

**PRE-ACQUISITION QUESTIONNAIRE FOR VIDEO-BASED ARTWORKS**

|  |  |
| --- | --- |
| **General Information** |  |
| Contact info for artist and/or representative |  |
| Tombstone information, including duration and edition (if applicable) |  |
| Provenance (including provenance of edition if applicable) |  |
| Editions in other collections (if applicable) |  |
| Copyright holder of work |  |
| Is any of the material used in this work covered by third-party copyright clearance? |  |
| Were release forms gathered from the subject/subjects of this work? |  |
| **Components** |  |
| Where is the master, what format is it in, and who currently owns it? |  |
| How was the work originally shot and edited? |  |
| Can you provide an artist-approved exhibition copy? |  |
| Are there any non-time-based components, such as sculpture, plinths, etc.? Are there artist-modified components? If yes, please describe. |  |
| Is display equipment included? Is it purely functional, or does it have aesthetic or conceptual significance? If yes, please describe. |  |
| **Preservation** |  |
| Will the Portrait Gallery be allowed to migrate the works to a different format if needed, so that the work meets future standards in digital preservation and exhibition? |  |
| Are there specific components of the work deemed essential that cannot be migrated for preservation? |  |
| **Installation Preferences** |  |
| Please provide installation diagrams. If applicable, include any drawings, instructions, or technical information. |  |
| Please provide a brief general descriptive summary of the work’s installation. |  |
| Has the work been installed previously? |  |
| Is there a specifically challenging aspect of the work’s installation, and how has this been addressed? |  |
| Are there specific qualities of the exhibition environment that are recommended for the display of the work? |  |
| Can the work be shown on a monitor? What kind (LCD, Plasma, CRT, etc.)? |  |
| Can it be shown via projection? What kind? |  |
| Number of channels? |  |
| Color or black and white? |  |
| Is there audio? Please describe (stereo, mono, surround sound, etc., indicating number of channels)? |  |
| How can the audio be delivered (headphones, internal, external speakers, etc.)? |  |
| Are there subtitles or closed captioning? What language are they in? |  |
| Videotape information, if known   * Standard (NTSC, PAL, SECAM) * Aspect Ratio * Frame rate * Resolution |  |
| Please describe the digital file version, if applicable:   * File type: codec and container * Bit depth * Aspect ratio * Resolution * Frame rate * Scan type (progressive or interlaced) |  |
| Can this work be exhibited as a digital file? |  |
| Can other artworks be shown in the same space? |  |
| Can the work loop, or must it be shown at fixed times? |  |

**THANK YOU!**