

Sustaining a long-term retrospective documentation project while performing museum collection's management daily activities

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**PINACOTECA
DE SÃO PAULO**

Participation supported by the Getty Foundation

Founded in 1905 by the São Paulo State Government

São Paulo, Brazil

10.008 artworks in the collection

Museum of visual arts with an emphasis on Brazilian production from the 19th century to the present day.

Pina_
LUZ



Photo: Caio Raposo (2017)

Pina_
ESTAÇÃO



Photo: Caio Raposo (2016)



Photo: Isabella Matheus (2016)



Photo: Isabella Matheus (2016)



Photo: Isabella Matheus (2016)



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Museum Collection Department activities and numbers:

- Management of the acquisition processes - approx. 250 artworks acquired by year
- Cataloging of the museum's collection and other artworks related to long-term loans
- Management of 13 processes of long-term loans with Pinacoteca totalizing 475 artworks
- Management of the collection's loans-out - 536 artworks loaned in the last 4 years
- Management of the artworks' high resolution images for reproduction purposes
- Support to professionals and researchers from other institutions and general public on questions and researches related to the collection's artworks.





Artistic collection documentation:

1905-1970's: no information on the existence of individual cataloging records for the artworks in the first decades of the museum;

1970's: oldest individual cataloging documentation preserved;

1988: year of the last catalogue of the entire collection published;

2004: first valid digital database implemented for the museum artistic collection;

Today: individual files for the artworks organized by the inventory numbers (containing cataloging sheet, installation manuals, images, certificates, receipts etc.) + database system with individual records for the artworks and information related to the collection.

Artworks cataloging information reviewed:

2009-2011 (by the curatorial team): 255 records

August 2011- August 2012 (special project team*): 1.340 records

June 2013-Today: 1.260 records

*Reorganization of systems for storage, organization, access and promotion of the art and document collection of Pinacoteca do Estado de São Paulo – project developed with funds provided by the FAPESP – São Paulo Research Foundation (<http://www.fapesp.br/en/>)

Interruptions in the activities of retrospective documentation:

August 2012- May 2013: no special project

September 2015-March 2016: database migration project

October-December 2015: reception of 178 artworks as long-term loan and cataloging process of this collection

During the 2013-2017 period the museum has acquired 1.181 artworks corresponding to 1.691 records by means of Donations and Purchases. The NAM team has worked with a total of 2.961 cataloging records during the period of June 2013 until today (the number corresponds to the creation of new cataloging information for the artworks acquired and the activities of the collection's revision).

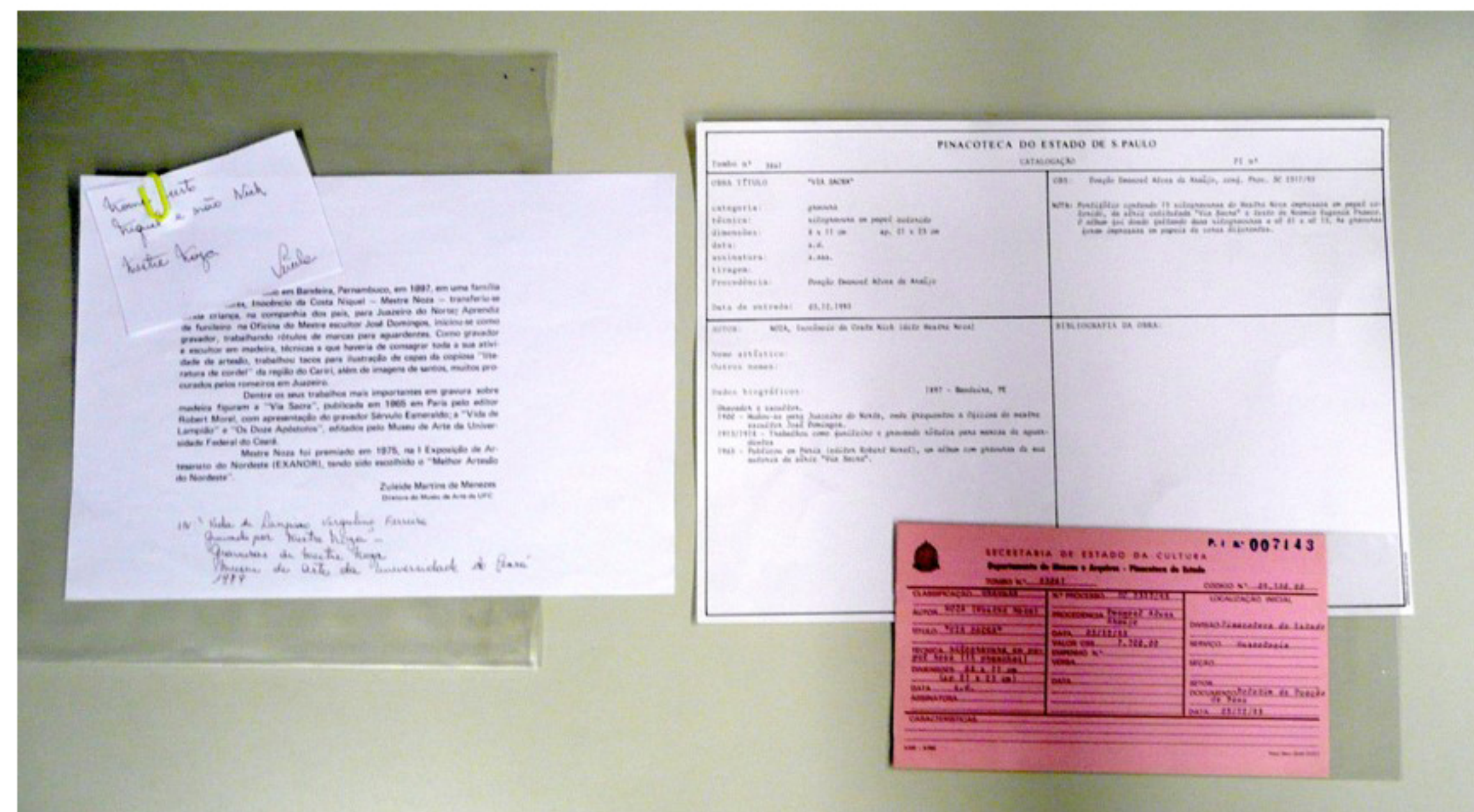


Photo: Rafael Laterza, Museum Collection Department (2015)

Procedures for the collection's documentation and cataloging revision:

- Reading of the previous cataloging records;
- Reading of the acquisition processes;
- Reading of the conservation and restoration reports;
- Checking of the artworks to gather information on dimensions, materials and techniques, inscriptions and marks;
- Researches in the museum's library;
- Summary of the research;
- Publishing of the results in the museum's database.



**Documents created by
NAM team to support the
activities of cataloging
and revision since 2013:**

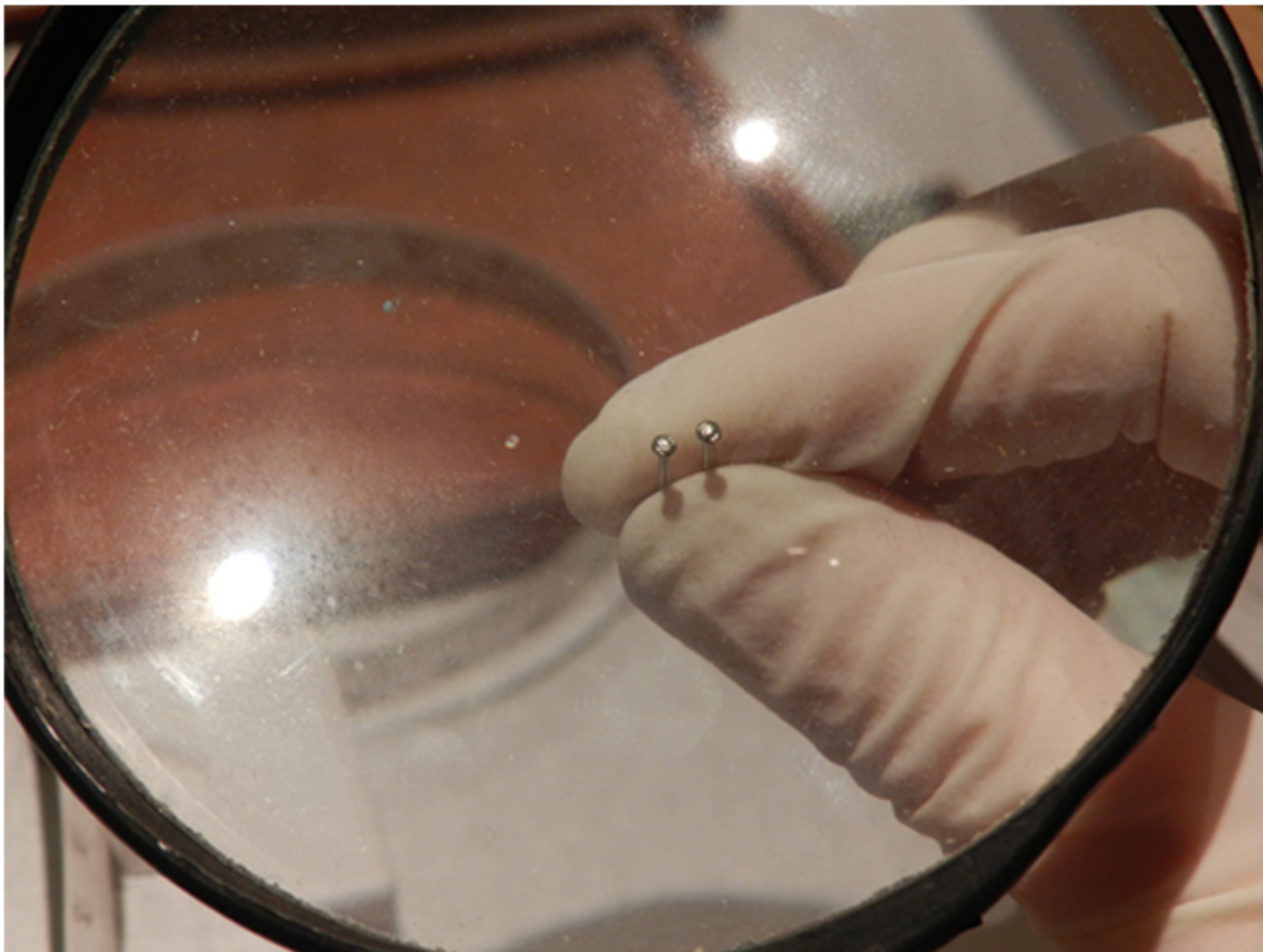
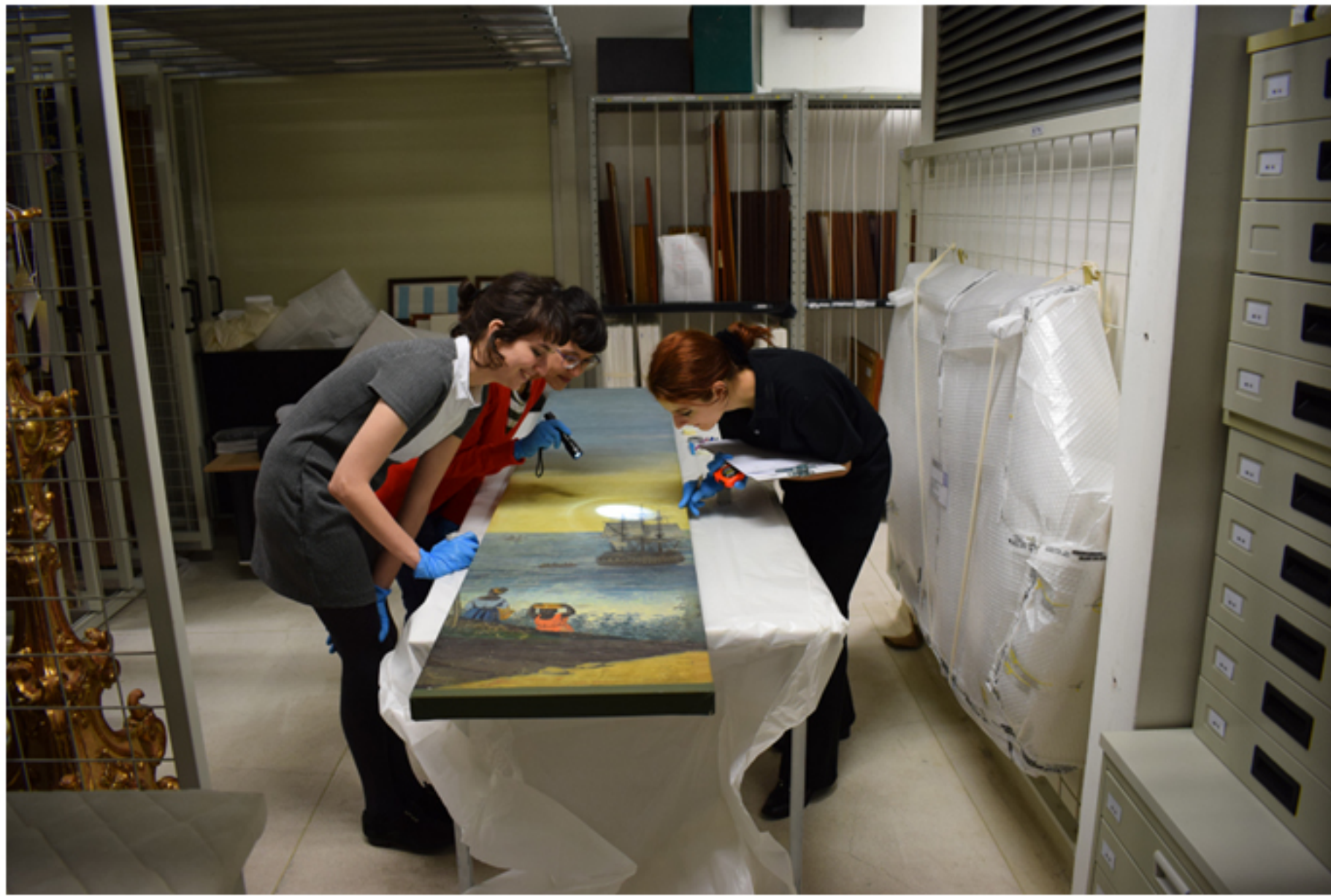
- Artistic Collection
Cataloging Manual
(2014);

- Update of the Manual
for Identification and
Description of Artworks
Materials and Techniques
based on the museum's
collection (2012-Today);

- A Form containing questions on
preservation, requirements and
technical information to be
applied for audiovisual and
digital artworks created with the
collaboration of the Conservation
Department (2015);

- Procedures and guidelines for
acquisition, cataloging, lending
and images reproductions of the
works incorporated to the
Museum Collection's Policy (2015);

- Manual for cataloging the
Photograph collection (2016)



Photos: Museum Collection Department and Conservation and Restoration Department

Thank you :-)

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