

# Gallery One Website

The website for Gallery One can/will exist as a link from the museum web page ([www.gpmuseum.com](http://www.gpmuseum.com)). The site also can/will be accessed directly from the URL [www.gpmuseum.com/GalleryOne](http://www.gpmuseum.com/GalleryOne).

In order to make this work there are to be a couple of policies generated and some procedures to follow. The generation of the web site itself is straight forward, in that it is semi-automated. Once the proper inputs are provided, then pressing a few buttons and uploading the data to the server causes the site to be generated and/or updated.

## **Policies:**

1. Gallery One will show an artists work on its website if the artist will Opt-In to the site. To not Opt-In means that the artist and his/her work will not be mentioned on the site.
2. The artist name, thumbnail picture, artist page, artist statement, an artist picture and up to three artwork photographs will be inserted for free.
3. Only artwork photographs that are presently in the gallery or have once been there (sold or returned to the artist) will be shown on the site.
4. The site will be updated approximately once per month (once the initial site has been installed).

## **Procedures:**

1. When an artist Ops-In for the site the following items need to be provided to the website maintenance coordinator.
  - a. If the artist wishes to use a personal photograph on his/her page then this digital photograph (.jpg format) must be provided and be of a size that can be reduced to about a 3.5" x 3.5" area at 72 dpi.
  - b. If the artist wishes to have an artist statement on his/her page, then this digital statement must be provided in Word (2003 format or earlier - .doc) or in text (.txt) format. The artist should try to contain themselves to 100 words. A tome will not look good. If no such statement is provided, the phrase "This local artist has work displayed in Gallery One." will be used.
  - c. If the artist wishes to have their website address on his/her page, then the Gallery One database must have this information on the artist information page. If not already there, please provide it in a Word or text document
  - d. From one to three digital photographs of artwork must be provided with the same constraints as defined in a. above. If one of the photographs is to be used also as the thumbnail on the Artist Selection Page, then that one should be noted, otherwise one of them will be arbitrarily picked.
  - e. The files should be named or annotated in such a way as to make it obvious
    - i. As to the artist's name – spelled out or use the artist's ID number (the number before the "--" on your art item label)
    - ii. The name of the artist's piece – spelled out or use the ID number of the art piece (the number after the "--" on you art item label)
  - f. The files should be provided to the Website Maintenance Coordinator (Mark Simonds at the present time) by:
    - i. CD, or

# Gallery One Website

## ii. Email

1. 1 or more emails to limit the size of an individual email to about 3 megabytes
2. email address: [mark@gpmuseum.com](mailto:mark@gpmuseum.com)
3. email subject: GO Site