# **Collections Guide**

# **Art Detective**

www.artuk.org/artdetective



#### **Contents**

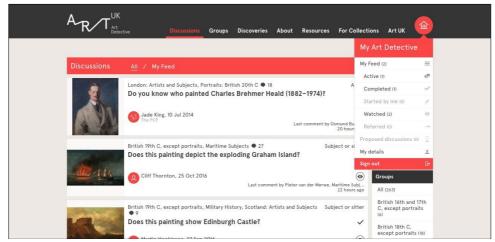
What is Art Detective? (p.1)
How does Art Detective work? (p.1)
Terminology (p.2)
Flowchart (p.3)
About discussions (p.3)
Proposed discussions (p.3)
How to reply to proposed discussions (p.4)
Public discussions (p.5)
Contact us about Art Detective (p.6)
Frequent queries and issues (p.6)

### What is Art Detective?

Art Detective aims to improve knowledge of the UK's public art collection. It is an award-winning, free-to-use online network that connects public art collections with members of the public and providers of specialist knowledge. Art Detective is accessed through the Art UK website.

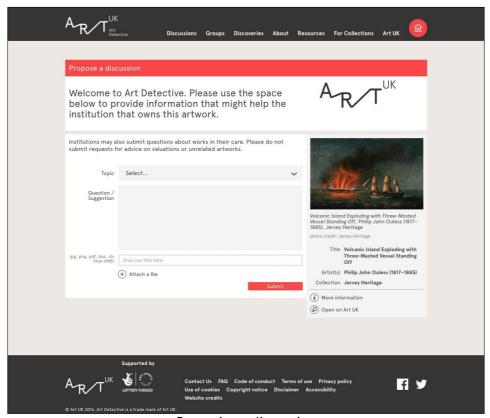
### How does Art Detective work?

Art Detective focuses on <u>discussions</u> about artworks shown on Art UK. Discussions are linked to one or more <u>groups</u>, such as <u>Maritime Subjects</u>, or <u>Continental European after 1800</u>. These groups are monitored by a Group Leader – a designated art history professional. Anybody can comment on a discussion, but it is the Group Leader's role to summarise the contributions and make a recommendation to the collection.



Art Detective discussions, showing the My Art Detective menu

Any artwork on Art UK can become the subject of an Art Detective discussion – just follow the 'Start a discussion on Art Detective' link from an artwork page, and fill out the short form. At first, proposed discussions are only seen by Art UK. Art UK staff decide whether to close a proposed discussion, or to involve the collection.



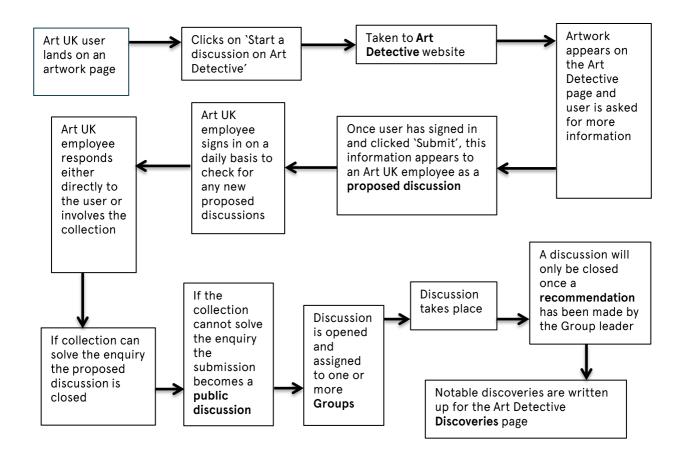
Proposing a discussion

Collection involvement is key: Art UK are aware that while many collections have limited records about their works, others have up-to-date information, or more than what is shown on Art UK. Collections may be asked to take a look at the back of the artwork, where possible, or give more detail about a label or marking, in order to move a discussion along.

# **Terminology**

- <u>Discussion</u> an ongoing conversation about an artwork/artist. Anyone can comment.
   Discussions are either active or completed.
- **Proposed discussion** a behind-the-scenes conversation. At first only Art UK and the enquirer can see proposed discussions. A collection may also be included. Proposed discussions can become public discussions
- Group subject-based, one or more groups can be linked to discussions
- **Group leader** a knowledgeable professional chosen by Art UK who monitors discussions, and makes recommendations to change artwork data
- **Collection** a designated, named contact at the art collection. This contact can be changed by emailing <a href="mailto:artdetective@artuk.org">artdetective@artuk.org</a>
- Art UK staff at Art UK monitor public discussions, and administrate proposed discussions. They can make a proposed discussion into a public one, and control who gets a notification email

# Flowchart - from Art UK, to public discussion



### **About discussions**

There are two types of discussions: Public discussions and Proposed discussions.

To view and respond to **Proposed discussions** you must be signed in.

### **Proposed discussions**

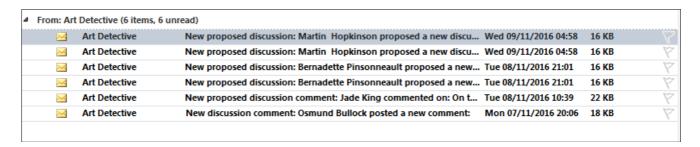
When a discussion is proposed, it does not go live immediately. All proposed discussions from members of the public are reviewed by staff at Art UK. Art UK will only involve the collection or send out an email notification when we think it is appropriate. This is because we are aware collection records often contain more information than is shown on Art UK.

A collection may determine that there is no need for a public discussion, e.g. the case is 'open and shut'. A discussion is only made public if the collection staff agree to this.

Example proposed discussion	Open or closed?	Notification email sent to collection?	Reason
Can you give me a valuation of a similar artwork I own?	Closed	No	Out of remit
Here is some provenance information about this artwork	Closed	Yes	Information possibly of use to the collection, but would not usually be added to Art UK
I think this 'Portrait of an Unknown Lady' actually depicts my ancestor. My photographs and documents show	Open	Yes	Collection input needed. May result in a public discussion

# How to reply to proposed discussions

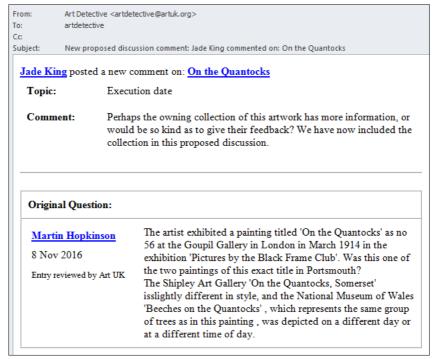
1. You will receive an email in your inbox that looks something like this:



2. If you are not signed in, do so now: then hover your cursor over the building icon in the top-right corner, and click 'Proposed discussions' to see a list of open ones.

Alternately, sign in, and then click on the painting title in your email – a blue hyperlink means the proposed discussion is still active. If the painting title is black text, this means the proposed discussion is closed.

In the example below, the painting title is hyperlinked because the proposed discussion is open. If you are already signed in, clicking on this link would take you directly to the correct proposed discussion page.

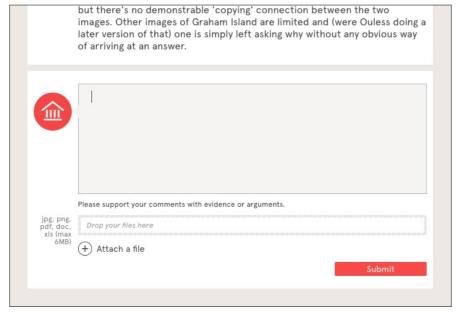


Example of an active proposed discussion email notification

- 3. Once on the proposed discussion page, read the comments (earliest at the top, most recent at the bottom). Enter your response and click 'Submit'.
- 4. Once you have submitted your comment the other people in the proposed discussion will receive a notification email. The proposed discussion continues like this until a resolution is found. This may mean a public discussion is started.

#### **Public discussions**

# How to reply to public discussions



Where to add your comment

You will be notified with an email if a public discussion has been created. You can click through from the email to see the public discussion. Alternatively, you can sign in to Art Detective and click on the building icon in the top-right corner. Here you can see menu options to see all your public discussions as well as your active proposed discussions.

You can reply to public discussions in the same way that you reply to proposed discussions. Just type in the box at the end of the trail of comments and click 'Submit'.

### **Contact us about Art Detective**

Please contact <u>artdetective@artuk.org</u> if you have any questions or concerns about using Art Detective.

We are aware that collections can be very busy: if this applies to you, and you have concerns getting involved because of this, do get in touch. We may be able to offer a workaround solution.

# Frequent queries and issues

### Why am I getting Art Detective email notifications?

You will receive email notifications from Art Detective if you are following a group, following a discussion, or if Art UK include the collection in a proposed discussion.

You can tell if you are watching a group or a discussion by signing into Art Detective, and going on to the individual group page, or on the discussions pages. If the 'eye' symbol is green it means you are watching the group or discussion. Click the 'eye' and turn it grey to unwatch groups or discussions. If you are watching a group, you will automatically watch any new discussions that are posted which are assigned to that group.

# The link in the email notification just takes me to the homepage

To see the status of proposed discussions you will need to be signed in. Sign into Art Detective, then hover your cursor over the circular building icon in the top-right corner. A menu will appear. Click 'Proposed discussions'.

Please note that completed proposed discussions will be removed from this menu. Proposed discussions are completed either when the discussion is made public, or if Art UK staff believe the query has been resolved.

# I received a notification but cannot see a proposed discussion when logged in

If you received an email notification which does not contain a hyperlink, this means the proposed discussion is now closed. You received the email notification because as Art UK

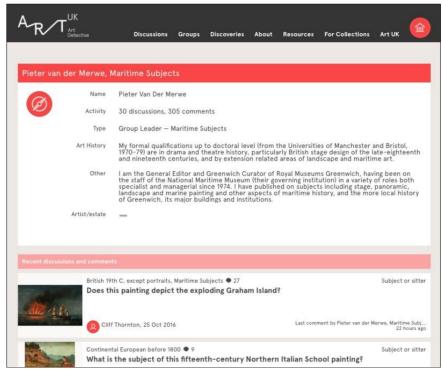
staff closed the proposed discussion, they thought that you may want the information for your records.

# I need advice on how to look after paintings in my care

Please see our Resources section.

### Can I see an individual's profile?

You will notice that if you click on a person's name, you will see their user profile. Only the public discussions and public comments one makes appear here; it does not show proposed discussions or proposed discussion comments.

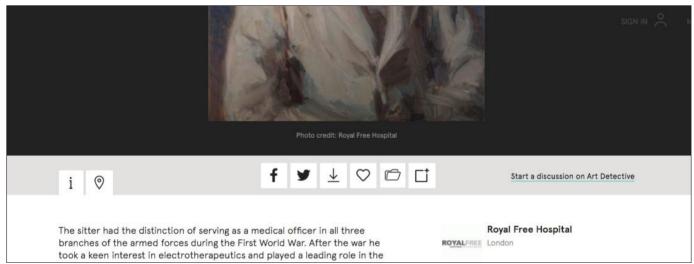


An example profile page

# I would like to start a discussion on Art Detective

Please go to Art UK, and find the artwork you want to comment on. On the right-hand side of the page, underneath the image, is a link: 'Start a discussion on Art Detective'. Click the link to submit your enquiry.

If an enquiry is about a specific artist, please contact Art Detective through one of the artist's artworks (through the route described above). When entering your comment on the Art Detective page, please select 'Artist' as the topic.



The Art Detective link on an Art UK artwork page

# I want to change information on Art UK

Please make edits using the Art UK Collections Portal. Email Art UK's Editorial and Production team directly at editorial@artuk.org if you wish to request access to this.

(It is always useful if you comment directly within the proposed discussion too, if this is where the change originated from.)

# I want to speak personally

Please note comments made from collection accounts will appear on behalf of the collection. If you are from a collection but would like to comment personally, please register for a personal account (see 'Sign in', and select the option 'I'm new here'.)

### I have been asked to share a high resolution image of an artwork

All collections should have been sent high resolution images of their artworks by Art UK. Please get in touch if you have any questions about this.

Occasionally, contributors to public discussions may want to see a high resolution image of the artwork in question. Collections own the rights to the high resolution images of the artworks shown on Art UK, and should decide whether they would like to share them. If a collection feels comfortable sharing a high resolution image, we require the collection to upload the high resolution image to the relevant public discussion (or to explicitly give permission for Art UK to do so). High resolution images are uploaded at the collection's own risk as, once uploaded, images can be downloaded by anyone viewing the public discussion – even users who are not signed up.

If a collection would like to share the image on an individual basis with specific Art Detective contributors, Art UK can help put collections and individuals in touch: please email Art UK at artdetective@artuk.org.

#### I do not want to be involved in Art Detective

Get in touch – if there is another contact at the collection that should deal with Art Detective, please give us their details.

If the issue is that the collection is too busy, please let us know this, as we can discuss a way forward that will demand less of your time.

If the issue is that the collection has no more information that what is shown online, this is precisely why Art Detective has been set up. Again, please do send us a short email and we can discuss a way forward that should demand less of your time.

Art UK, November 2016