Task Information: Elaboration and Examples

Based on our initial "task brainstorm activity" during last month's Coffee With the Commons, we identified several broad themes across the institution, some of which are reflected below. We now want to dive deeper into tasks and themes as they apply directly to you and your work.

We would appreciate you noting examples and specific projects of *your work* we should be aware of so we can follow up in more detail.

Name: *Department:*

1. Gather information to collaborate on ideas for stories and narratives that combine historical, thematic, personalized, and/or scientific insights/perspectives for some task (educational materials, exhibitions, publications, press, etc.).

   If this is important to you, identify examples/projects we should be aware of.

2. Identify updates that need to be made to records about a set of works in a collection or a set of items in an archival collection.

   If this is important to you, identify examples/projects we should be aware of.

3. Find and select multiple artworks and their related information for some task (conservation study, exhibition planning, educational program, press story, respond to researcher request, etc.).

   If this is important to you, identify examples/projects we should be aware of.

4. Find out what we know about someone (artist, donor, etc.) to use the information in research, a project, or communication.

   If this is important to you, identify examples/projects we should be aware of.

5. Wrap up a research project by organizing and filing all your sources and notes for use by yourself and others in the future.

   If this is important to you, identify examples/projects we should be aware of.

6. *Add your own task/project:*

   Identify other examples/projects we should be aware of.