

ZUCKERMAN
MUSEUM of ART

**Requirements for portfolio and member exchange print submissions
to the Zuckerman Museum of Art SGC International archives
collection:**

- No tape or sleeves with adhesive. The adhesive may adhere to the print and could cause tear of the paper or lifting of the print surface.
- Type and print out your paperwork, please do not handwrite the documents. Sometimes, it is difficult to read handwriting and error occurs. We want to make sure we are spelling your information correctly.
- Make sure you sign your paperwork. The Artist and Print Datasheet and Limited Sheet Paperwork are legal documents. Without your signature, the paperwork is not complete.
- Fill out the Artist and Print Datasheet and Limited Sheet Paperwork for each print you submit for the conference. Do not use one form for more than one print.
- Be consistent with the titles of your work. For example, if your title is:
The Cat in the Hat
THE CAT IN THE HAT
or
the cat in the hat
Then it should be spelled the same in all documents. We want to make sure we are titling the piece the way you want it to be titled.
- Only use quotes on the title if they are intentional in your paperwork. Again, we want to make sure we are titling your piece the way you want it to be titled.
- If your title or inscription is in another language, please provide the English translation. We all know Google Translate is not reliable.
- Use archival tissue or glassine for interleave; no paper towels or wax paper. We get up to 500-800 prints and portfolios from each conference and we may not be able to process all of them before the next conference starts. Non-archival interleave will slowly but surely damage prints overtime.
- The interleave has to be the same size as the print.
- Make sure the portfolio is complete, documents are signed and with the portfolio, and all prints are included. If an artist didn't turn in their print or if anything else is missing, please advise the ZMA Registrar/Collections Manager ahead of time.
- If any print(s) include unusual materials (metal, fibers, plastic, hair, feathers, organic materials, etc.), please advise the ZMA Registrar/Collections Manager ahead of time.

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- Please make sure your print is completely dry before you turn it in at the conference. When prints are not fully dry, the ink adheres to the interleave and the surface may come off the print, damaging all your hard work. The ZMA reserves the right to refuse prints that are still wet or damp.
- Do not use staples, paperclips, or binder clips for the paperwork. We always follow preventative conservation practices to keep artwork and documents in mint condition. Staples, paperclips and binder clips rust and dent paper overtime.