

## Irving Sandler Artists File Application Form

The Irving Sandler Artists File is a digitized image database and slide registry that is open to the public free-of-charge, and is regularly used by curators, artists, gallery owners, collectors, consultants, and students to discover the work of emerging and unaffiliated artists. It is one of the largest and most comprehensive artist registries in the country. Located in Artists Space, the Artists File is open Fridays and Saturdays from 11am to 6pm and is available to browse or search by appointment only.

The Artists File includes hard files and digital files for each participating artist. Hard files include slides, resumes, biographies, artist statements, reviews, and other supporting materials. Digital files located in a Macintosh database include two images, artists' contact information, and numbered categories that artists' choose to describe their work. Searches based on these descriptive categories allow File users to locate specific types of artwork. Users may also choose to browse through artists' digital images on the database. In 2002 the Artists File launched the Artists File Online at [www.artistsspace.org](http://www.artistsspace.org) which allows users to search and browse images from the database online at their convenience. To participate in this program make sure to sign the waiver on the back side of the application form.

There is no fee to join or view the Artists File, and users of the File contact the artists directly. Artists are encouraged to update their materials at least once every two years, and a file that has not been updated in four years will be removed and made inactive.

### **Application Procedure**

The Artists File's computer database includes two images from every artist and is used to "browse" through the work of File artists. Artists can elect to have their slides scanned by our staff directly onto the database for a fee of seven dollars. We also accept digital images on Macintosh compatible CDs or Zip disks. You may also email us your two images to [artfile@artistsspace.org](mailto:artfile@artistsspace.org). If you choose to submit your own digital images they should be JPG files with 72 resolution and a maximum of 400 pixels in either direction.

In addition to having images on the database, we encourage artists to include slides in their file as well as photographs, videotapes, or other images of their work. By viewing the combination of these materials, file users will get a better idea of artists' work.

To remove old materials or slides from your file, you may stop by during regular File hours (Fridays and Saturdays from 11 am to 6 pm, 212.226.3970 ext. 35). For answers to frequently asked questions visit [www.artistsspace.org/artistsfile/online.html](http://www.artistsspace.org/artistsfile/online.html).

Please allow 2 - 3 weeks for your file materials to be processed once we have received them.

### **Submitting Digital Images**

Artists new to the Artists File are REQUIRED to have two images of their work in our digital database. The Artists File staff will scan two of an artist's slides directly onto our system for a nominal fee of \$7. This is a much cheaper and easier alternative to buying a Photo CD or having slides scanned elsewhere. If you would like to take advantage of this service, please include a check or money order for \$7 made out to Artists Space along with your application materials. (If you drop off your application in person to Artists Space, you may pay this fee in cash.) Please remember to indicate which two slides you want us to include on our digital database.

If you choose to have your slides scanned elsewhere, the guidelines are as follows:

Artists must submit a minimum of two digital images which are JPG files with 72 resolution, and a width and/or height maximum of 400 pixels. The file currently accepts digital images in these formats: Kodak Photo CD, Mac formatted Zip disk, Recordable CD (Macintosh compatible), or via email to [artfile@artistspace.org](mailto:artfile@artistspace.org).

### **Application Checklist**

Artists Space attends to artists materials but cannot be held responsible for lost slides, CDs, videos, or other materials. Do not send original or irreplaceable materials. Please label all materials clearly with name, address, phone number and inform us of future address changes.

#### **Required:**

- Completed Artists File Registration Form
  - \$7 Check or money order to Artists Space (to scan slides in-house)
- OR**
- At least two digital images on a Kodak Photo CD, a Macintosh formatted Zip disk, or a Recordable CD, or via email.

#### **Recommended:**

- Slides (you may include as many slides as you wish)
- Image List to accompany your digital files or slides **if not labeled**  
(Title, Date, Materials, Dimensions)
- Resume
- Artists Statement
- Press Clippings
- Photographs or laser copies of work
- VHS Videotape (if applicable)
- SASE for return of any materials

(Note: All materials must fit in a 9" x 12" folder)

#### **Send application or drop off to:**

Artists Space  
Attn: Artists File  
38 Greene Street  
Third Floor  
New York, NY 10013

### **Keeping Your File Updated**

To update an artist's file, drop off or send new materials to Artists Space. Please indicate these materials clearly with a note ADD TO FILE and include name and address. Notify the Artists File of any address, phone number, or email changes – if an artist cannot be reached and has not updated their materials in four years, they will be removed from the database and their materials discarded. Artists may close their file at any time by picking up materials at Artists Space during regular File hours, or providing an SASE for the return of their materials.

The following is a brief list of photo services in the New York City area that transfer slides to Kodak Photo CDs, Zip disks or Recordable CDs.

New York Film Works  
928 Broadway  
New York, NY  
(212) 275-5700

Laumont  
(scans to floppy)  
333 W. 52nd St.  
New York, NY  
(212) 245-2113

Raffi  
21 W. 46th St.  
New York, NY  
(212) 719-2727

Spectra Photo  
510 LaGuardia Place  
New York, NY  
(212) 979-1100

For Photo CD dealers outside Manhattan call Kodak toll free at (800) CD-KODAK.

## Artists File Registration Form

Please complete both sides of this form and submit with your visual materials (see instructions)

- I.  New Application  
 Update Application: has anyone contacted you as a result of using the File?  Yes  No

II. CONTACT INFORMATION: Available to Artists File users to contact artists directly.

First Name _____	Last Name _____
Address _____ _____	
City _____	State/Province _____
Postal Code _____	
Country _____	
Telephone: (    ) _____	
Fax: (    ) _____	
E-mail: _____	
www site: _____	

### III. BIOGRAPHICAL INFORMATION

<input type="checkbox"/> Male <input type="checkbox"/> Female
Birth Date: ____/____/____ (month/day/year)
Ethnicity (optional):
<input type="checkbox"/> African American
<input type="checkbox"/> Latino
<input type="checkbox"/> Asian
<input type="checkbox"/> Native American
<input type="checkbox"/> other: _____

IV. DESCRIPTION OF WORK: Complete these sections for the work you are submitting to the File.  
 The "other" category is provided for descriptions that are NOT listed.

MEDIA (3 choices or less)				
<input type="checkbox"/> 01 architecture	<input type="checkbox"/> 05 drawings	<input type="checkbox"/> 09 painting	<input type="checkbox"/> 13 sculpture	<input type="checkbox"/> 17 works on paper
<input type="checkbox"/> 02 books	<input type="checkbox"/> 06 film-video	<input type="checkbox"/> 10 performance	<input type="checkbox"/> 14 wall-relief	<input type="checkbox"/> other: _____
<input type="checkbox"/> 03 collage	<input type="checkbox"/> 07 mixed media	<input type="checkbox"/> 11 photography	<input type="checkbox"/> 15 installation	_____
<input type="checkbox"/> 04 computer	<input type="checkbox"/> 08 mural	<input type="checkbox"/> 12 prints	<input type="checkbox"/> 16 digital	_____

MATERIALS (check all that apply)				
<input type="checkbox"/> 01 acrylic paint	<input type="checkbox"/> 08 light	<input type="checkbox"/> 16 photographs	<input type="checkbox"/> 23 wood	<input type="checkbox"/> 30 vcr / monitor
<input type="checkbox"/> 02 canvas	<input type="checkbox"/> 09 metal	<input type="checkbox"/> 17 plaster	<input type="checkbox"/> 24 xerox	<input type="checkbox"/> 31 mass produced objects
<input type="checkbox"/> 03 charcoal	<input type="checkbox"/> 10 oil paint	<input type="checkbox"/> 18 plastics	<input type="checkbox"/> 25 natural elements	<input type="checkbox"/> 32 clothing / fabric
<input type="checkbox"/> 04 clay	<input type="checkbox"/> 12 paper	<input type="checkbox"/> 19 sound	<input type="checkbox"/> 26 latex	<input type="checkbox"/> 33 electricity
<input type="checkbox"/> 05 fiber	<input type="checkbox"/> 13 pastel	<input type="checkbox"/> 20 stone	<input type="checkbox"/> 27 computer	<input type="checkbox"/> 34 motors
<input type="checkbox"/> 06 found/used objects	<input type="checkbox"/> 14 pen and ink	<input type="checkbox"/> 21 watercolor	<input type="checkbox"/> 28 text	<input type="checkbox"/> 35 chemicals
<input type="checkbox"/> 07 glass	<input type="checkbox"/> 15 graphite	<input type="checkbox"/> 22 wax	<input type="checkbox"/> 29 projection	<input type="checkbox"/> 36 casting
<input type="checkbox"/> other _____				

SCALE (check all that apply)				
<input type="checkbox"/> 01 small	<input type="checkbox"/> 02 medium	<input type="checkbox"/> 03 large	<input type="checkbox"/> 04 installation	<input type="checkbox"/> 05 public

STYLE (check all that apply)				
<input type="checkbox"/> 01 autobiographical	<input type="checkbox"/> 13 erotic	<input type="checkbox"/> 25 kinetic	<input type="checkbox"/> 37 portraits	<input type="checkbox"/> 49 technological
<input type="checkbox"/> 02 abstract	<input type="checkbox"/> 14 expressionistic	<input type="checkbox"/> 26 landscape	<input type="checkbox"/> 38 primitivistic	<input type="checkbox"/> 50 trompe l'oeil
<input type="checkbox"/> 03 allegorical	<input type="checkbox"/> 15 fantasy	<input type="checkbox"/> 27 light reflective	<input type="checkbox"/> 39 process orientated	<input type="checkbox"/> 51 humorous
<input type="checkbox"/> 04 architecture	<input type="checkbox"/> 16 feminist	<input type="checkbox"/> 28 linear	<input type="checkbox"/> 40 psychological	<input type="checkbox"/> 52 kitsch
<input type="checkbox"/> 05 assemblage	<input type="checkbox"/> 17 figurative	<input type="checkbox"/> 29 literary	<input type="checkbox"/> 41 religious	<input type="checkbox"/> 53 interactive
<input type="checkbox"/> 06 biomorphic	<input type="checkbox"/> 18 functional	<input type="checkbox"/> 30 lyrical	<input type="checkbox"/> 42 representational	<input type="checkbox"/> 54 cartoonesque
<input type="checkbox"/> 07 color field	<input type="checkbox"/> 19 futuristic	<input type="checkbox"/> 31 minimal	<input type="checkbox"/> 43 romantic	<input type="checkbox"/> 55 sociological
<input type="checkbox"/> 08 conceptual	<input type="checkbox"/> 20 geometric	<input type="checkbox"/> 32 narrative	<input type="checkbox"/> 44 serial	<input type="checkbox"/> 56 domestic/family
<input type="checkbox"/> 09 constructed	<input type="checkbox"/> 21 hard-edge	<input type="checkbox"/> 33 optical	<input type="checkbox"/> 45 shaped-format	<input type="checkbox"/> 57 gender/sexuality
<input type="checkbox"/> 10 decorative	<input type="checkbox"/> 22 illusionistic	<input type="checkbox"/> 34 painterly	<input type="checkbox"/> 46 still-life	<input type="checkbox"/> 58 nudes
<input type="checkbox"/> 11 didactic	<input type="checkbox"/> 23 impressionist	<input type="checkbox"/> 35 political	<input type="checkbox"/> 47 surreal	<input type="checkbox"/> 59 documentary
<input type="checkbox"/> 12 environmental	<input type="checkbox"/> 24 ironic	<input type="checkbox"/> 36 popular imagery	<input type="checkbox"/> 48 symbolic	<input type="checkbox"/> 60 urban
<input type="checkbox"/> other _____				<input type="checkbox"/> 61 spiritual

V. The Artists File's computer database includes two images from every artist, and is used to "browse" through the work of File artists. In addition to having images on the database, we encourage artists to include slides in their file and, if appropriate, photographs, videotapes, or other images of their work. By viewing the combination of these materials, file users will get a better idea of artists' work.

Please indicate which two images you would like to be included in the digital database:  
 (There is a \$7 fee if you would like the Artists File staff to scan two of your slides into the database.)

	Title	Medium	Dimensions (height x width)	Date
#1				
#2				

- Check this box if you already have or are going to email the above images to [artfile@artistspace.org](mailto:artfile@artistspace.org)
- Check this box if you are submitting a VHS video tape with this application

VI. You must read and sign the following agreement in order to participate in the Artists File Online. The Artists File Online features the two images of your work that you listed above, and the ONLY contact information we will post online will be your email address and/or a link to your website. If a visitor to the website wants further information on an artist, or if an email address is not available, they must contact the Artists File in person to receive that information. Please allow 3-4 weeks for your images and information to be processed and included in the online program.

**Agreement**

This agreement acknowledges that \_\_\_\_\_ (Artist) owns the copyright to his/her works and agrees to grant Artists Space license to display his/her two images of his/her Work from the Artists File database on the world wide web.

The Artist hereby acknowledges and accepts that Artists Space, its directors, employees or representatives shall not be liable to the Artist for any infringement or misappropriation by a third party of any intellectual property or similar rights (including any moral rights) that the Artist may have in the Work. The Artist further agrees to indemnify and hold Artists Space, its directors, employees and representatives harmless from any and all liabilities, losses, damages, and expenses arising out of any claim by a third party that the Work infringes or misappropriates such third party's intellectual property or similar rights (including any moral rights).

I give Artists Space permission to post two images of my work on their website along with my email and/or a link to my website.

Artist's Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

email address (if available): \_\_\_\_\_

web site address (if available): \_\_\_\_\_

FOR OFFICE USE ONLY	
Name	Date
<input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 120px; height: 20px;" type="text"/>