

WHITNEY

DIGITAL ART QUESTIONNAIRE

This questionnaire is designed to collect the following types of information in order to ensure the best possible future care and presentation of this work:

- history of the work
- media, materials and technical specifications
- techniques and expertise utilized
- installation instructions
- preservation-related information

Please complete this questionnaire and provide the following separate documents:

INSTALLATION INSTRUCTIONS

Please provide an installation manual (as a single PDF) that includes the most current installation instructions. Within the same PDF, please include installation photos, diagrams, scale plans, troubleshooting or any additional documentation that relates to the set-up and display of the work. Please see page 10 for guidelines to generate installation instructions **if a manual does not already exist**.

SUPPLEMENTAL RESEARCH MATERIALS

Please compile and provide (as a second, single PDF) any additional documents that will help the Museum in its role as custodian of this work. This can include research notes and source/inspiration photographs, photo documentation of prior installations, personal writings, preliminary drawings/studies, relevant published references, or any other related materials for our files.

SOURCE CODE / SOURCE MATERIAL

WMAA requires the following digital files for this work's acquisition:

- Please provide all Master files necessary to operate the work (executable files, project files digital libraries, all media assets, supplementary software programs, server codes and credentials).
- Please provide the Master source code.
- Please provide a README text file describing how each digital file is involved in the operation the work. See attached template on page 9 for example.

GENERAL INFORMATION

| | |
|--------------------------------|---|
| Name of artist | |
| Title | |
| Date(s) work created | |
| Medium | |
| Software Components | |
| Software Name / Version | |
| Video Components | |
| Video Channel(s) | <i>Single-channel / If multi-channel, please list number</i> |
| Sound Channels | <i>Silent / Mono / Stereo / 5.1 Surround / Other (select one)</i> |
| Color/Black and White | |
| Duration | |
| Installation Components | <i>e.g. Sculpture, hardware, etc</i> |
| Edition | |
| Place(s) work created | |

CLASSIFICATION AND CONTENT

How do you classify this work? Please select all that apply, if more than one is relevant

| | | |
|------------------------|--------------------|--------------------------------------|
| Software Art | Installation | Artificial Intelligence |
| Net Art/Web-Based | Locative Media | Game Art |
| Hypertextual | Virtual Reality | Augmented Reality |
| Video | Video Installation | NFT with on-chain code |
| | | NFT used for on-chain authentication |
| Other [please explain] | | |

Please describe the work in your own words. Note the relation between aesthetic, conceptual, interactive elements, and display aspects.

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Is this an editioned work? If yes, what number in the edition is the Whitney acquiring?

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|-------|--|---------|--|----|--|----|--|
| Y / N | | Edition | | of | | AP | |
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Please list any previous owners of the edition that the Whitney is acquiring.

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Please list owners of other editions of the work

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Is this work part of a series?

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Please provide background information relating to the work's title, if appropriate.

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Below please list the exhibition history of the work.

| Dates | Exhibition Title/Venue/Location/Edition | Additional Notes |
|-------|---|------------------|
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PRODUCTION HISTORY

Due to the complex nature of digital artworks, not all fields will be applicable to this work. Please complete the relevant sections. This may require consultation with collaborators.

How was the work produced? Please describe the technical history, construction, and production steps involved in the creation of the work.

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Does this work include sculptural elements as part of its visual manifestation? If so, please describe their creation.

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Is there a sound element? If so, please describe the creation, capture, and production of the sound.

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Are there any deliberate effects that could be mistaken as image or sound errors? (e.g. such as stuttering, glitches, rapid color change, etc.)

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Are the graphics rendered in real time, or are they pre-recorded?

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If the work is an animation, please provide details about the source material that was used, and how it was edited. Based on this information, we may request specific deliverables.

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If applicable, please list here any collaborators and indicate their roles. (e.g. programmers, technicians, fabricators, studio assistants, etc.)

| Name | | Role | |
|------|--|------|--|
| Name | | Role | |

Please indicate which, if any, of these collaborators and their roles should be included on a wall label

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ACQUISITION COMPONENTS

Please list all of the components that will be included as part of this acquisition (including digital files, software, hardware, sculptural elements, cameras, monitors, projectors, peripherals, etc.)

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Please also list any components that aren't included in the acquisition but will be necessary for the piece to be displayed or function. If applicable, please provide a vendor and specifications of hardware components; and/or specifications of external software components (e.g. Web-based services).

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If the work consists of or is accompanied by an NFT: Please indicate 1) the version of smart contract the NFT uses; 2) the original and subsequent blockchains it was minted on; 3) whether the NFT is mutable or immutable and 4) whether files are stored on the IPFS.

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VIDEO

If the video is delivered on a hard drive, please identify the provided files as **Native or Exhibition material**.

PLEASE NOTE: "Native" files are exact copies of an artist's final edit of their work, in the same file format that their work was completed in. "Exhibition" files are formatted for gallery display and playback. If the exhibition file is identical to the native file, there is no need to provide both.

Native file format

Artist's preferred exhibition format

How do the exhibition files differ from the source or native files? Please note any edits, or observable color shifts, resolution, compression differences.

Please provide the following settings for the Native material and Exhibition material

| Native Material Settings | | Exhibition Material Settings | |
|---|--|---|--|
| Video Codec <i>(e.g. 10-bit uncompressed 422)</i> | | Video Codec <i>(e.g. Apple Pro Res 422)</i> | |
| Audio Codec <i>(e.g. Linear PCM)</i> | | Audio Codec <i>(e.g. Linear PCM)</i> | |
| Container <i>(e.g. .mov)</i> | | Container <i>(e.g. .mp4)</i> | |
| Frame Rate/ Scanning <i>(e.g. 24 p)</i> | | Frame Rate/ Scanning <i>(e.g. 24 p)</i> | |
| Resolution <i>(e.g. 1920 x 1080)</i> | | Resolution <i>(e.g. 1920 x 1080)</i> | |
| Display Aspect Ratio <i>(e.g. 4:3)</i> | | Display Aspect Ratio <i>(e.g. 4:3)</i> | |
| Black Bars <i>(e.g. anamorphic)</i> | | Black Bars <i>(e.g. anamorphic)</i> | |

SOFTWARE

What customized software was used or created for the work? What is its purpose? Please note the creator and version, if applicable.

| Software Name, Version | Company/Creator | Purpose |
|------------------------|-----------------|---------|
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What pre-existing commercial or open-source software products were used in the creation of the work. Please note the version.

| Software Name, Version | Company/Creator | Purpose |
|------------------------|-----------------|---------|
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Please provide any accounts, usernames, passwords that are integral to the functionality of the work or are associated with the operation of the equipment and the software application(s).

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What language(s) was used to write the code? (e.g. javascript, python, etc.)

Is the programming language or digital environment integral to the concept and experience of the piece?

Is the code under version control? If yes, is it hosted on an accessible repository (e.g. GitHub, Bitbucket)

What platform was the work programmed for?

What is the preferred computing environment? Please note operating system.

Please list the assets used in production. (e.g. 3D models, audio, source video files, etc.)

What are the software dependencies (e.g. runtime and engine, drivers, etc.)

Is this work dependent on any external libraries? (e.g. textures, audio, code, etc.)

Does this rely on an API? (e.g. method of connecting a front-end web-based client and back end server)

If this work references a database, what is the source? (e.g. local vs. external)

Are there any cyber security and/or malware prevention strategies built into the piece? If so, please elaborate.

HARDWARE

What customized or modified hardware elements or peripherals are required to display, navigate, install, and/or interact with the work? (e.g. monitors, projectors, video game controllers, computers, mobile devices speakers, keyboard, mouse, external hard drives, microcontrollers, numeric keypads, etc.)

| Creator/Description/Modification | Purpose |
|---|-----------------------------|
| (e.g. artist-modified Apple Macintosh Powerbook 280c) | (e.g. sculptural component) |
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What commercial hardware elements or peripherals are required to display, navigate, install, and/or interact with the work? (e.g. monitors, projectors, video game controllers, computers, mobile devices speakers, keyboard, mouse, external hard drives, microcontrollers, numeric keypads, etc.)

| Make/Model/Year | Description | Purpose |
|----------------------------|-----------------------------------|----------------------------------|
| (e.g. Panasonic PT-DW11KU) | (e.g. 3-Chip DLP video projector) | (e.g. Projected gallery display) |
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Is the visual manifestation of this work bound to any specific hardware? If so, describe their functionality and/or conceptual, sculptural or aesthetic significance.

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Is there any equipment that has specific power requirements? (e.g. European electrical components configured for 220-volt output).

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Is there hardware used to achieve these power requirements? (e.g. transformers, converters)

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Does the visitor handle the hardware in order to engage with the artwork?

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DISPLAY AND EXPERIENTIAL DETAILS

Please describe the intended experience of this work. Please note visual and aural content; sculptural components; interactivity between the work, its environment, and the viewer(s); viewer participation; duration, timeline, sequence of events; and environmental experiences.

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Please describe how the viewer encounters the work, or is introduced to its environment. Note the desired visitor flow within the space.

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Does the work require a network connection? Please describe its function and/or significance (e.g. Wi-Fi, Ethernet, Bluetooth, etc.).

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Will the work automatically start upon powering? Y/N

If it does not automatically start upon powering, please describe the startup procedure.

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Are there any browser preferences or restrictions?

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Is the presentation mode flexible for this work?

Y/N

If it is flexible, please define the acceptable presentation modes and their respective display preferences in the sections below.

Projected Gallery Display

Required / Preferred / Acceptable / Not an option (select one)

Describe the type of projector through which the work can or should be displayed. Note the preferred makes/models, minimum and maximum lumens, resolution, contrast ratio. (e.g. LCD, DLP, etc.)

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Describe the image size and placement. Note the number of projections, minimum and maximum screen size and shape, screen material, distance from floor and ceiling.

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Does this work require a dedicated room? Please explain.

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Monitor Display

Required / Preferred / Acceptable / Not an option (select one)

Describe the type of monitor on which the work can or should be displayed. Note the number of monitors, preferred makes/models, minimum and maximum size and shape. (e.g. flat screen LCD, OLED, plasma, CRT monitor, etc.)

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Does this work require a dedicated room? Please explain.

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Tablet/Mobile Device Display

Required / Preferred / Acceptable / Not an option (select one)

Describe the type(s) of device(s) on which the work can or should be displayed. Note the preferred makes/models and quantity (e.g. iPad 4, iPad mini, Amazon Fire, Windows Surface Go, etc.).

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Describe the viewer's access to the work on the mobile device(s). (e.g. dedicated devices in the gallery, downloadable apps for personal devices, etc.)

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| Audio amplification mode(s) | |
| Headphones | <i>Required / Preferred / Acceptable / Not an option (select one)</i> |
| Internal Monitor Speakers | <i>Required / Preferred / Acceptable / Not an option (select one)</i> |
| External Speakers | <i>Required / Preferred / Acceptable / Not an option (select one)</i> |
| List the preferred makes and models of audio equipment. Note their desired aesthetic and sound properties. | |
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| Describe the spatial distribution and visibility of equipment, cabling, seating, etc. Note the arrangement within the space. | |
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| What is the role of the equipment in the installation? Is it purely functional or does it have a conceptual or aesthetic significance? | |
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| Please use this space to communicate any additional specifications or preferences regarding the display of the artwork. | |
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APPROPRIATION OF OTHER WORKS

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| Are other works of art “appropriated” within your work? | <i>Yes / No</i> |
| If yes, please list the works and note if any rights were cleared or licensed. | |
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PRESERVATION AND FABRICATION

In order to extend the life of the work, WMAA may need to preserve, replace, or fabricate elements of the work because of technical failure and/or obsolescence. This could be achieved through migration, emulation, virtualization, or other means that best suit the nature of the work.

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| Has the work experienced any type of restoration? If so, describe the motivation and nature of the alterations. |
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| Are any of the components considered irreplaceable because they are unique, custom, or artist-generated? Please explain. |
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If the equipment ceases to function due to technical failure, is it acceptable to replace the component(s) with the same or comparable equipment?

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If the equipment is no longer serviced or manufactured, is it acceptable to replace the component(s) with updated equipment?

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In order to extend the life of the work, WMAA may need to migrate or emulate elements of the work because of technical failure and/or obsolescence. If any aspect of the work is at risk of obsolescence, is it acceptable to utilize actively supported programs or file formats? Are any preservation approaches (e.g. migration, emulation, virtualization, or reinterpretation) preferred over others?

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Does WMAA have permission to remint an NFT if the original blockchain fails, no longer exists or becomes prohibitively expensive to maintain?

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Is there a specific conservator, technician, assistant, or other individual who is familiar with this work and can be consulted for preservation matters? If so, please provide their full name(s), email address(es), and telephone number(s).

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CONTACT INFORMATION

To preserve these works, WMAA may need to consult outside vendors, engineers, or technicians. Please provide any relevant contact information below:

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| Name of Artist | |
| Email | |
| Phone Number | |

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| Name of Collaborator | |
| Email | |
| Phone Number | |

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| Name of Collaborator | |
| Email | |
| Phone Number | |

Questionnaire prepared by:

| | |
|-------------------|--|
| Print name | |
| Signature | |
| Date | |

README template for digital works

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Title of work
Date
Artist
=====

ABOUT THIS WORK
brief description of the work
-concept/content/medium/playback equipment/experience
=====

FILE FORMATS
list the files and describe their significance and functionality
describe the file structure/organization
ex.
|Filename_function_.fileextension
|Description and function of file
|Archival? Y/N
|Codec:
|Dimensions/Aspect Ratio
|Speed/Frame Rate
|Notes:

ARCHIVAL FILES
include uncompressed, high-quality files for preservation on our art server (if possible)
Can these files also be used to display the work
Can these be used for preservation purposes in the case of software/hardware malfunction or obsolescence

DISPLAY FILES
include compressed files if this is what your work uses for display

SCREENSHOTS/DOCUMENTATION FILES
include screenshots, brief viewable video photos of the work with a description
Are these for preview purposes only?

ANY OTHER NOTES:

GUIDELINES FOR CREATING INSTALLATION INSTRUCTIONS

If a display manual does not exist for the preferred presentation(s) of this installation, please keep the following details in mind when preparing step-by-step instructions:

Specifications of hardware components:

Make and Model
CPU/processor type
RAM
Graphics card
Hard drive storage and speed
Ports used (e.g. VGA, SATA, HDMI, etc.)
Network connections
Optical drives
Peripherals
Converters
Power sources

Equipment specs for set-up:

Cable specifications
wiring diagram
Brackets and ceiling support for any suspended elements
Electrical requirements
Startup instructions for activation

Details of the construction of the space:

Wall and ceiling color and finish
Dimensions and shape of the space
Light levels
Acoustic qualities and audio levels
Special signage
Position of the entrances and exits, including any light-lock corridors required

Position of any sculptural elements
Height and width of any projected images and their relationship to adjoining walls, ceilings, and floors
Projection distances
Position and visibility of the equipment
Position and nature of acoustic materials
Position and design of display furniture

Wall and ceiling color and finish
Light levels
Acoustic qualities and audio levels
Electrical requirements
Cable specifications including a wiring diagram
Brackets and ceiling support for any suspended elements
Special signage

Images capturing the equipment and installation of this work
Troubleshooting