The archival component of *Gateway to Art/De Puertas al Arte* project, funded by a Wallace Foundation grant, allows for the wide dissemination of primary source material that broadens the understanding and appreciation of Latin American and Latino art. The Online Latin American/Latino Art Exhibitions Archive encompasses the records of sixteen exhibitions that focus on Latin American modernism and Latino art held at the MFAH between 1930 and 1992. The primary source materials are records of the MFAH registrar's office, curatorial departments, and photo services department. The records consist primarily of correspondence, checklists, catalog essays, plot plans, wall labels, and installation photography. In the case of *Hispanic Art in the United States: Thirty Contemporary Painters and Sculptors*, photographic and audiovisual materials from the MFAH's marketing and education departments have been included.

Newsclippings, catalogs and other secondary source materials fall outside the scope of the project. Some types of records have been omitted due to privacy concerns and/or their minimal historic relevance. Excluded record types are loan files, shipping records and condition reports. In some cases, individual documents have been omitted or redacted due to copyright or privacy concerns.

Using the Online Latin American/Latino Art Exhibitions Archive

Researchers may search by individual or institutional name, subject, date range or record type. Keywords in textual documents or catalog records are also searchable.

Researchers may also browse records. Each exhibition title will link to a catalog record describing the exhibition materials and to folders that will, in turn, have links to the documents they contain. Catalog records describing the contents of each folder are also linked to the folder titles. Early exhibition records often consist of a single folder.

The online archive's hierarchical structure and the physical arrangement of the textual materials are reflected in the directory that appears in the Browse view and in the Reference codes that appear next to the record title. Reference codes connect the records together through a naming scheme as follows:

[country code][library identifier][record group number : series number].[subseries/exhibition number]-[box number]-[folder number]_[document number]

Photographs and audiovisual materials are maintained in separate collections and have reference codes that use the same naming scheme for the initial four identifiers (**[country code][library identifier][record group number : series**

number].[subseries/exhibition number]) followed by a separate accession number. Reference codes are a useful tool to retain the context of the materials by relating one document to another. All records from an exhibition may be retrieved by entering the **[subseries/exhibition number]** in a keyword search.

Copyright

In accordance with (17 U.S.C. 107) a good faith effort has been made to contact by mail known and probable copyright holders in both the United States and abroad. Materials have been excluded on the basis of copyright only in the instances in which permission has been denied. Materials for which there has been no known copyright holder, no known address, no response to the initial and follow-up mailings, or for which permission has been obtained, have been included. It should be noted that these materials are being made available solely for non-commercial educational and research purposes. Public use of the digital images in the Online Latin American/Latino Art Exhibitions Archive are regulated by U.S. copyright law and international agreements.

Please refer to the database for additional information on the use of specific images; each record will contain Rights information.

Concerns about copyright should be addressed to **archives@mfah.org**.

Technical and Descriptive Standards/Practices

Technical standards for the master files conform to *Recommendations for Digitizing for RLG Cultural Materials* by the Research Libraries Group and/or *Guidelines for Image Capture* by Steve Chapman. Master files for textual and reflective photographic materials have been digitized at 400 ppi and saved as uncompressed tiff files. In consideration of file size the limitations of Optical Character Recognition (OCR, textual materials were scanned as 1 bit, bitonal images whenever possible. Color photography and textual materials with light ink or pen were created as 24 bit, RGB uncompressed tiff files. Black and white photography and illustrated text were created as 8 bit, grayscale uncompressed tiff files. For end use, low resolution jpegs were created from the master tiffs for photographic content file. Full text searching capability has been achieved through a multi-step procedure. Textual content files were converted from the master tiffs to a pdf format and an OCR capture performed on them. Handwritten documents and significant annotations were transcribed. In instances when the quality of the original prevented an accurate OCR capture, the OCR text was supplemented with keywords. OCR text, transcriptions and keywords reside in a field invisible to the end user. Documents appear and are searchable in their original language; they have not been translated.

The descriptive standards adopted for the Online Latin American/Latino Art Exhibitions Archive are the *General International Standard Archival Description [ISAD(G)]* put forth by the International Council on Archives and *Describing Archives: A Content Standard (DACS)*, published and endorsed by the Society of American Archivists. Subject headings are derived from the *Library of Congress Subject Headings; Bilindex, A Bilingual Spanish-English Subject List: Spanish Equivalents to Library of Congress Subject Headings;* and the *Getty's Art and Architecture Thesaurus. The Library of Congress Thesaurus for Graphic Materials* is used whenever possible for *Record Type*. A hierarchy was established for name authorities with the *Getty's Union List of Artist Names* used whenever possible, followed by the *Library of Congress Name Authority File*. Additionally, local authorities for names, record types and subject headings were established as warranted by a lack of a pre-existing authority record.