



SGC International Archives
Zuckerman Museum of Art
492 Prillaman Way
Kennesaw, GA 30144

SGCI THEMED PORTFOLIO Submission Guidelines for Zuckerman Museum of Art

Themed Portfolios are a tenet of SGC International and the ever-growing Archive housed at the Zuckerman Museum of Art at Kennesaw State University. Every conference year around 20 themed portfolios are created with one copy of each donated to the SGCI Archives. With SGCI's pursuit of increasing opportunities for members, portfolios are also organized and exhibited in non-conference years as well, which also become part of the Archives at the ZMA.

With all these portfolios, the Zuckerman Museum of Art adds, on average, over 200 prints to the SGCI Archives each year. This is a lot of work with a lot of accompanying information! Our goal is to make the process of having work added to the Archives as easy as possible for the staff at the ZMA, by adhering to certain requirements in order to be displayed at conferences and accepted as part of the Archives.

Portfolio Organizers are responsible for submitting all required paperwork for the portfolio, along with accompanying paperwork from each participant and high quality images of each print. All paperwork must be filled out in its entirety, clearly and legibly in order for the portfolio to be accepted to the Archives. Digital images of each print in the portfolio will help facilitate the assimilation of work into the Archives, and provide the ZMA and SGCI with quality, shareable images of prints.

SGCI and the ZMA insist on digitized paperwork and images with the submission.

ARCHIVES PORTFOLIO

Portfolio organizers are responsible for mailing one completed set of the entire portfolio in an archival, acid-free box (specific to that portfolio) with prints interleaved with glassine directly to the ZMA after all required paperwork has been vetted for completion.

Address: SGC International Archives
Zuckerman Museum of Art
ATTN: Stacey Bradley, Collection Manager
492 Prillaman Way
Kennesaw, GA 30144

Prints must be sized to the box and may not be folded to fit inside. INCOMPLETE PORTFOLIOS and INCOMPLETE PAPERWORK WILL NOT be accepted. Portfolios are due to the ZMA in their entirety one week following the conference end. Approved sources for glassine and archival boxes: <https://www.bhphotovideo.com/> <https://www.archivalmethods.com/> <https://www.universityproducts.com/> <https://www.gaylord.com/>

HOST INSTITUTION / DISPLAY PORTFOLIO

Additionally, portfolio organizers are responsible for bringing one completed set of the entire portfolio in an archival, acid-free box (specific to that portfolio) with prints interleaved with glassine. This will be used for display throughout the conference and become part of the host institution's archives.

Waiver of Liability and Assumption of Risk

SGC International is not financially responsible for incomplete portfolios, lost editions, completed portfolios, or participation fees. As a condition of participation, participating artists assume the risk and responsibility of shipping editions to the Organizer and the Organizer assumes the risk of shipping completed portfolios to participants and handling participation fees. SGCI is not liable for any Themed Portfolio editions, completed portfolios, or participation fees.

Required Paperwork and Guidelines for SGCI Archives Acceptance:

- *Each participating Artist is required to submit the [Artist and Print Datasheet](#) and the [Limited Purpose Release](#) form*
- **The Portfolio Organizer must fill out the [Portfolio Datasheet](#)**
- **All paperwork should be typed within all fields, completely, including signature. If paperwork is incomplete, the portfolio will NOT be accepted.**
- **The Portfolio Organizers are responsible for uploading hi-res jpegs of all prints in the set along with the paperwork. 300 DPI jpegs.**

Images AND Paperwork should be submitted to the Archives Liaison, Greg Stone, gstone@sgcinternational.org as a Zip File. The Archives Liaison will check for accuracy before submitting images to Museum Collections Manager, Stacey Bradley sgawel@kennesaw.edu. See further instructions below for help with images.

- All listed prints must be included in the themed portfolio.
All prints should be the same edition (e.g. 1 of 10)
- If the portfolio is missing a print, the portfolio will not be accepted.
- No tape or adhesive may be used on the print/s.
- Each print must be interleaved with Glassine. Glassine interleave must be the same size as the print. Materials (tissue, wax paper, etc.) other than glassine will not be accepted.
- If any print(s) include unusual materials (metal, fibers, plastic, hair, feathers, organic materials, etc.), please advise Museum Collections Manager, Stacey Bradley, ahead of time.

Any questions? Please contact the Zuckerman of Art Museum's Collection Manager, Stacey Bradley, email: sgawel@kennesaw.edu; phone: 470-578-4912

HELPFUL TIPS for HIGH QUALITY Digital Images of Prints for SGCI ARCHIVES

- High resolution images (300 dpi)
- Images preferably at scale
- Prefer Scans of Prints
- Color Corrected / Edited as Needed

Images AND Paperwork should be submitted to the Archives Liaison, Greg Stone, gstone@sgcinternational.org as a Zip File. The Archives Liaison will check for accuracy before submitting images to Museum Collections Manager, Stacey Bradley sgawel@kennesaw.edu. *Portfolio Organizers should include an image of the archival box.*

Scanning Large Prints & Merging in Photoshop (with Photoshop Ai)

1. Scan all of your images in overlapping sections (scan each corner, sides and middle if it is extra large print). Download and save as TIFF for highest resolution. *Overlapping images of the print all Ai to merge them together.*
2. Open Photoshop. Click FILE > Automate > Photomerge > Browse
3. Select the scanned images to be merged and click OK.
4. Save / Export Image as JPEG at 300 dpi.

Extra Step for Cropping Rectangle / Square Images.

1. On the Tool Bar, click the customize toolbar (... icon) > perspective crop tool > done.
2. Using the perspective crop tool, select the four corners of the image, making sure to leave a white / neutral border around the image.
3. Save / Export Image as JPEG at 300 dpi.

Troubleshooting:

- Image Flipped Wrong Way: Image > Image Rotation > Flip as Desired
- Image Looks Desaturated, Overexposed, etc. : Image > Adjustments > Play with Color / Hue & Saturation / Contrast until image looks correct.
- Image Has Uneven Spots: Use Spot Healing / Lightening or take better scans
- Ai Merges badly / bad gaps
 - Add more scans of the image (with overlaps!) and try again
 - Try different layout formats and advanced options in photomerge menu
 - Some prints with varying perspectives or abstract linework that just don't merge well. Take a clear phone picture in even lighting with a blank background.