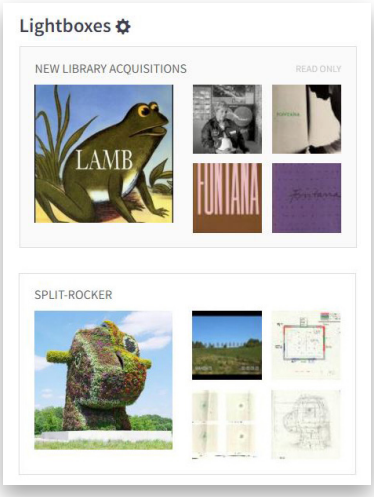




Homepage







The Homepage features Glenstone artwork, library items, and archival items. The theme is updated a few times a year to highlight a Glenstone artist who is either on view, or about to go on view.

From the Homepage you can either conduct a basic search or visit the Art, Library, or Archives pages to conduct more advanced searches.

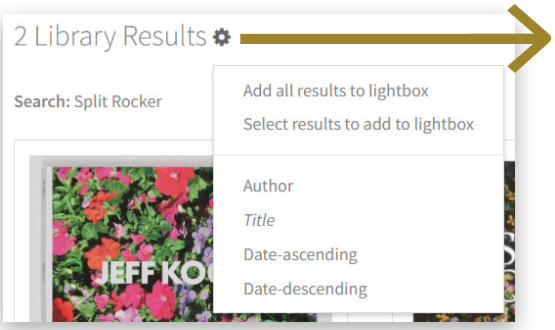
To the right of the Basic search bar is a silhouette icon  Hovering your mouse over this icon reveals your name, email address, and a link labeled “Lightbox.” Users can access their lightboxes through this link.

Similar to a shopping cart or wish list, the lightbox feature allows you to group and share items of interest.

At the bottom of the homepage is a link to this user guide for easy reference.

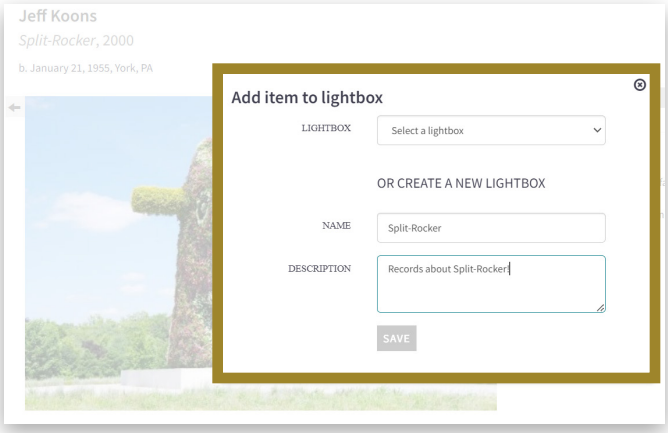
Lightboxes

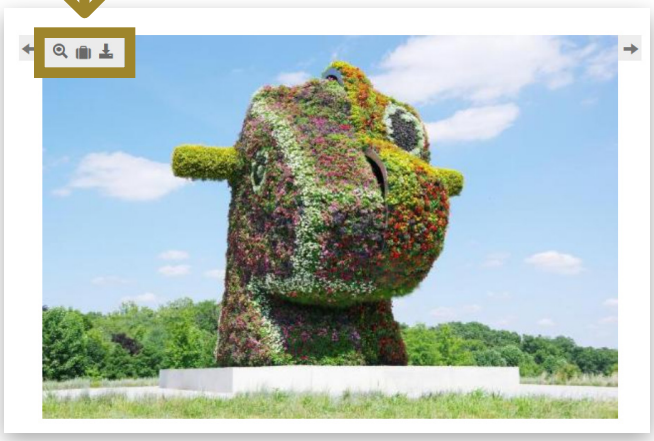
Items can be added to a Lightbox in a variety of ways:



Via the gear wheel in the search results page, you can add all your results to a Lightbox or select individual items to add.

Individual items can also be added via the folder icon when you hover over the image thumbnail.



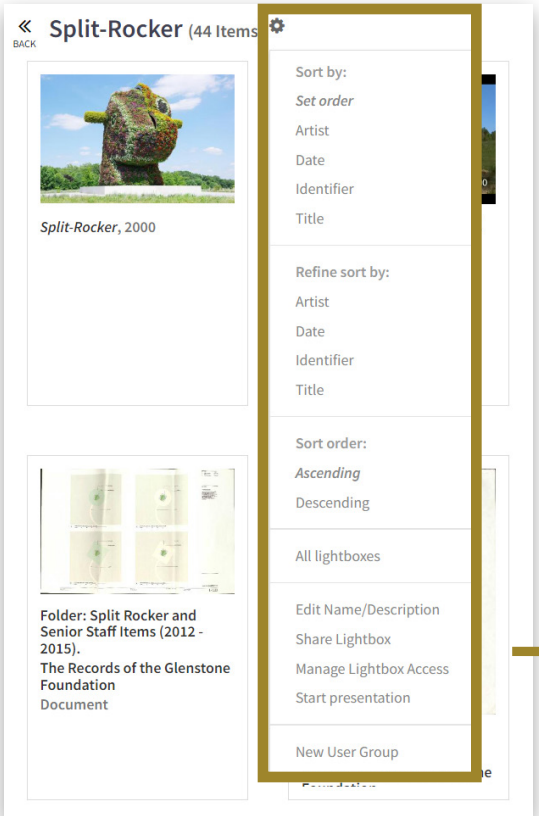


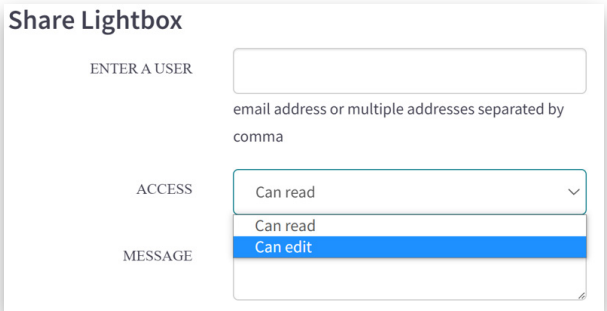
All users have the ability to make and share lightboxes.

Lightboxes created by individuals are not visible to other users unless they are given access.

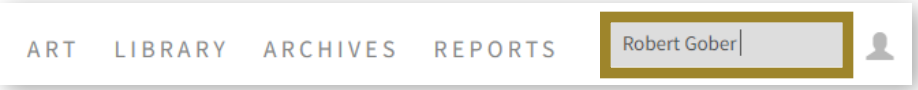
To share a lightbox, click into the lightbox and select the “Share Lightbox” option via the gear wheel. ⚙

When sharing lightboxes users can choose to make the lightbox “read only” or to allow others to have editing capabilities.



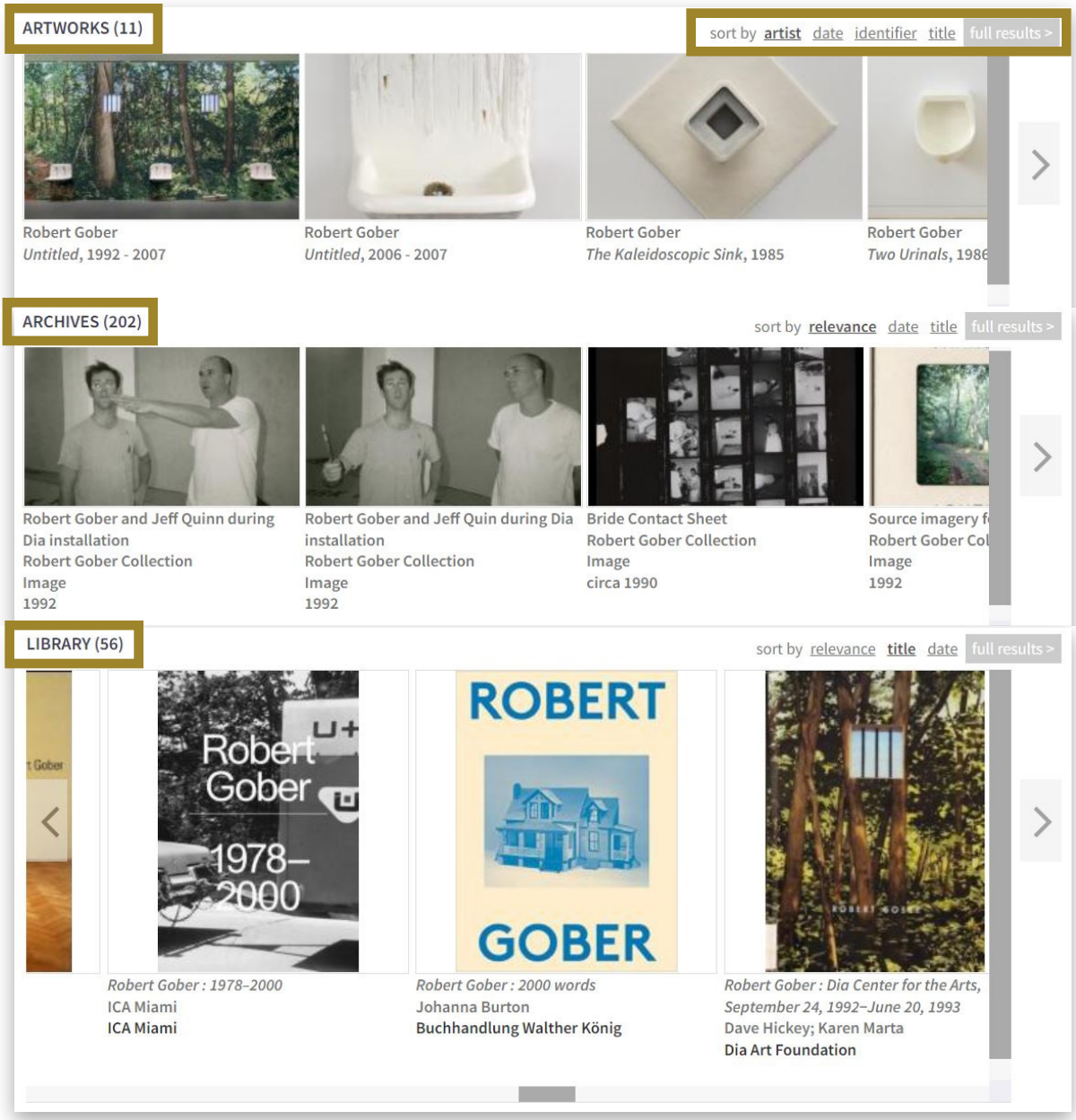


Basic Search: ex. “Robert Gober”



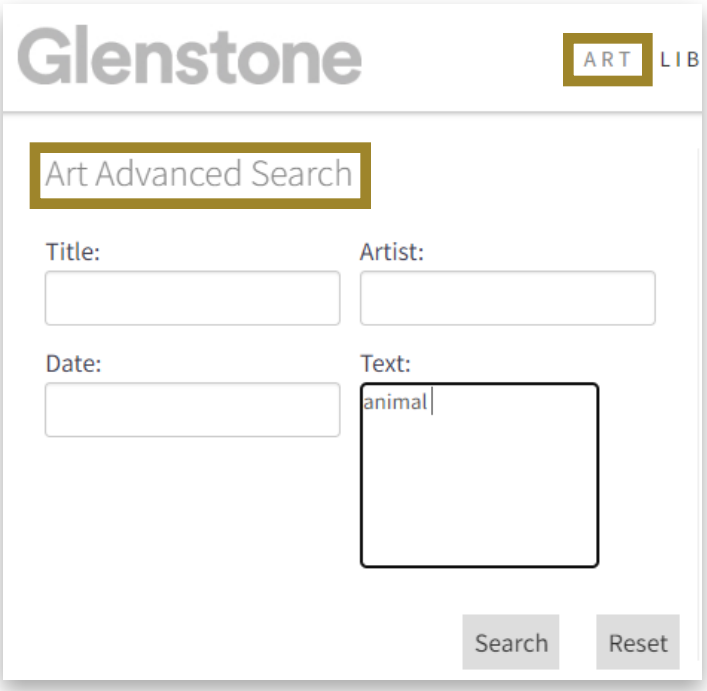
- Type your search term(s) into the search bar and hit enter.
- Using the main search bar yields results from the artwork, library, and archives collections. The results will be very broad, similar to a Google search.
- Use an asterisk (*) to see all items in Collective Access or use quotes to search an exact phrase.

Search Tips:
1. Avoid using punctuation in searches.
2. Search using the first few words or the most unique word of a title.



Click “full results” to see all of the results for each collection.

Art Advanced Search

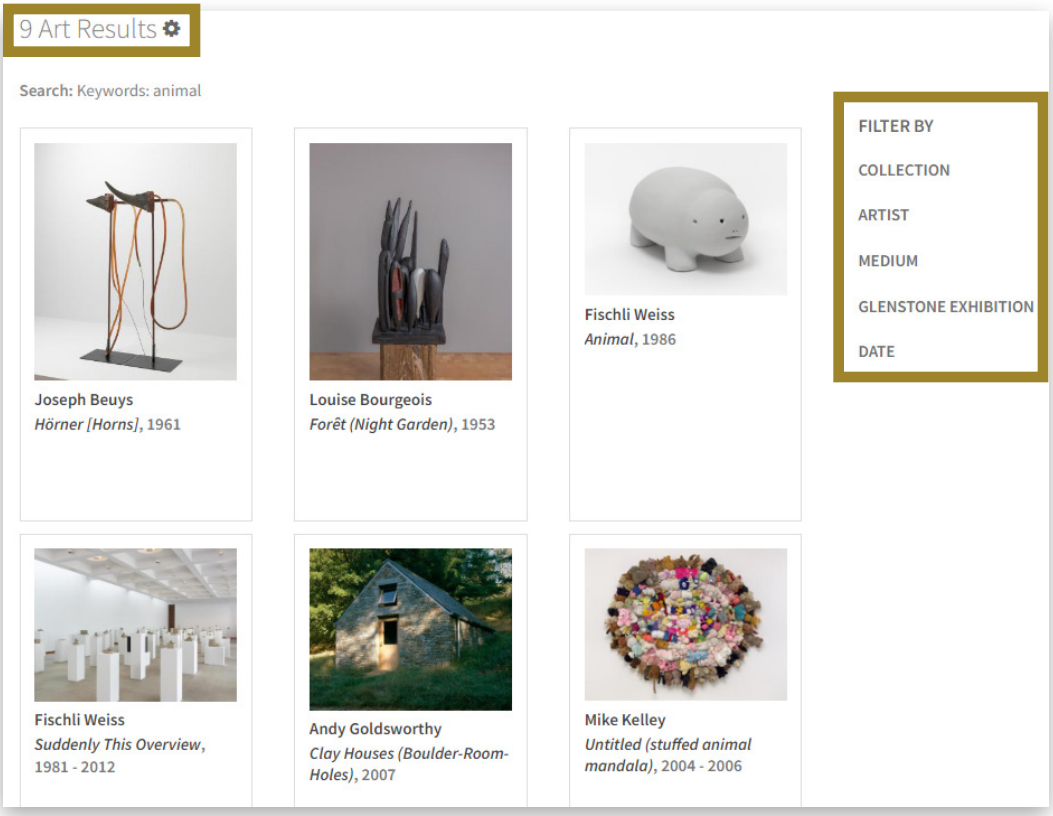


The “Art Advanced Search” limits searches to the art collection and can be accessed by clicking the “Art” link at the top of the page.

You can search by title, artist, date, or conduct a keyword search.

The “Text” box functions as a keyword search across all fields in artwork records, use this field to search for specific words or phrases associated with an artwork.

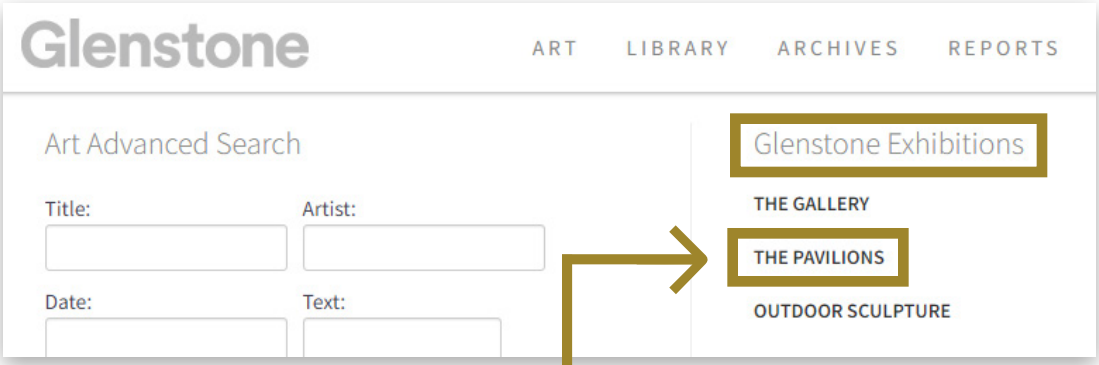
- Results can be sorted by clicking the gear ⚙ wheel at the top of the page.
- Filter options are to the right of the results page. Use these to narrow down your search.
- Sorting and filter options may be different across the art, library, and archives sections.



Art Search: Glenstone Exhibitions

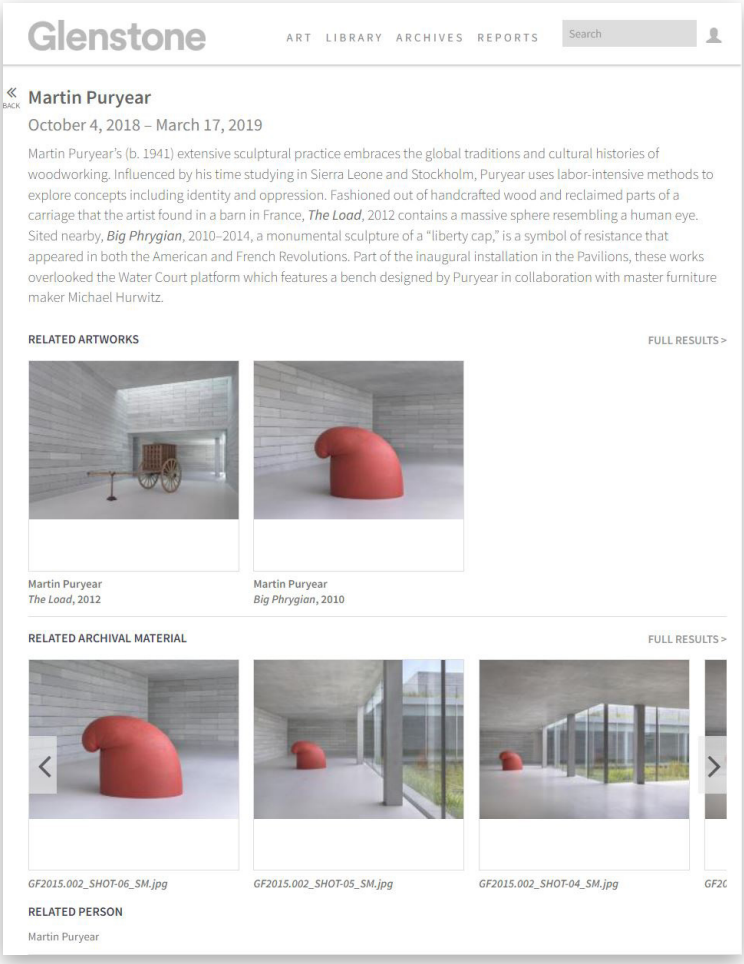
The art page also allows artworks to be searched by exhibition.

To view information on past, present, and upcoming Glenstone exhibitions click on one of the links under “Glenstone Exhibitons” heading. Exhibitions are listed by location and arranged chronologically, newest to oldest.

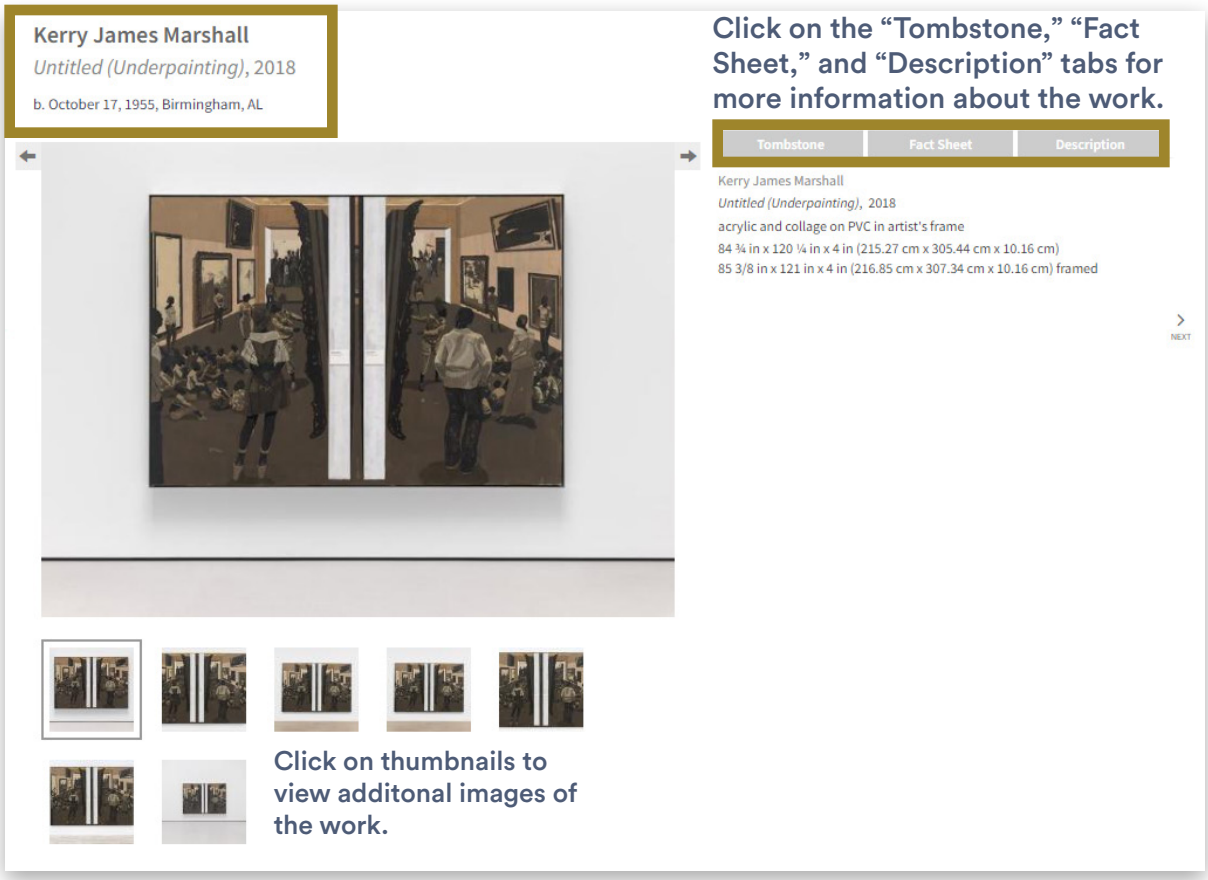


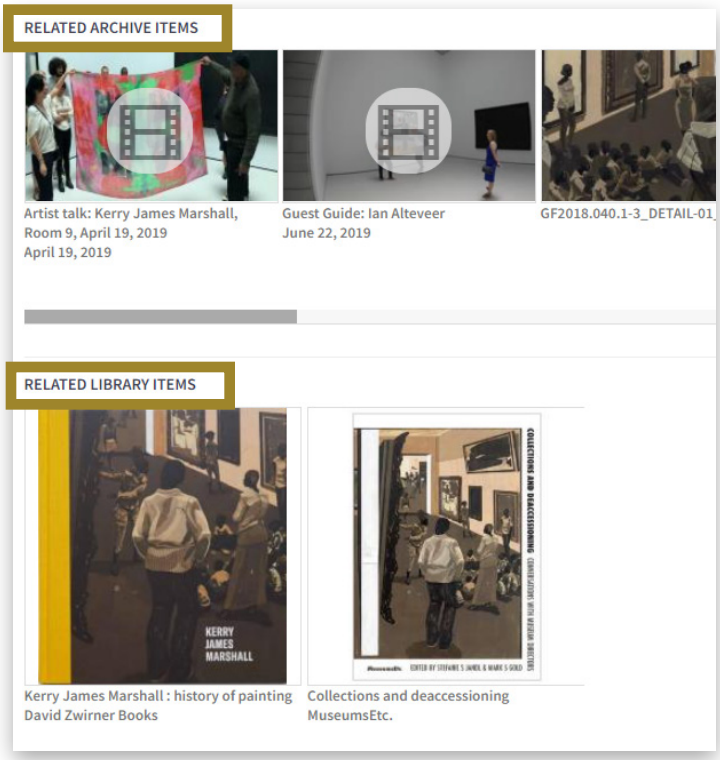
Exhibition pages give a summary of the exhibition and list all related artworks, archival materials, library items, and artists.





Artwork Records:
Ex. Kerry James Marshall, *Untitled (Underpainting)*, 2018





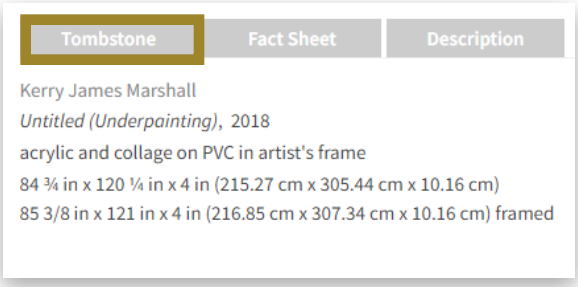
Some artwork records are linked to related archive items and related library items.

Archival and library items are linked to an artwork when that specific artwork (or an edition) is pictured or mentioned in those records.

Artwork Records Continued:
Ex. Kerry James Marshall, *Untitled (Underpainting)*, 2018

Tombstone:

The “Tombstone” information is akin to wall label text. Here you will find the artist name, artwork title, creation date, medium and dimensions.

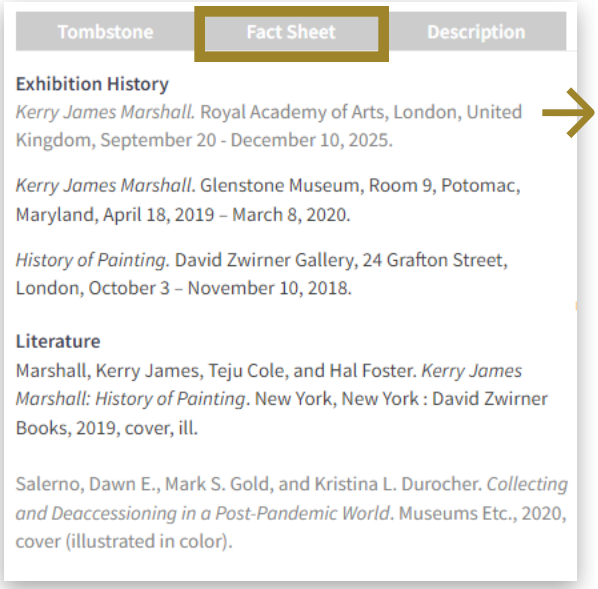


Fact Sheet:

The “Fact Sheet” lists the artwork’s exhibition history and literature references (books, articles, etc., that feature the artwork [or a different edition where applicable])

Exhibitions are listed chronologically, newest to oldest.

Literature references are listed alphabetically.

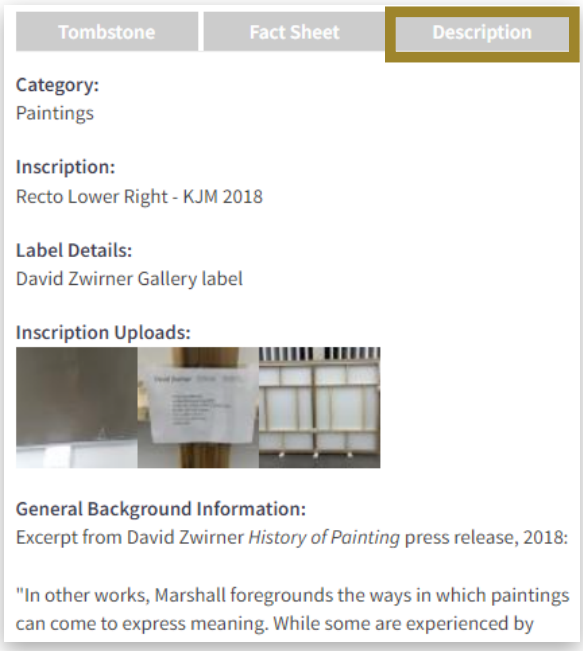


Exhibitons featuring Glenstone artwork loans are hyperlinked.

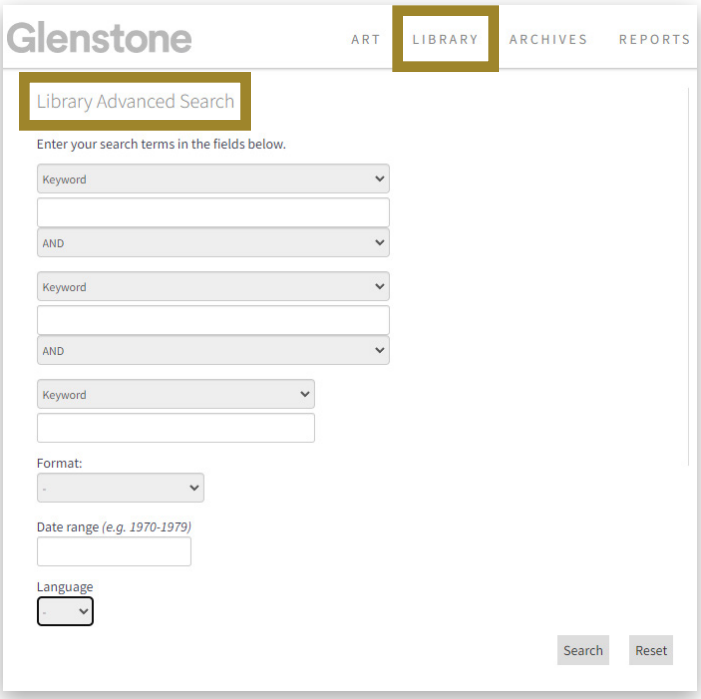
Click on the link for a more detailed descripiton of the loan!

Description:

The “Description” tab offers additional information about the artwork. The descriptions vary from work to work, but can include inscription details, label details, background information, series notes, etc. Descriptions are updated by the curatorial department to supplement understanding of the work.



Library Advanced Search

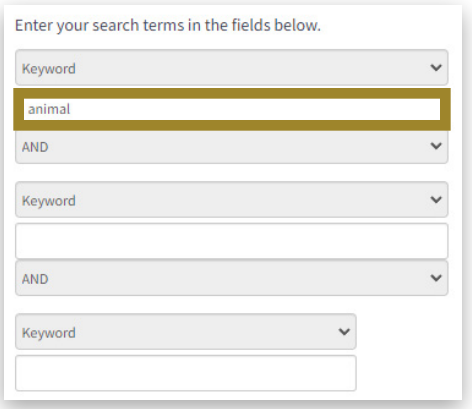


The Library Advanced Search searches only items in the Library catalog and can be accessed by clicking Library at the top of the homepage.

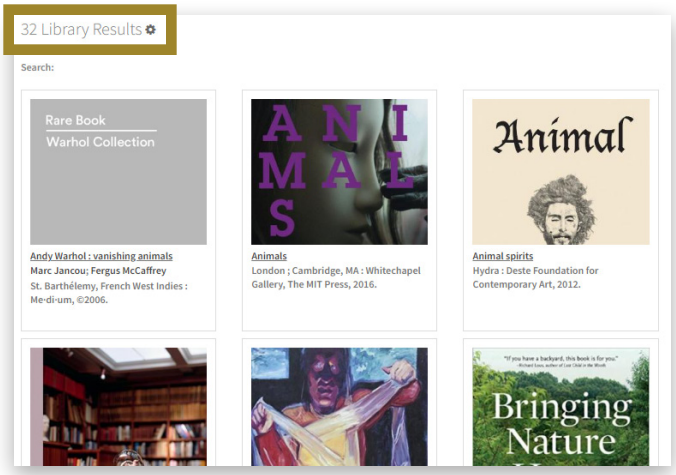
You can search by a variety of fields, including title, author, date of publication, publisher, ISBN, series, subject, format, and language.

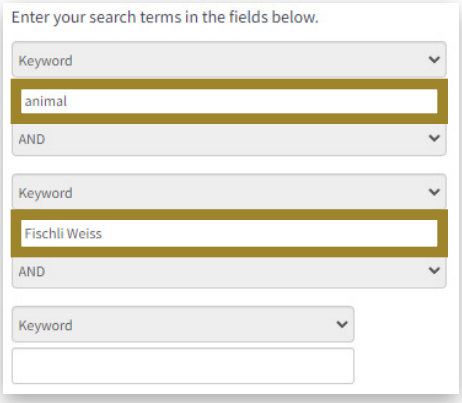
The keyword search covers all fields in the library records.

Perform more complex searches by using the AND, AND NOT, OR operators in the dropdown menu.

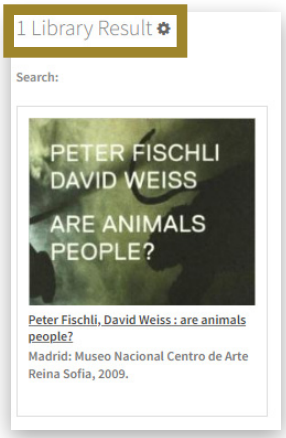


Ex. a keyword search for “animal” yields 32 library results.





Ex. a keyword search for “animal” AND “Fischli Weiss” yields 1 library result.

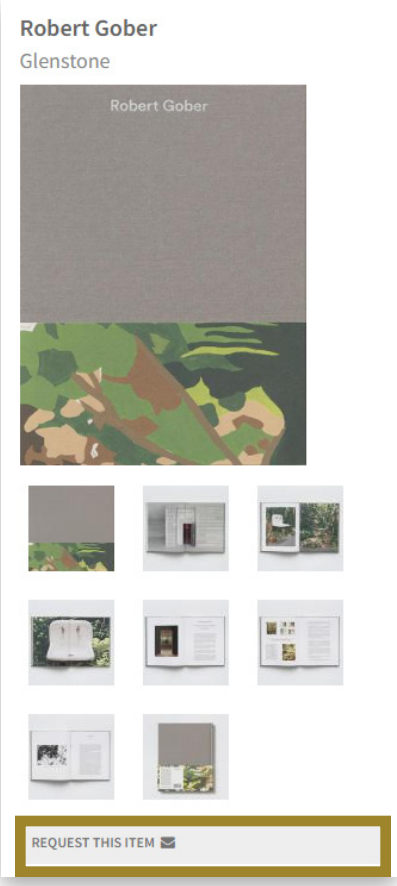


Library Records:
Ex. *Robert Gober*, Potomac, MD : Glenstone, 2018

Selecting a library record will allows you to learn more about the item, including the number of copies owned by the library, whether they are available, and where to find them.

The library is self-serve. All staff are welcome to browse the stacks and use any library materials located in the Pavilions library, Archives study, and Environmental Center lounge.

For assistance locating a title use the "request this item" feature or ask the Librarian for help. Additional information about the library, including how to find items can be found on GNet → Staff → Library.



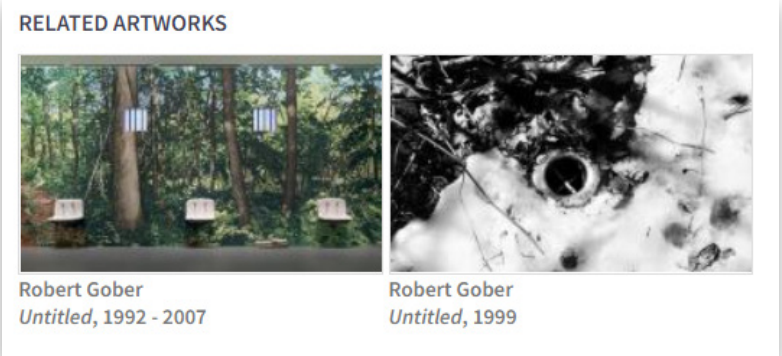
Robert Gober
Glenstone
Potomac, Maryland : Glenstone, 2018.

AVAILABILITY

7 copies

Item	Copy 1
Call Number	N44.G574 G54 2018
Location	Glenstone 2 > Security Office
Status	Available
Item	Copy 2
Call Number	N44.G574 G54 2018
Location	Glenstone Archives and Library > Pavilions Library > Range 01 > Bay A > Shelf 2
Status	Available

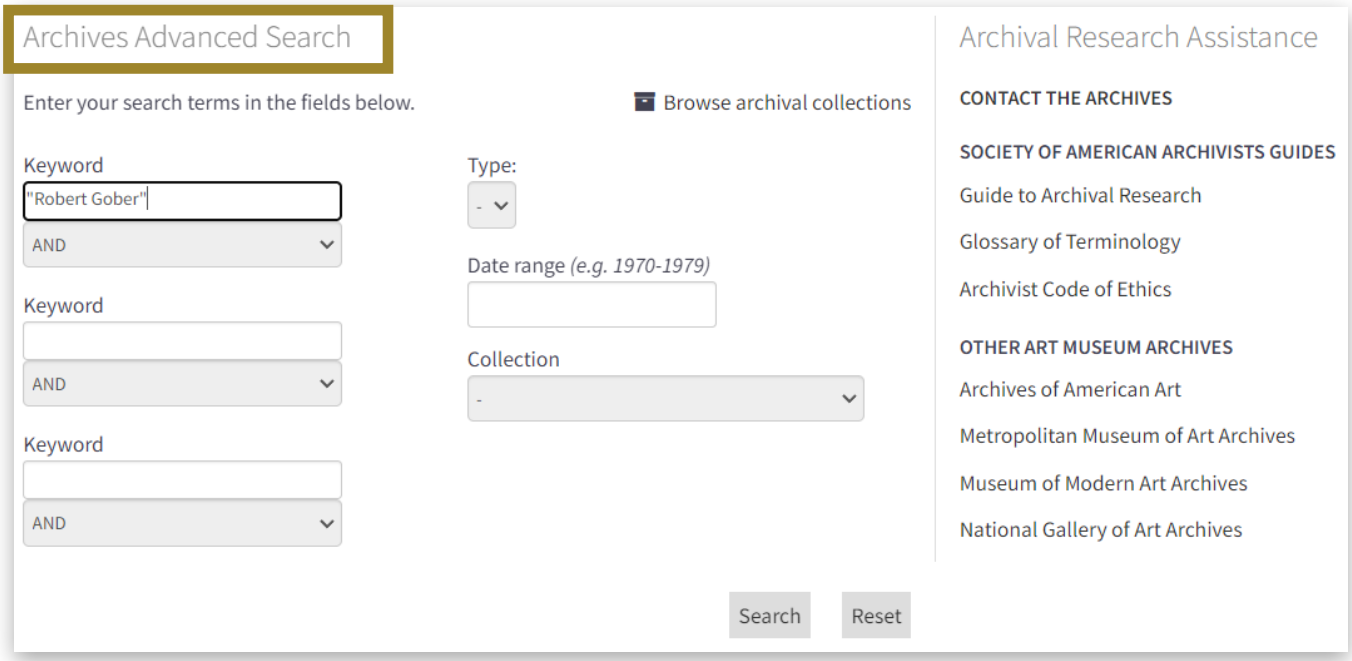
→ **The "request this item" link opens an auto-populated email to the Librarian requesting a copy of the library item.**



As you saw in the artwork record, related items are linked at the bottom of the page.

Related items are a good way to take a deeper dive into the artwork you are researching!

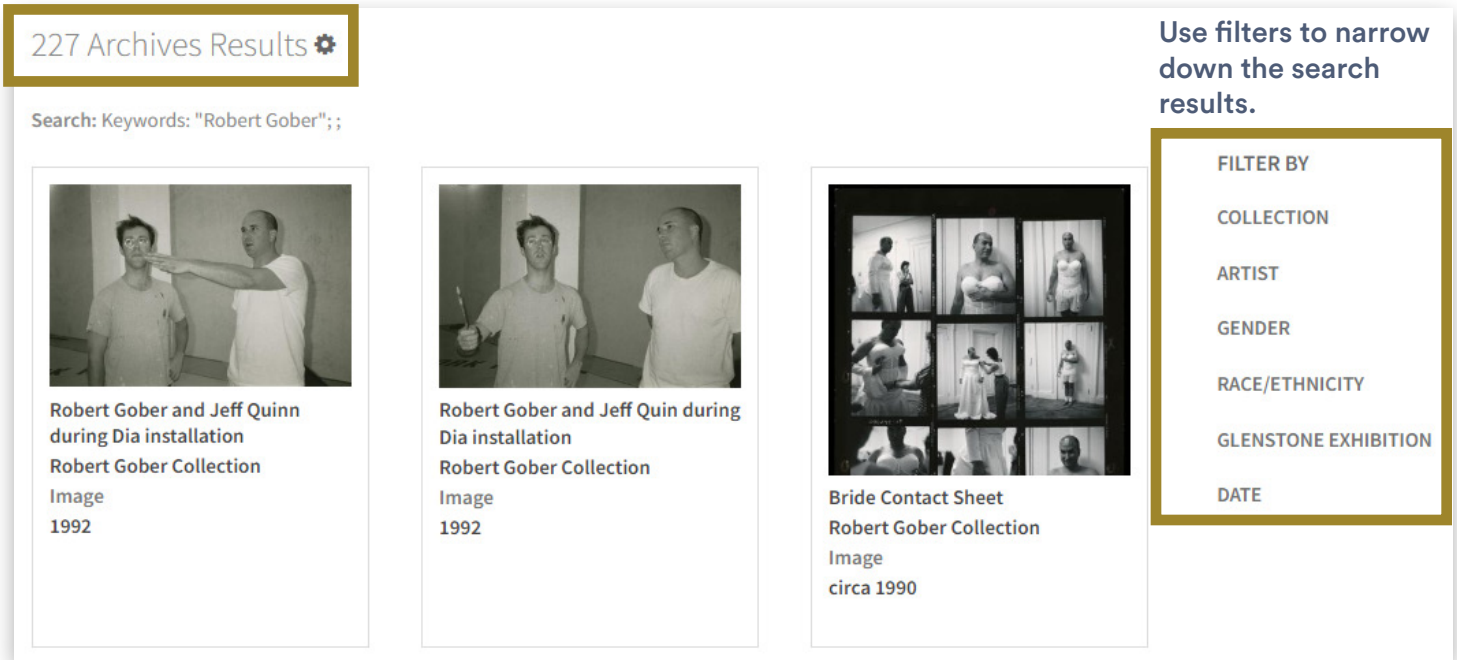
Archives Advanced Search



The Archives Advanced Search is very similar to the Library Advanced Search.

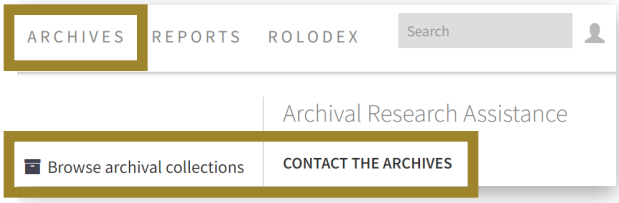
The keyword search will search all fields in the archive record. Searches can be narrowed down using the AND, AND NOT, OR operators in the dropdown menu.

Searches can also be narrowed down by using the dropdown for “Type” of record (ex. document, audio, video, image, etc.), by using the date field, and by limited searches to a specific archives collection.

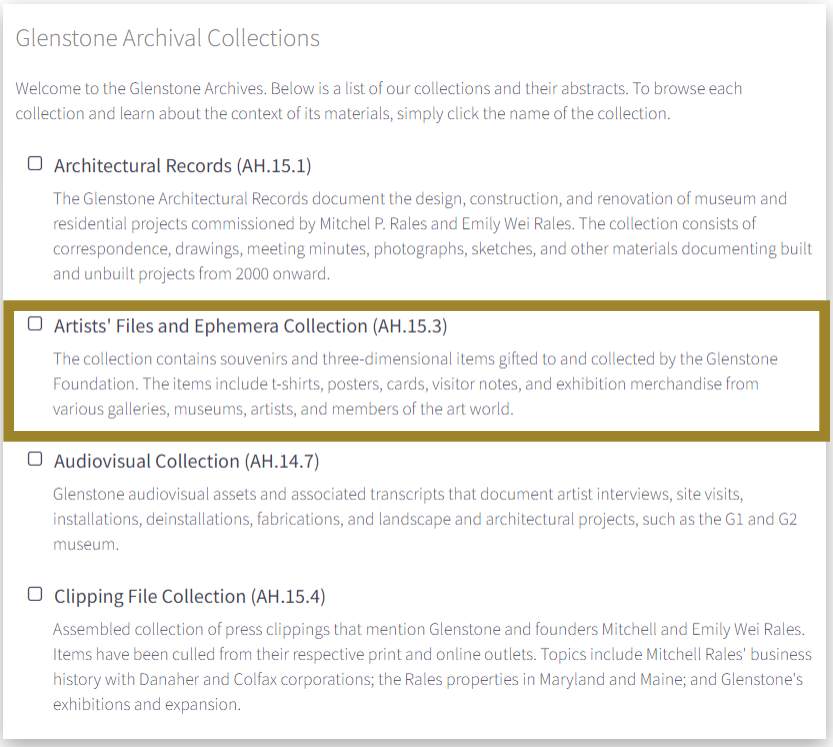


Archives Advanced Search Continued

Archives search recommendation: For casual browsing and discovery use the “Browse archival collections” feature.

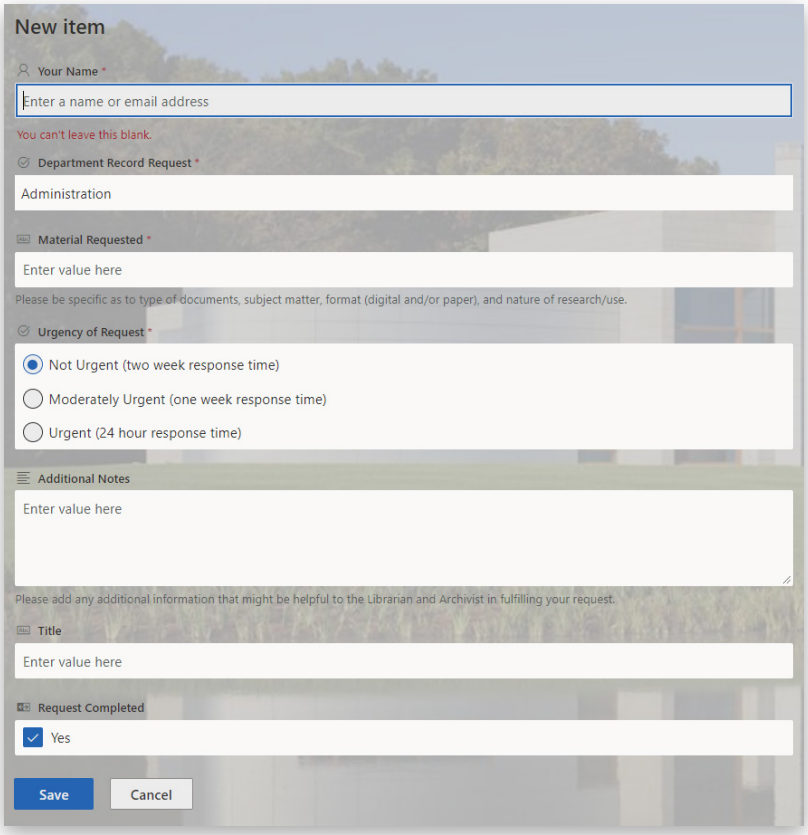


“Browse archival collections” takes you to an alphabetical list of Glenstone’s archival collections. Each Collection has a title and short description describing the Collection contents. To delve into each collection, click on the collection title.



Need help locating resources? The “Contact the Archives” link takes you to a form that goes to the Archivist.

You can also reach out to the Archivist or Librarian directly with any questions!



Archival Collections:
Ex. Artists' Files and Ephemera Collection

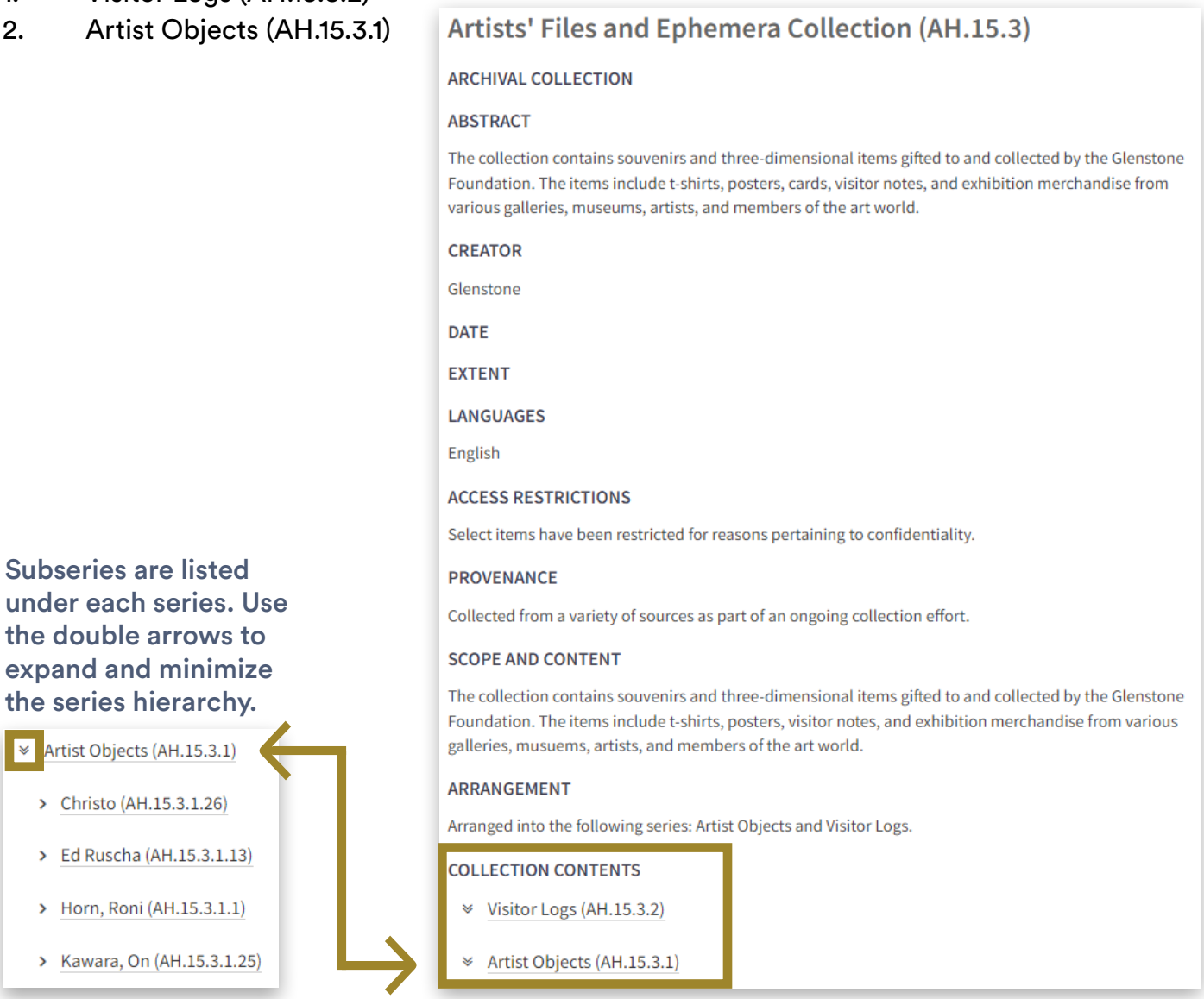
Each archival collection page gives an overview of the collection including:

- Abstract
- Creator
- Date
- Extent
- Languages
- Access restrictions
- Provenance
- Scope and content
- Arrangement
- Contents

Collection Contents shows the different series within the collection. Series are where you will find archival records, most of which can be viewed directly through Collective Access.

For example, the Artists' Files and Ephemera Collection (AH.15.3) contains two series:

1. Visitor Logs (AH.15.3.2)
2. Artist Objects (AH.15.3.1)

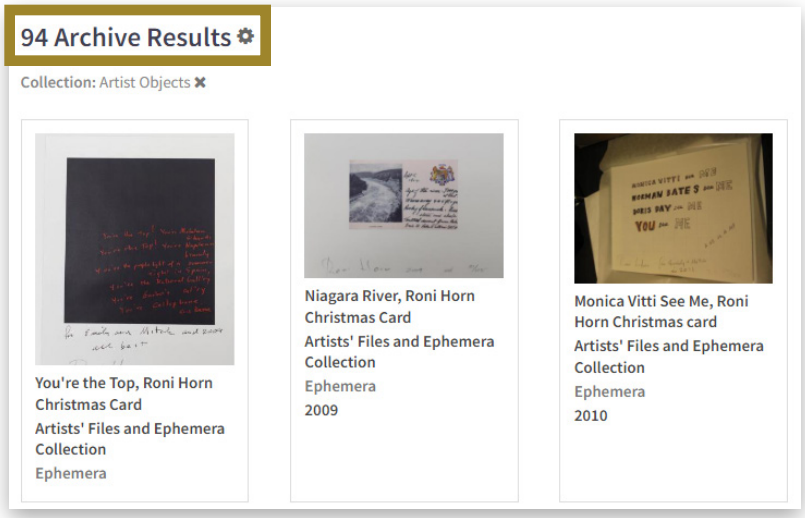


Archival Collections Continued:
Ex. Artists' Files and Ephemera Collection

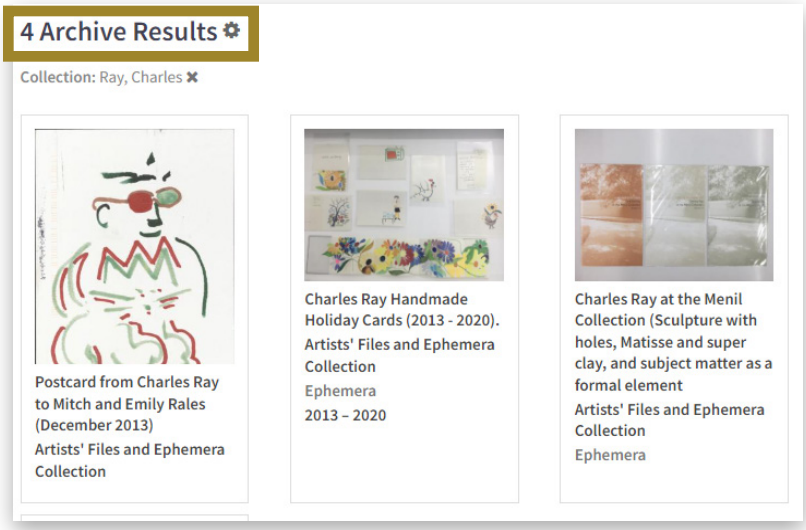
To view individual items within this series, click the series title. To view items related to the subseries click on the subseries title: ex. select "Artist Objects (AH.15.3.1)" to see everything in this series or click on one of the artist subseries to see only items related to that artist.



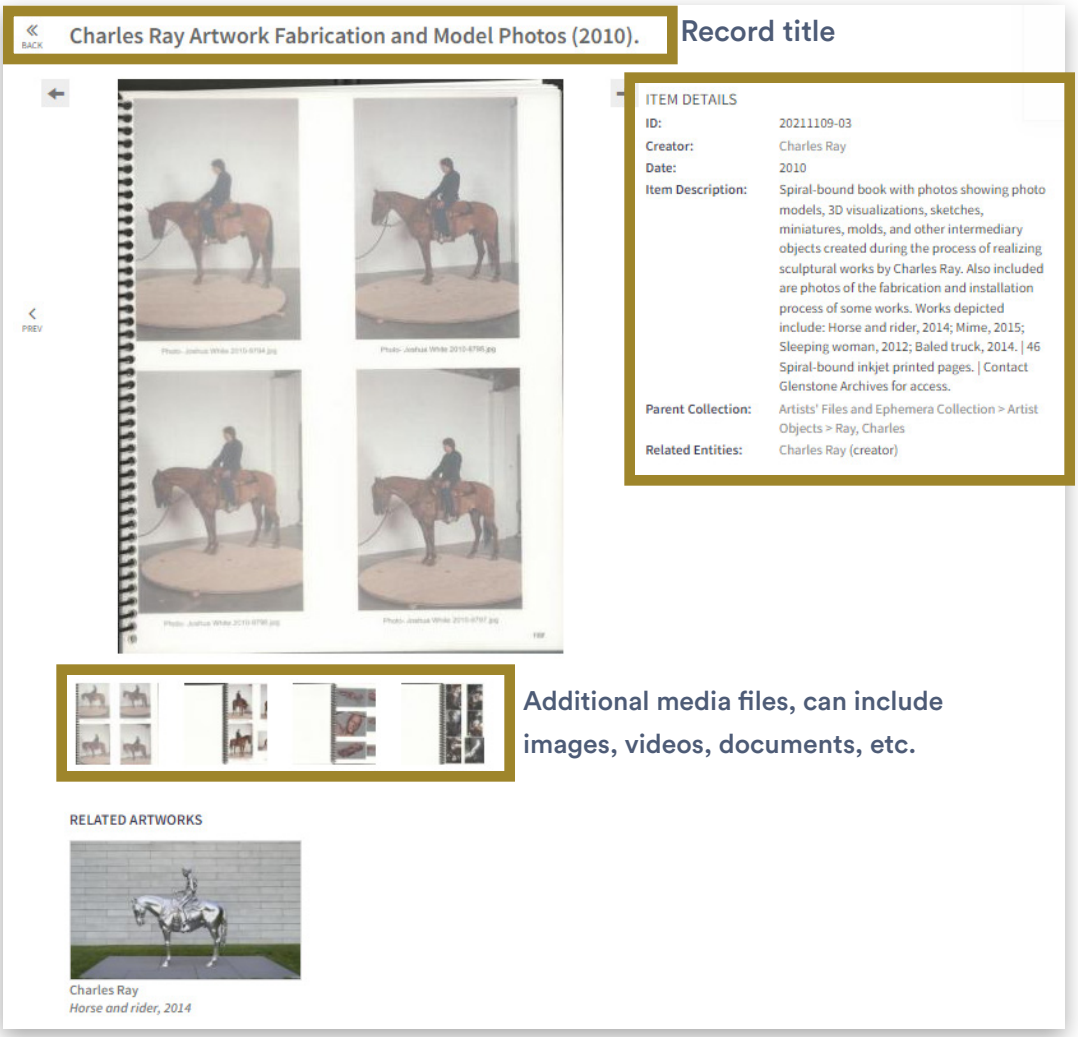
Clicking on a series title will show all of the records in this series.



Clicking on a subseries will show all of the records in the subseries.



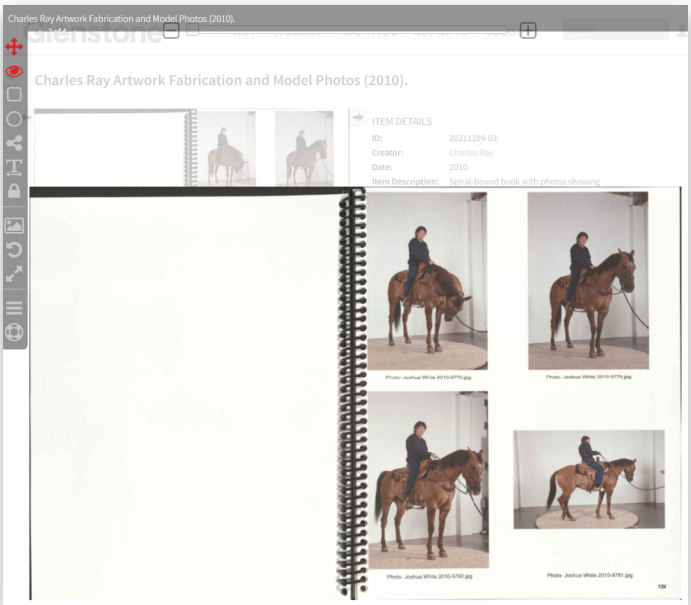
Archival Records



Item Details include:

- ID
- Creator
- Date
- Item description
- Parent collection
- Related entities

Click on the main image to get a closer look.



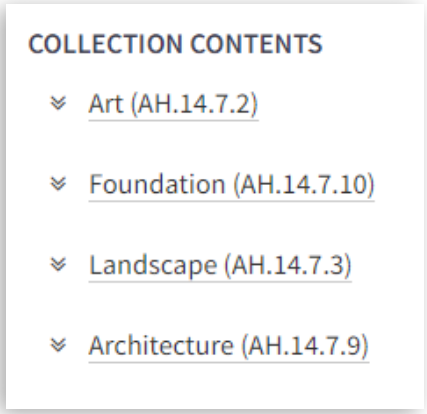
Do you want to see a physical archival item in person, or just see what the Archives looks like?

Contact the Archivist to set up a viewing!



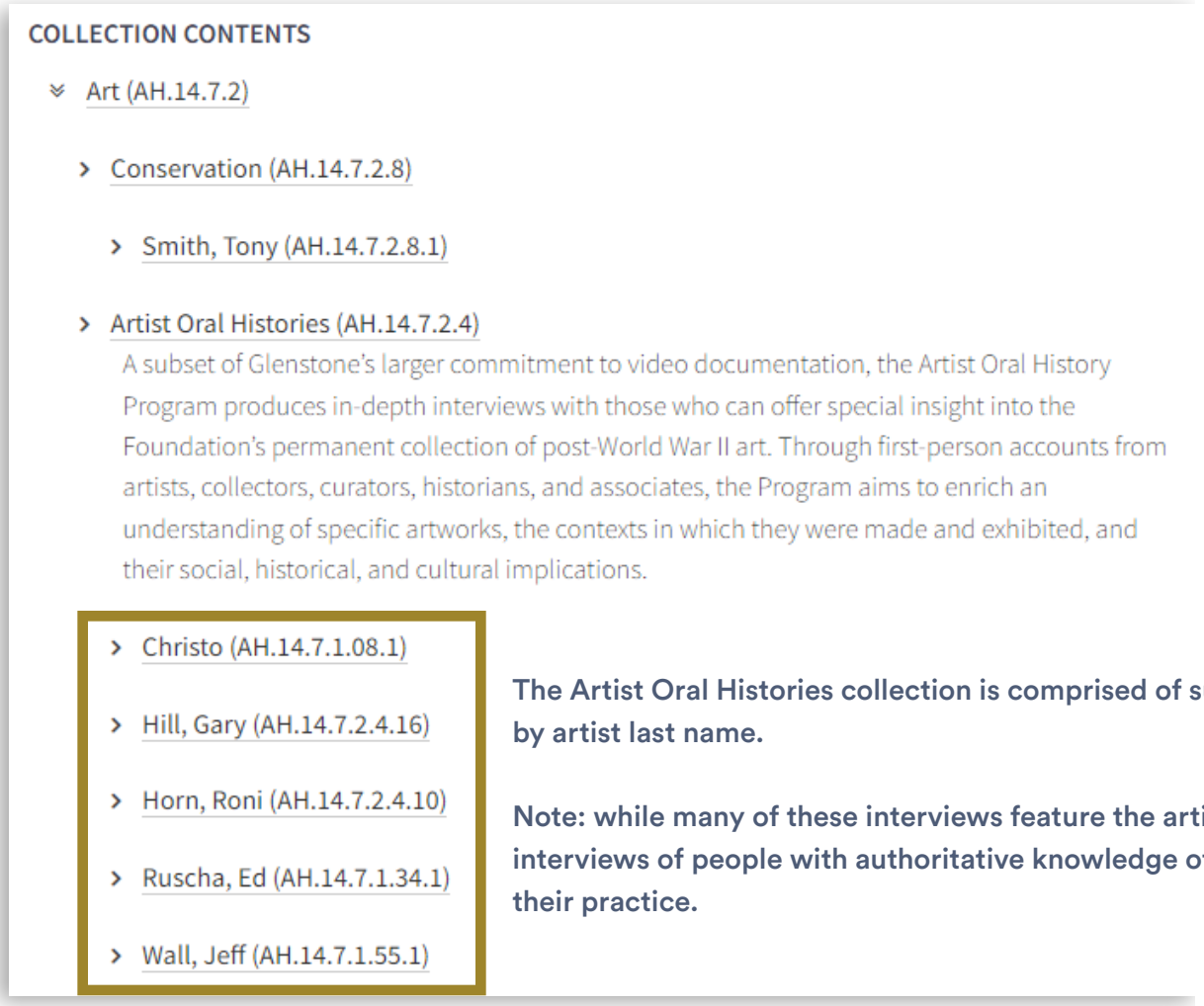
Popular Archival Collections:
Audiovisual Collection

The Audiovisual Collection contains videos, audio recordings, and associated transcripts that document artist interviews, site visits, installations, deinstallations, fabrications, and landscape and architectural projects.



The Audiovisual Collection is made up of four series: Art, Foundation, Landscape, and Architecture. Within each series you will find subseries, including one of the most requested series in Glenstone's archives, Artist Oral Histories.

The Artist Oral Histories collection documents interviews of artists, collectors, curators, and historians conducted by Glenstone staff to enrich understanding of Glenstone's collection.

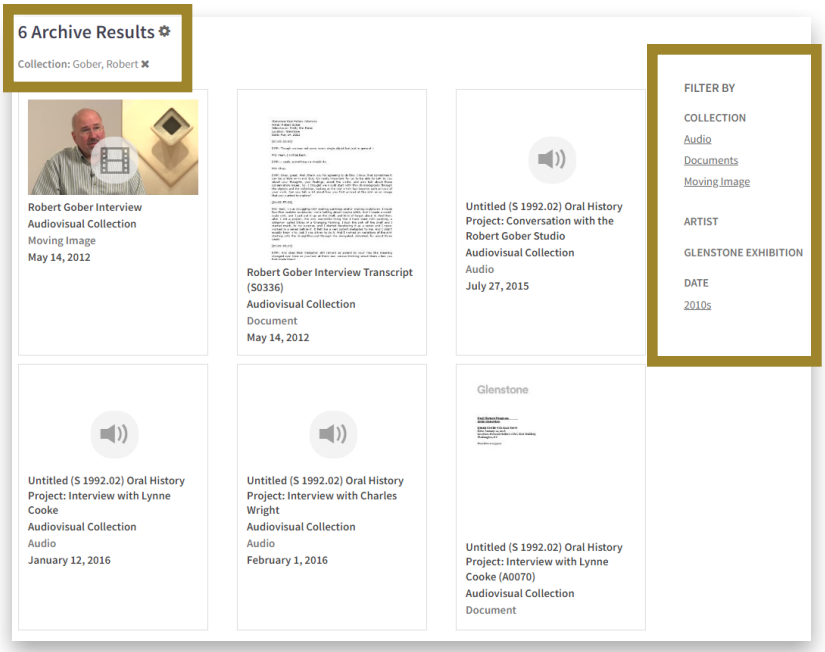


The Artist Oral Histories collection is comprised of subseries divided by artist last name.

Note: while many of these interviews feature the artist, some are interviews of people with authoritative knowledge of the artist and their practice.

Popular Archival Collections:
Audiovisual Collection → Gober, Robert

Clicking on a subseries title reveals all the oral history records associated with that artist. For example, in the Gober, Robert subseries, there are six records including a video, three audio recordings, and video transcripts.



Filter results by:

Collection (audio, documents, moving image)

Artist (this is useful if you are viewing the entire oral history collection and want to narrow down your results)

Glenstone exhibition (interviews associated with a specific exhibition including exhibition walkthroughs with the artist)

Date that the interview took place.

Videos and transcripts can be viewed directly from Collective Access.
If you have trouble viewing an item or need a different format, please reach out to the Archivist.

Documents can be read in your browser by clicking the magnifying glass icon at the top lefthand corner of the document image.





Video settings are accessible at the bottom of the video.

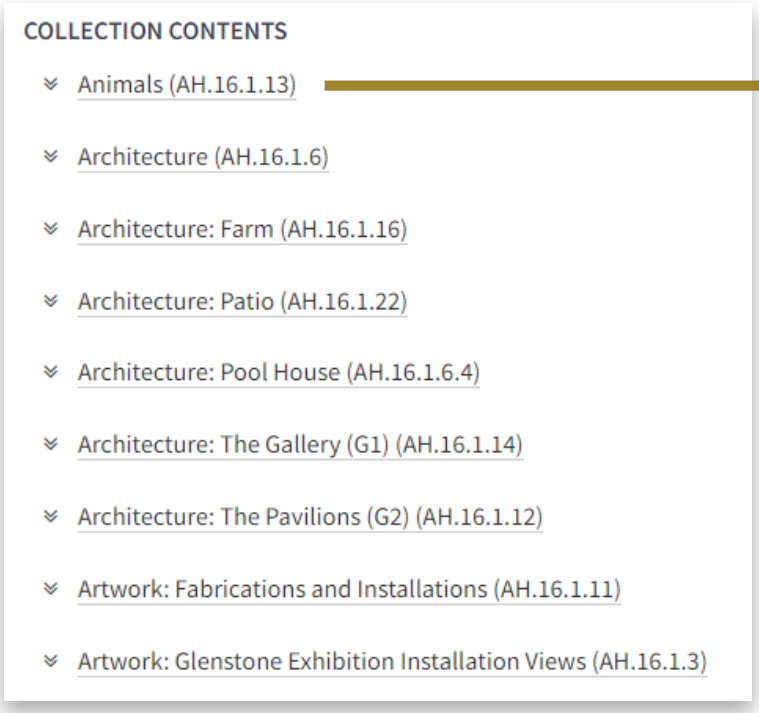
If the video does not load properly try refreshing your browser.

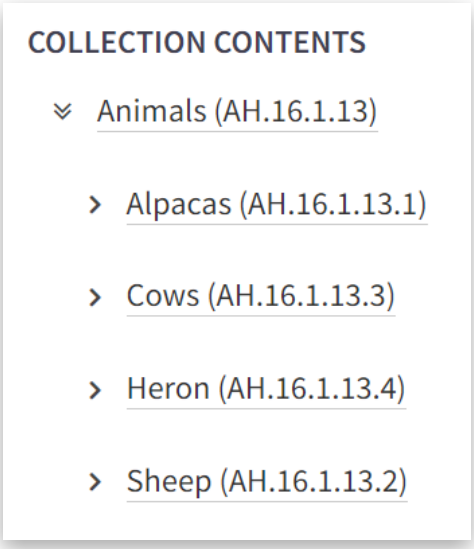
Popular Archival Collections:
Visual Resources Collection

Abstract

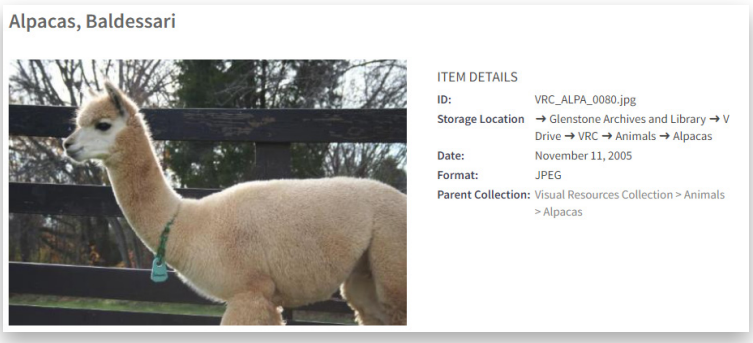
The Visual Resources Collection is a collection of photographs created and collected by Glenstone. The photographs document artwork objects in the collection, exhibition installation views, artist visits, and construction projects.

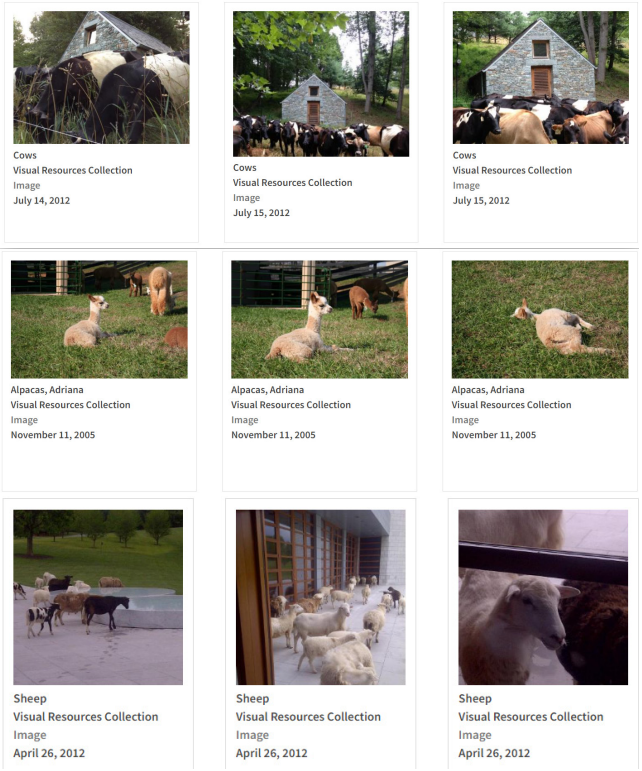
Click into a series or sub-series to start exploring!





Contact the Archivist for hi-resolution versions of photographs, to confirm caption information, and to confirm that images can be used for external presentations.



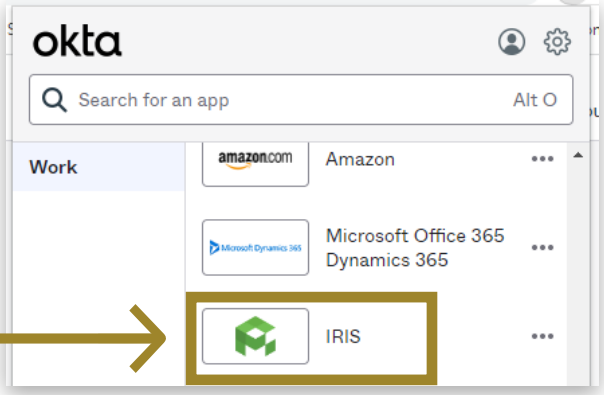


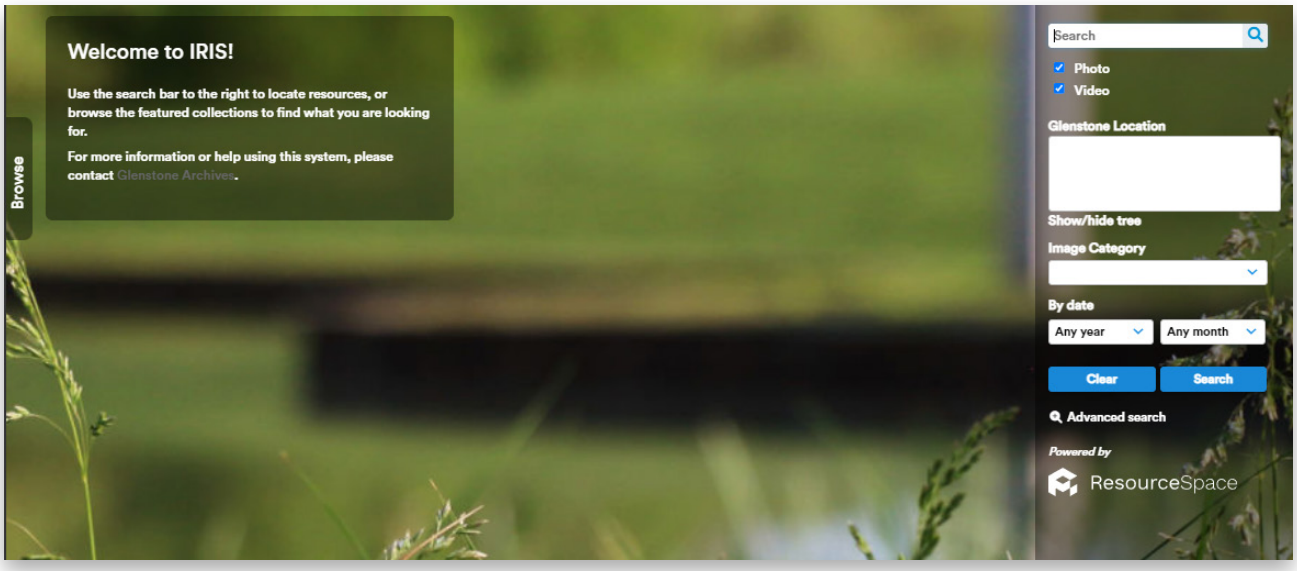
Popular Archival Collections Continued: Visual Resources Collection

Please note that the photographs in Collective Access are not exhaustive.

For even more photographs visit IRIS, Glenstone's new image database.

IRIS is available to all staff and can be accesssed through Okta.





Who Can I Contact If I Need Help?

Art: Daniel Mauro, Curatorial Assistant
daniel.mauro@glenstone.org

Library: Carly Davis, Librarian
carly.davis@glenstone.org

Archives: Nathan Avant, Archivist
nathan.avant@glenstone.org

For IT requests and tech support please use FreshService, accessible through Okta.

