

# How-To-Guide

## HUEARTS NYS MAP + DIRECTORY

### Welcome!

Welcome to the how-to guide for Hue Arts NYS Map + Directory - an online interactive space that you can use to find information about art entities founded and led by Black, Indigenous, Latine, Asian, Pacific Islander, Middle Eastern, and all People of Color in New York State.

This data is intended for use to further the equity agenda of HueArts NYS in support of arts entities founded and led by Black, Indigenous, Latine, Asian, Pacific Islander, Middle Eastern, and all People of Color in New York State. It is not a tool to further disenfranchise or divide these arts and culture entities.

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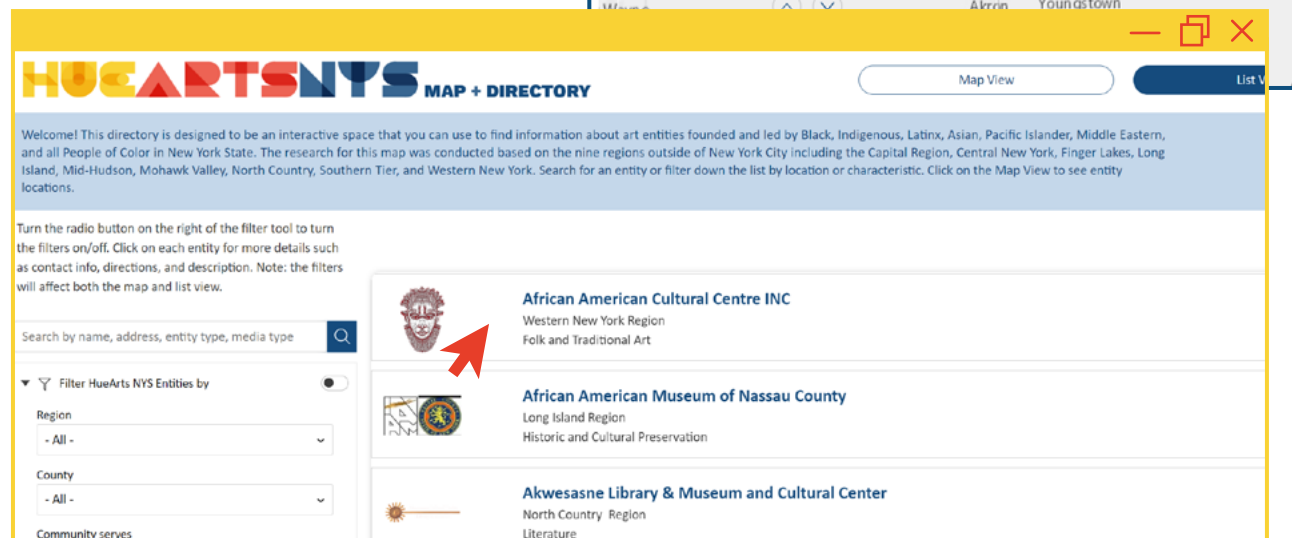
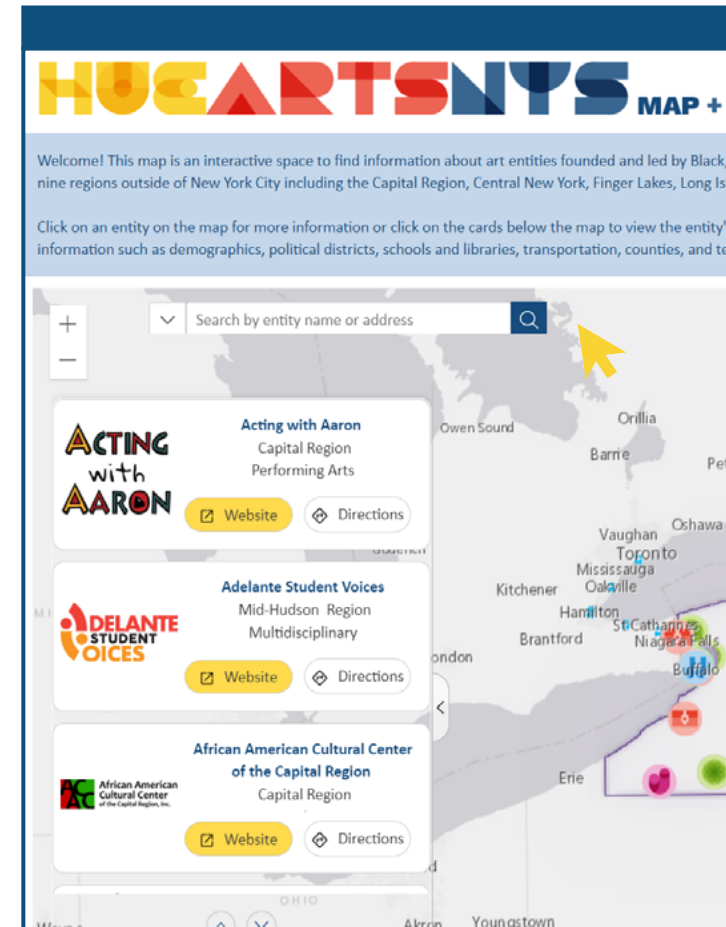
### Using the Map + Directory

This directory provides a map view and a list view.

There are several different ways to search through this directory:

- If you know the name or address of the entity you're looking for, you can use the **search bar** (in map or list view)
- If you have a specific characteristic you want to search for (media type, entity type, or community served) or a region or county you want to search in, use the **filter** (in map or list view)
- If you want to gather information to support advocacy work (ex: better distribution of funds), engage with local electeds, create partnerships with local schools, foster relationships with other arts entities and more, explore the **data layers** (in map view)
- Or just navigate around the **map** to discover all the arts entities within the state

The following pages review how to use the components available in each view.



# Map View

## Navigating the Map

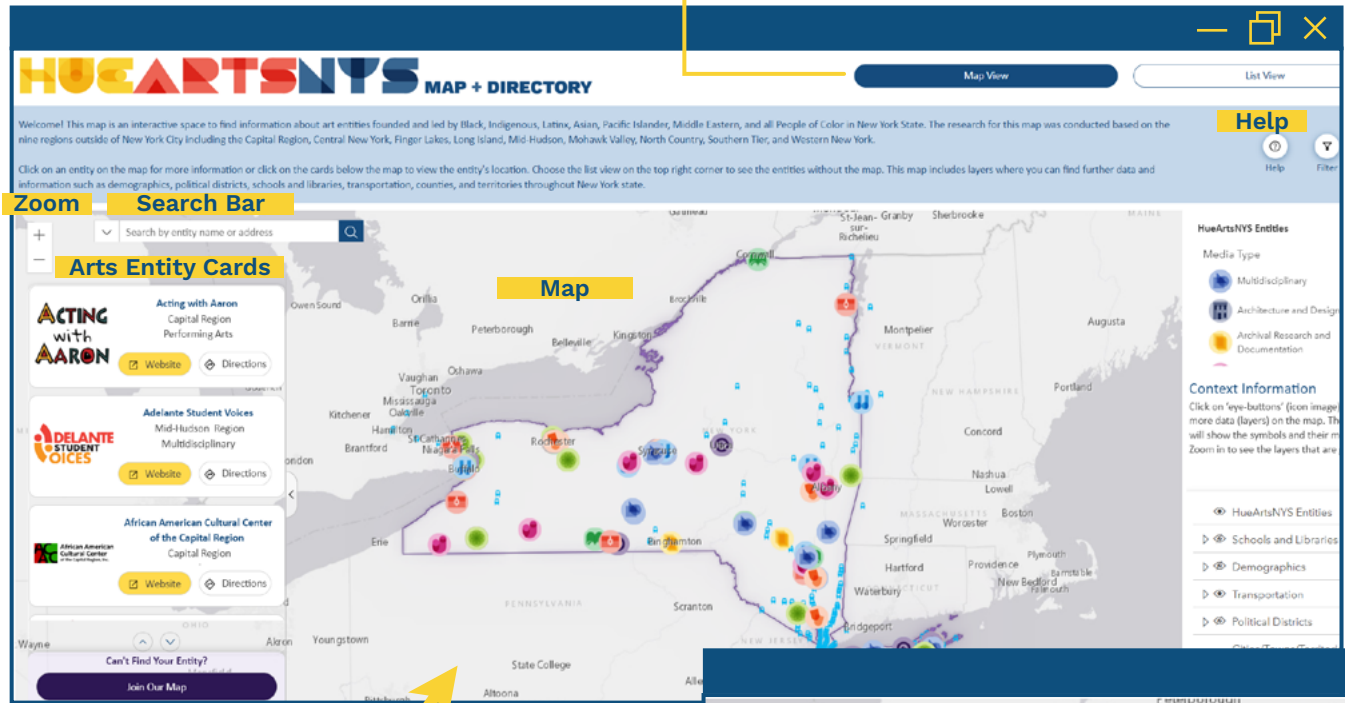
- To move around the map, left-click on the map and drag your mouse to pan left, right, up and down. If you're on a phone or tablet, you move the map by dragging your finger.
- To zoom in or out, use the + or - buttons in the top left corner of the screen above the Arts Entity Cards, or scroll in or out on your mouse wheel or trackpad. If you're on a phone or tablet, you can zoom in and out using pinching motions with two fingers.
- The map is best viewed in full screen!

## Search Bar

- Search for entities by their name or address

## Arts Entity Cards

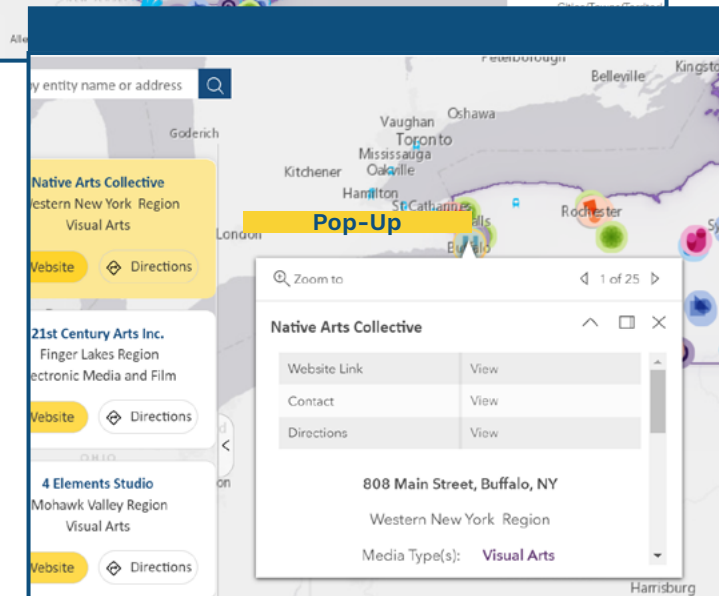
- Located on the left side of the screen are information cards about each art entity on the map. These can be scrolled through and are listed alphabetically.
- If you click on a card, the map will automatically zoom to where the entity is located on the map.
- On the card are buttons that will direct you to the entities' website and give you directions.
- If there is an entity missing from the map, there is also a button at the bottom that will direct you to a survey. Fill out this survey get your entity on the map.



## Map

- By default, the map will display all of the arts entities across New York State and railroad stations. Indian Territories are also highlighted by default.
- When you click on an icon on the map, an information box will pop up. The top of this pop-up includes links to the entity's website, contact info, and directions. If you scroll down in the pop-up, there is information about the entity and what languages they offer programming in.
- At the top of the pop-up are some small buttons that make things easier to view:

- 🔍 Zoom to: Zooms to the entity on the map
- ⌵ Collapses the pop-up (making it smaller)
- 📌 Docks the pop-up (so that it stays on the screen no matter what)

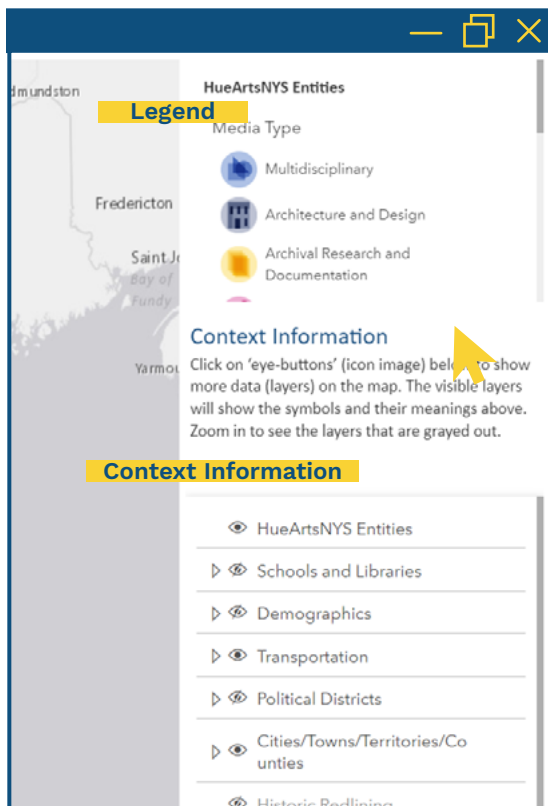


- ✕ Closes the pop-up completely. When you're done viewing the pop-up, you can also click anywhere on the map to close it.

# Map View

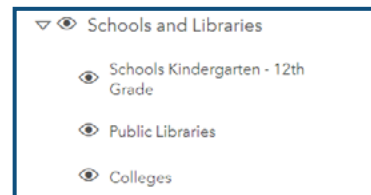
## Legend

- This describes what each icon on the map means.
- Each arts entity is represented by a different icon that represents different media types (ex: dance, visual arts).
- As layers are toggled on and off, context information will also show up here to describe any icons, colors or lines that show up on the map - make sure to scroll down within the key to see this.



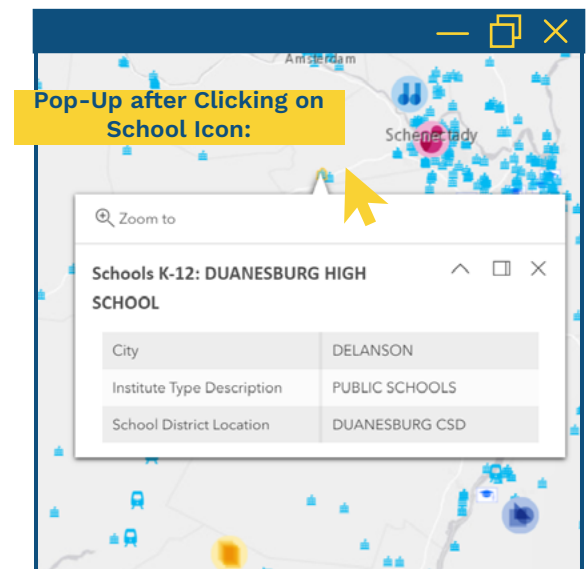
## Context Information

- This map includes many data layers. The contextual information in these layers can be used to identify partnership opportunities, conduct research to support advocacy work, and build connections and coalitions.
- The context information is accessed by using the list on the bottom right hand side of the screen. Turn the layers on and off by clicking the eye icon. A layer is turned off if the eye icon has a diagonal line through it and is on if the eye doesn't have a line through it.
- By default, the Hue ArtsNYS Entities, Transportation, and Indian Territory layers are on - which is why we see the media icons, blue train icons, and yellow outlines on the map when you first open the webpage.
- For example, these are the sublayers under the "Schools and Libraries" layer:



- **IMPORTANT NOTE:** Make sure that the main sublayer is turned on to see any sublayers. If the main layer is off, none of the sublayers will show up.

- Once you turn on any of the layers, additional icons, colors, or boundaries will show up on the screen. To see what each of these represent, reference the **Legend** right above the data layers list.
- When additional icons or boundaries from the layers appear on the map, you can click on them to learn more information.
  - For example, once the "Schools and Libraries" layer is turned on, and the "Schools Kindergarten - 12th Grade" sublayer is on, click on a school icon to open an information pop-up to learn the school's name, school type (i.e. public), and school district.

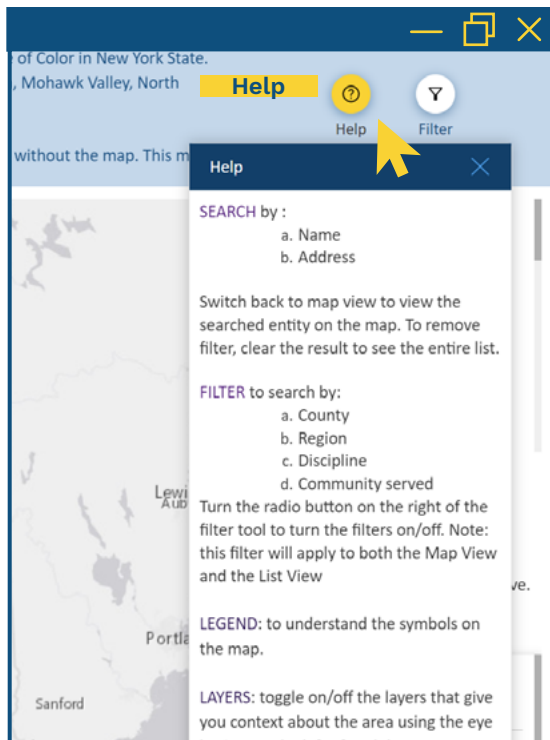


Note: Some layers contain a lot of information, so the map might take several moments to load.

# Map View

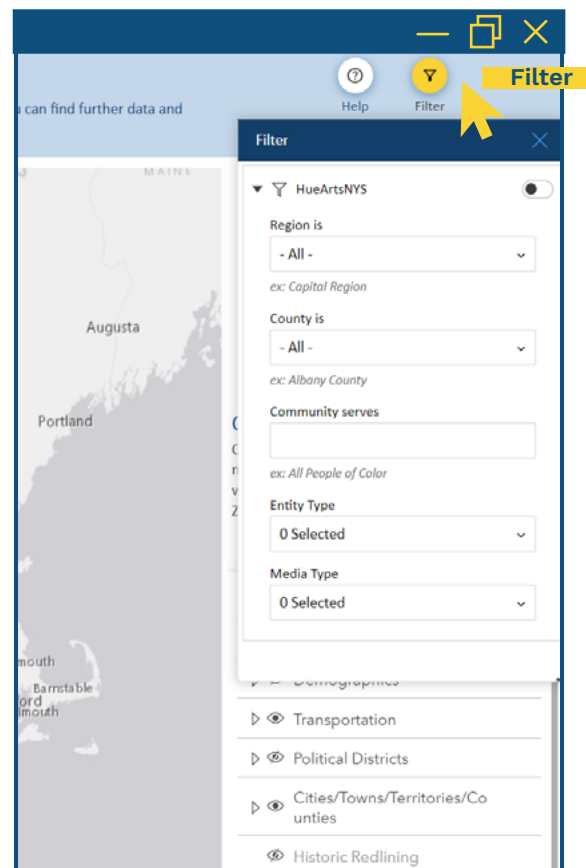
## Help



- Clicking on the Help button opens a pop-up which contains similar information as this guide, and can serve as a quick reference to help you use the map.
- The publicly-available data sources used in this map are listed at the bottom of this pop-up.
- To close the Help pop-up, click on the “X” at the top-right of the pop-up.



## Filter

- Clicking on the Filter button opens a pop-up which allows you to filter the entities shown on the map and in the entity cards.
- You can filter by:
  - Region (ex: Capital Region)
  - County (ex: Albany County)
  - Community served (ex: Indigenous)
  - Entity Type - selected from a drop down list (ex: Exhibition space)
  - Media type - (ex: Dance)



- Make sure to toggle the blue radio button  (this is the radio button on) at the top of the filter list to turn the filter on and off. Once the filter is on, only the entities that fit the criteria will show up on the map and in the arts entity cards.
- To close the filter, click on the “X” at the top-right of the pop-up.
- IMPORTANT NOTE:** If you turn on the filter in the map view, it will affect the list view as well. Also, closing the filter will not turn it off. The only way to turn off the filter is by toggling the blue radio button in the filter pop-up to off. 




# List View

## Search Bar

- Search for entities by their name, address, entity type, or media type

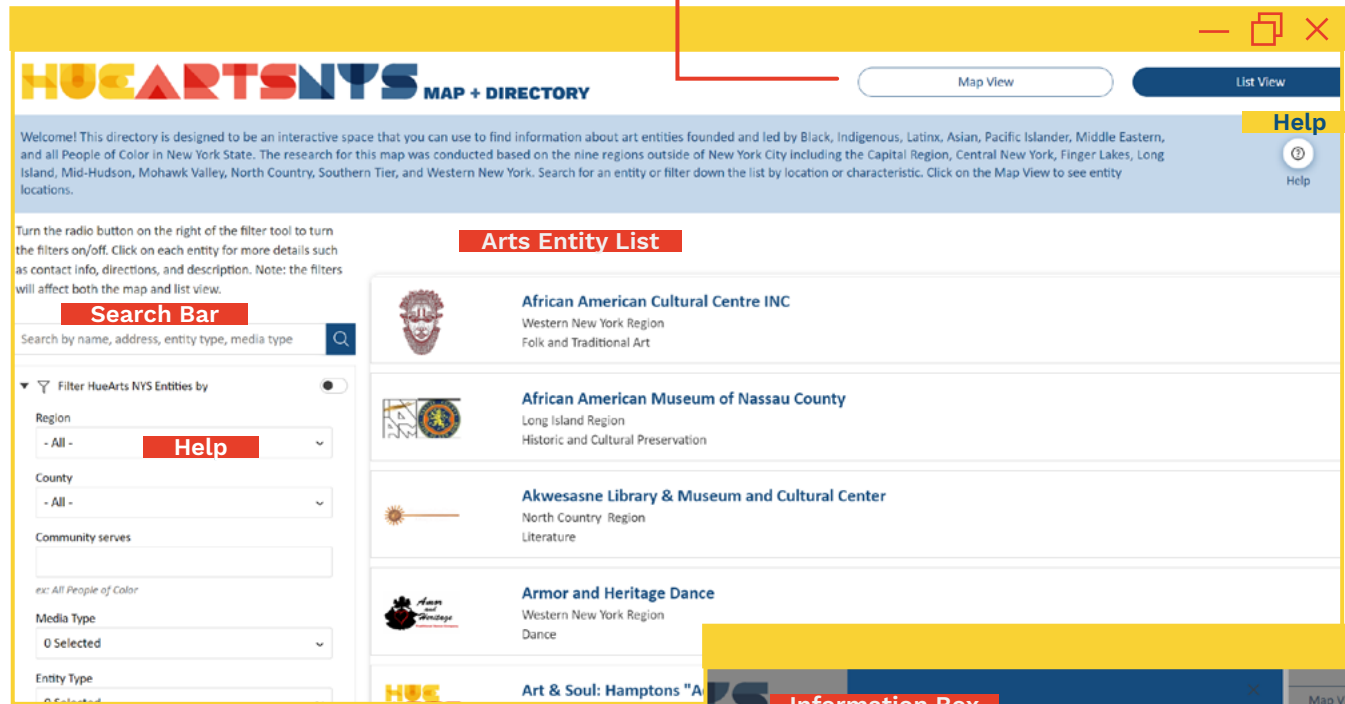
## Filter

- This filter works the same way as in the map view. You can filter by:
  - Region (ex: Capital Region)
  - County (ex: Albany County)
  - Community served (ex: Indigenous)
  - Entity Type - selected from a drop down list (ex: Exhibition space)
  - Media type - (ex: Dance)

- Make sure to toggle the blue radio button  (this is on) at the top of the filter list to turn the filter on and off. Once the filter is on, only the entities that fit the criteria will show up in the list.
- IMPORTANT NOTE:** If you turn on the filter in the map view, it will affect the list view as well. Turn off the filter on the map view to see the full list of entities in the list view.

## Help

- Clicking on the Help button opens a pop-up which contains similar information as this guide, and can serve as a quick reference to help you use the map.
- To close the Help pop-up, click on the "X" at the top-right of the pop-up.



**Buttons to Move Between List & Map View**

**HUEARTSNYS MAP + DIRECTORY**

Welcome! This directory is designed to be an interactive space that you can use to find information about art entities founded and led by Black, Indigenous, Latinx, Asian, Pacific Islander, Middle Eastern, and all People of Color in New York State. The research for this map was conducted based on the nine regions outside of New York City including the Capital Region, Central New York, Finger Lakes, Long Island, Mid-Hudson, Mohawk Valley, North Country, Southern Tier, and Western New York. Search for an entity or filter down the list by location or characteristic. Click on the Map View to see entity locations.

Turn the radio button on the right of the filter tool to turn the filters on/off. Click on each entity for more details such as contact info, directions, and description. Note: the filters will affect both the map and list view.

**Search Bar**  
Search by name, address, entity type, media type

**Filter HueArts NYS Entities by**

Region: - All - **Help**

County: - All -

Community serves:

Media Type: 0 Selected

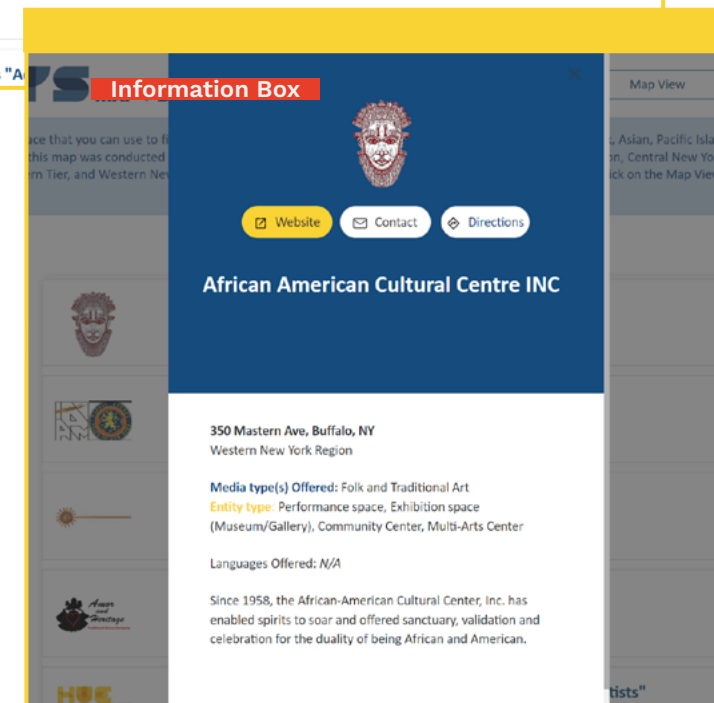
Entity Type: 0 Selected

**Arts Entity List**

- African American Cultural Centre INC**  
Western New York Region  
Folk and Traditional Art
- African American Museum of Nassau County**  
Long Island Region  
Historic and Cultural Preservation
- Akwesasne Library & Museum and Cultural Center**  
North Country Region  
Literature
- Armor and Heritage Dance**  
Western New York Region  
Dance
- Art & Soul: Hamptons "A"**

## Arts Entity List

- If you click on a card, an information box will pop up. The top of this pop-up includes links to the entity's website, their contact info, and directions to their location. The pop-up also has more information about the entity and what languages they offer programming in. Make sure to scroll down in the pop-up to see all information available.
- Click on the 'X' in the top right corner or anywhere outside of the pop up box to close it.



**Information Box**

**African American Cultural Centre INC**

350 Mastern Ave, Buffalo, NY  
Western New York Region

**Media type(s) Offered:** Folk and Traditional Art  
**Entity type:** Performance space, Exhibition space (Museum/Gallery), Community Center, Multi-Arts Center

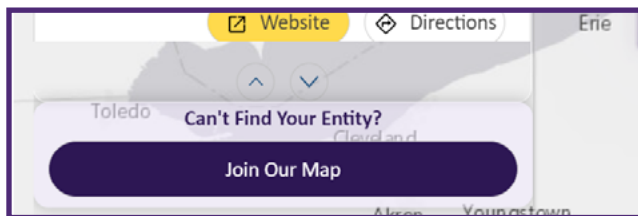
**Languages Offered:** N/A

Since 1958, the African-American Cultural Center, Inc. has enabled spirits to soar and offered sanctuary, validation and celebration for the duality of being African and American.

# Frequently Asked Questions

## I see an art entity/organization missing from this directory - how do I add it?

In the bottom left-hand corner of both the Map View and List View there is a purple button that says “Join Our Map” - that will bring you to a survey to complete to be added to the map.



## Is there a way to submit a location correction?

Yes - email us [hello@museumhue.com](mailto:hello@museumhue.com) with 'HueArts Directory Correction' in the subject line please.

## Can I use this map and directory on a mobile device?

Yes, this works on both a computer and on mobile. However, to get full use of all the tools the directory offers, we recommend using the directory on a computer, full screen when possible.

## Where was the data on this map sourced from?

The data was sourced from various public sources:

- Demographics: US Census American Community Survey 2017-2021
    - *IMPORTANT NOTE: Because American Community Survey questions regarding race and ethnicity are limited, this data is highly skewed and presents only a partial picture of the demographic make-up of New York State. It is also not inclusive of the many indigenous communities which are not represented in these tabulations.*
  - Historic Redlining: University of Richmond Digital Scholarship Lab
  - Political Boundaries, Civil Boundaries, Streets, Schools and Libraries, Public Transit: NYS ITS GIS Program Office
  - Modes of Public Transportation: Bureau of Transportation Statistics (BTS)
  - Railroad Stations: NYS GIS Clearinghouse NYS Railroad Passenger Stations (revised May 2013)
- The data on arts entities was collected by Museum Hue and Hester Street.

## Where can I find more information about this project?

HueArts NYS was created to gather information - stories, experiences, and data - about arts, cultural and history entities founded, led by, and serving Black, Indigenous Black, Latine, Indigenous, Asian, Pacific Islander, Middle Eastern, and all People of Color in New York State. The aim is to bring greater attention, resources, and acknowledgement to these organizations from funders, legislators, potential collaborators, educators/academia, developers, and arts audiences; and to address the voids that have been created by exclusion from resources.

The deliverables of this project included this digital map + directory alongside a Brown Paper. Visit the website to learn more: [hueartsnewyork.org](http://hueartsnewyork.org).