

ARTstor Digital Library

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ARTstor is a digital library providing nearly one million high quality images of art and cultural objects—from works of fine art to historical photographs—located in museums and repositories worldwide:

“ARTstor is a non-profit initiative, founded by The Andrew W. Mellon foundation, with a mission to use digital technology to enhance scholarship, teaching, and learning in the arts and associated fields.” -- <http://www.artstor.org/our-organization/o-html/history-and-mission.shtml>

Sheppard, William Ludwell, 1833-1912 (artist)
Danville, Virginia--Stripping Tobacco.
Published in Harper's Weekly, Jan. 29, 1887.
Hand colored engraving.
[Detail captured from ARTstor. See p. 16 for full image.]



Learning and Teaching

As an Averett student or professor, you can capture ARTstor images for presentations and course assignments in art, architecture, the humanities, and social sciences, and in specific disciplines ranging from Anthropology to Renaissance Studies. Each image is accompanied by a description of the object's origin and cultural context, the museum or repository in which it is located, and how to obtain rights to use the image in scholarly publishing.

Averett professors can create folders for classes containing selected images from ARTstor, as well as images uploaded from their own slides and local collections.

ARTstor is an alternative to Google Images and other Internet image galleries, such as Flickr. Unlike some other online image sources, ARTstor is primarily designed for students and educators in schools, museums, and libraries. [Interdisciplinary guides](#) recommend applications in African-American and American Studies, Design and Theatre, Foreign Languages, History, Literary Studies, Music History, Religious and Woman's studies, among others.

Connecting to ARTstor

To access ARTstor, click on “Library” from the Averett University homepage, or go directly to <http://www.averett.edu/library>. Under RESEARCH, click on “Databases A-Z” and select ARTstor from the list.

Enter the ARTstor
digital library

If you are not connected to the Danville campus network, enter your last name and AU ID number to access the database.

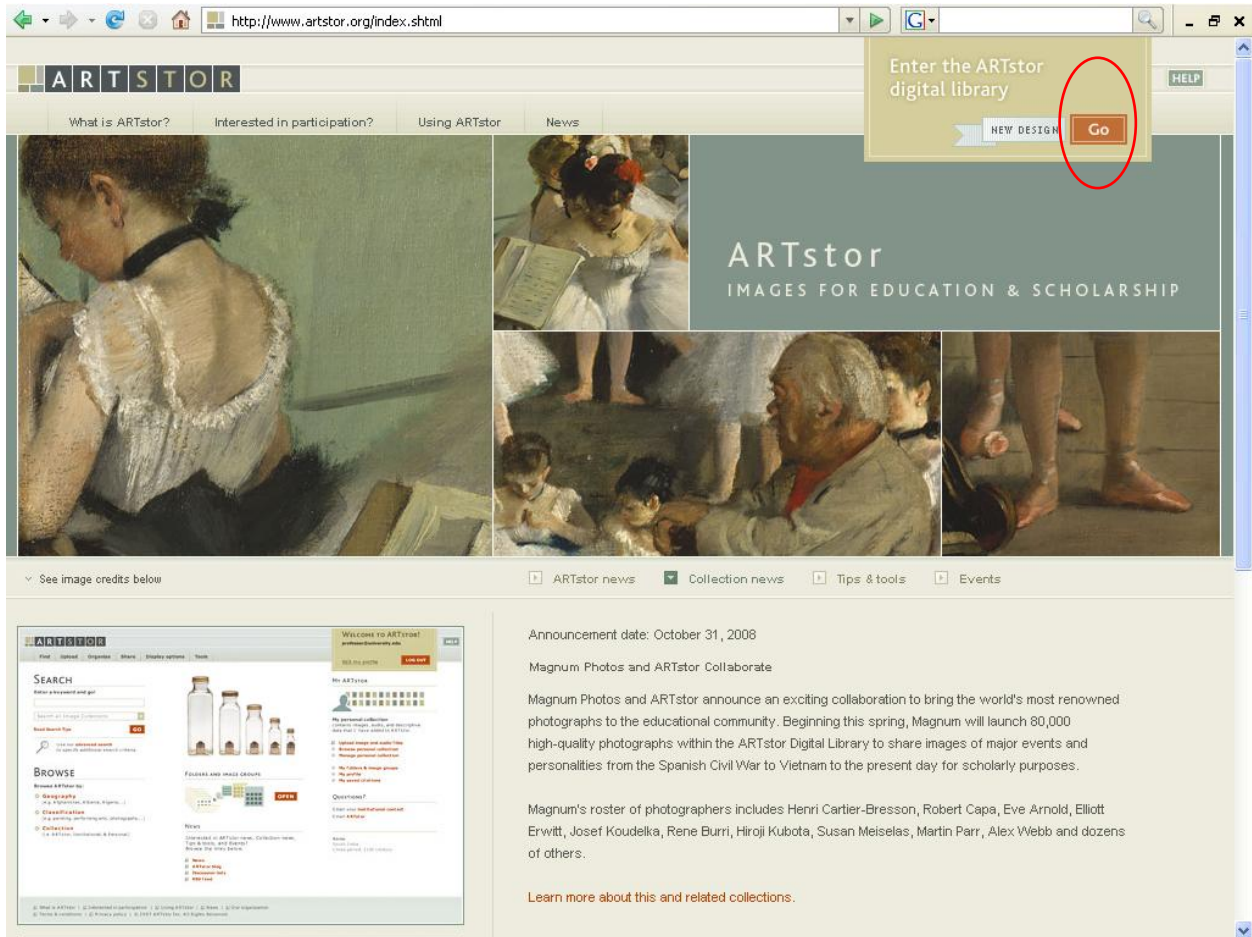


Fig. 1: ARTstor Welcome Page

Registering for an Account.

You do not need to register to browse or search for images in the ARTstor collection, or to open and view the contents of institutionally-shared folders. By registering, however, users are able to save Image Groups, add personal notes to object records, and gain remote access to their ARTstor accounts.

Finding Images in ARTstor

To browse or search for images in ARTstor, click-on the “Go” button in the box in with the caption, “Enter the ARTstor digital library,” in the upper right-hand corner of the Welcome Page. The front page of the digital library will appear.

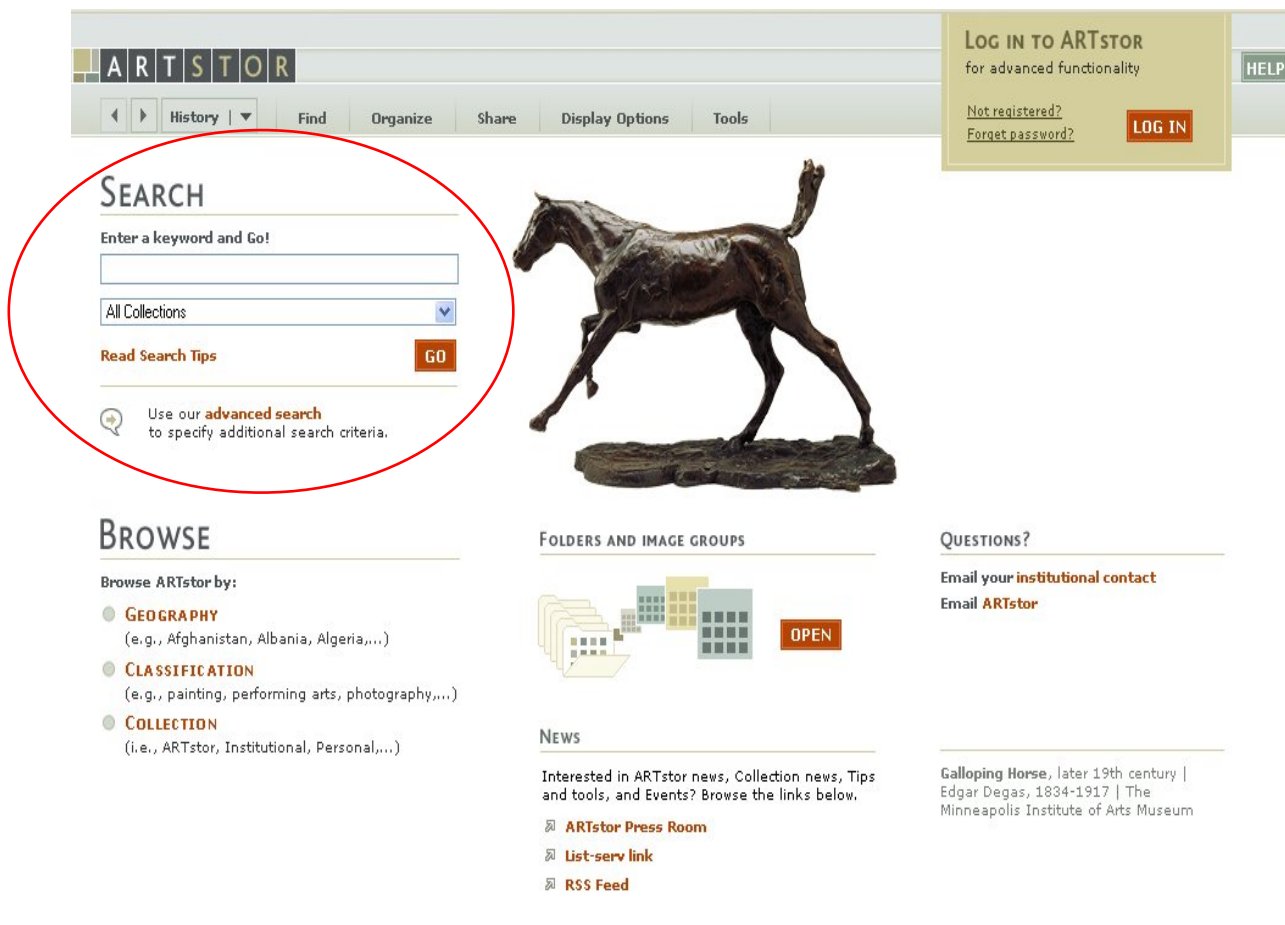


Fig. 2: ARTstor Digital Library Front Page

You can search ARTstor using keywords or advanced features.

Keyword Search

To start a keyword search in ARTstor, on the front page of the digital library, enter a search term in the Keyword Search box located in the upper left corner.

(Note: The ARTstor navigation menu option “Find” allows users to search and browse for images anywhere in the digital library.)

You can search across all collections or select a specific collection from the pull-down menu. Important features of the keyword search are listed below.

- A keyword search allows you to search for words or phrases that appear anywhere in ARTstor's object record (Title, Creator, Description, etc.).
- “AND” is the default Boolean operator. For example, a keyword search on the landscape paintings of Thomas Cole (entered as <Cole landscape>) will return image records that have both of these words somewhere in the record.
- “OR” searches are available in the Advanced Search but can also be used in Keyword Search. (When in doubt, use the Boolean operators provided in the Advanced Search.)
- Use Quotation Marks to search for an exact phrase (for example, “mountain landscape”).

If your search returns more than 300 hits, a dialog box will appear asking if you wish to refine your search, or whether you want to see everything that matches the criteria you entered.

Once a search has been completed, users have the option of refining a search within the search results. To do this, click on the drop-down menu tab in the upper right-hand region next to the “Go” button, select “Within this search result,” and then enter your search terms.

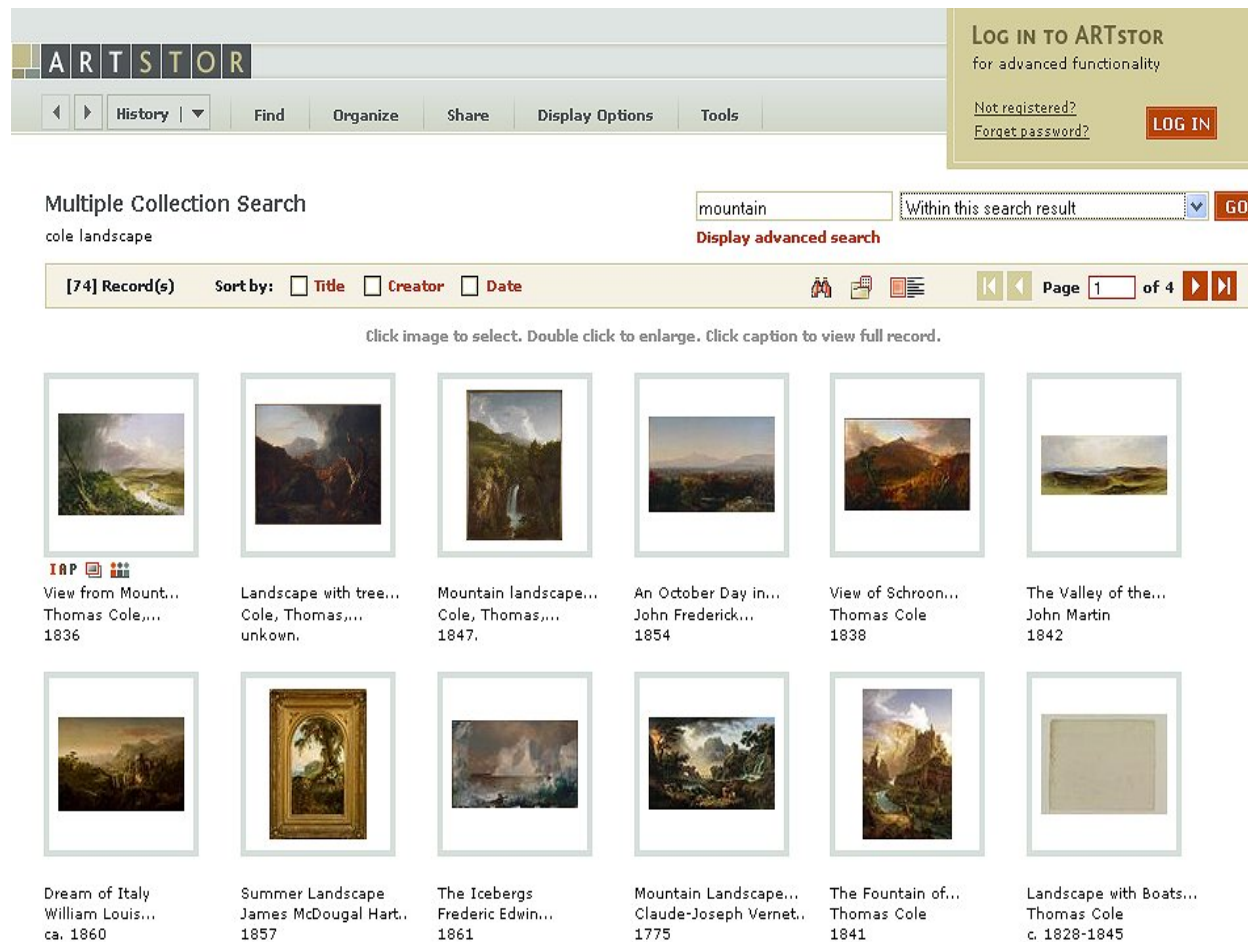


Fig. 3: Refining a search within previous search results

Advanced Search

Use the Advanced Search feature to conduct more specific searches. Under the search box on the Digital Library front page, click on “Advanced Search.” Options include:

- Keywords: All fields, Title only, Creator only.
- Date ranges.
- Geography: Region or Country.
- Classification terms.
- Collection: ARTstor Collections, Institutional Collections, or Hosted Collections.

Fig. 4: Advanced Search window

Browsing

You can also browse across the collections in ARTstor. On the front page of the Digital Library, click-on one of the three buttons under the “Browse” heading. (You can also follow the short cut to the Browse menu by clicking-on “Find” in the top menu bar and then select the appropriate category.) To access sub-categories, click “+” to expand the tree, then double-click the category or sub-category to display images. Browse options include:

- Geography: Region or country.
- Classification terms.
- Collection: ARTstor Collections, Institutional Collections, or Personal Collections.



Fig. 5: Browsing window

Sorting Your Results

After entering a search, your results will be displayed as a small thumbnail with title, creator and date information in the caption. You can display the results with larger thumbnail images and additional information by clicking on the third icon in the tool bar under the Advanced Search link in the upper right-hand region of the page. (You can also do this by selecting "Display options" in the upper menu bar and then clicking-on "Display large thumbnails.")

Use the navigation arrows on either the lower or upper right regions to scroll through the images displayed in your search.

You can SORT your results by Creator, Title or Date. Simply click on "Title," "Creator," or "Date" on the upper menu bar of your results screen. (Note: "Date" refers to the creation date of the object, and the sort order is from the oldest date to the latest one.)

ARTSTOR

LOG IN TO ARTSTOR
for advanced functionality

Not registered? [LOG IN](#)
Forgot password?

History Find Organize Share Display Options Tools

Multiple Collection Search

cole landscape

All Collections GO

Display advanced search

[74] Record(s) Sort by: Title Creator Date

Page 1 of 4

Click image to select. Double click image to enlarge.

Creator	Thomas Cole, 1801-1848
Title	View from Mount Holyoke, Northampton, Massachusetts, after a Thunderstorm - The Oxbow
Culture	American
Date	1836
Repository	The Metropolitan Museum of Art Gift of Mrs. Russell Sage, 1908 08.228 http://www.metmuseum.org
ID Number	TMSCLUSTER02TMSSQL02.american:10844
Material	Oil on canvas
Measurements	51 1/2 x 76 in. (130.8 x 193 cm)

[View Full Record](#)

Creator	Cole, Thomas, 1801-1848.
Title	Landscape with tree trunks
Style / Period	Romantic.
Date	unkown.
Repository	Rhode Island School of Design. Museum of Art.
ID Number	#30.063
Material	Canvas.
Measurements	26 1/4 x 32 1/8 inches.
Description	Painting categorized as "professional" in catalog.; Oil on canvas.

Fig. 6: Large thumbnail view.

Clustering

ARTstor clusters duplicate images if they are available in the collection. To view all copies of an image, click-on the clustered image icon underneath the thumbnail in your results list (placing the mouse over this icon, you will see the words: "View duplicates and details"). The image that is the first within the cluster is considered to be the authoritative copy.

The "associated images" feature allows users to explore images that are frequently associated with others in ARTstor image groups. For images that offer this feature, users should click-on the associated images icon underneath the thumbnail in the results list (the icon appears as "iii" in orange, blue, and green, respectively). Placing the mouse over this icon, you will see the words "You may also be interested in"

Multiple Collection Search
cole and landscape

Display advanced search

[74] Record(s) Sort by: Title Creator Date

Page 1 of 4

Click image to select. Double click image to enlarge.

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	Gift of Mrs. Russell Sage, 1908
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	http://www.metmuseum.org
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[View Full Record](#)

Figure 7: Thumbnail icons: IAP, clustered, and associated images (lower left-hand corner)

Note: In addition to the icons for clustered (or duplicate) and associated images, two other icons that may appear in your search results include “IAP” and “QTVR.” “IAP” stands for “Access Images for Academic Publishing,” and links users to information about the terms and conditions for reproducing an image. “QTVR” allows users to view a Quick Time Virtual Reality file of the image. To find these images in ARTstor, simply add “IAP” or “QTVR” to your search terms (e.g., enter “Cole IAP” to retrieve images by artist Thomas Cole that are available for academic publishing).

Selecting Images

To select an image, click once on a thumbnail. The selected image will be framed in red. To deselect an image, click again on the thumbnail. To “select all” or “clear all” of your images, click-on the "Organize" tab in the top menu bar and select the desired function.

Using the Image Viewer

Double-clicking on a thumbnail will open an enlarged view of the image in the Image Viewer. The Image Viewer provides you with tools to zoom in on details, pan to different sections, and rotate the image 360 degrees. It also has icons for printing and saving images. You can use the viewer to proceed sequentially through a presentation as well.



Fig. 8: Image Viewer (full screen mode)

Below the image tool bar and to the right of the main caption are three display icons. From left to right, they include: the **information** icon, which displays image data (see below); the **full screen** icon, which allows you to toggle back and forth between full-screen mode; and the **list images** icon, which contains links to all of the images in your search results.

In the image tool bar, the directional arrow key (next to the zoom button) allows you to pan through an enlarged image (which you can also do by clicking, holding the right mouse button down, and moving the cursor icon around the image). When an image has been enlarged, a slide-sized reference image appears in the bottom right corner of the new window. Zooming in creates a red outline on the reference image; dragging that red outline within the reference image allows you to shift the area of the image being enlarged.

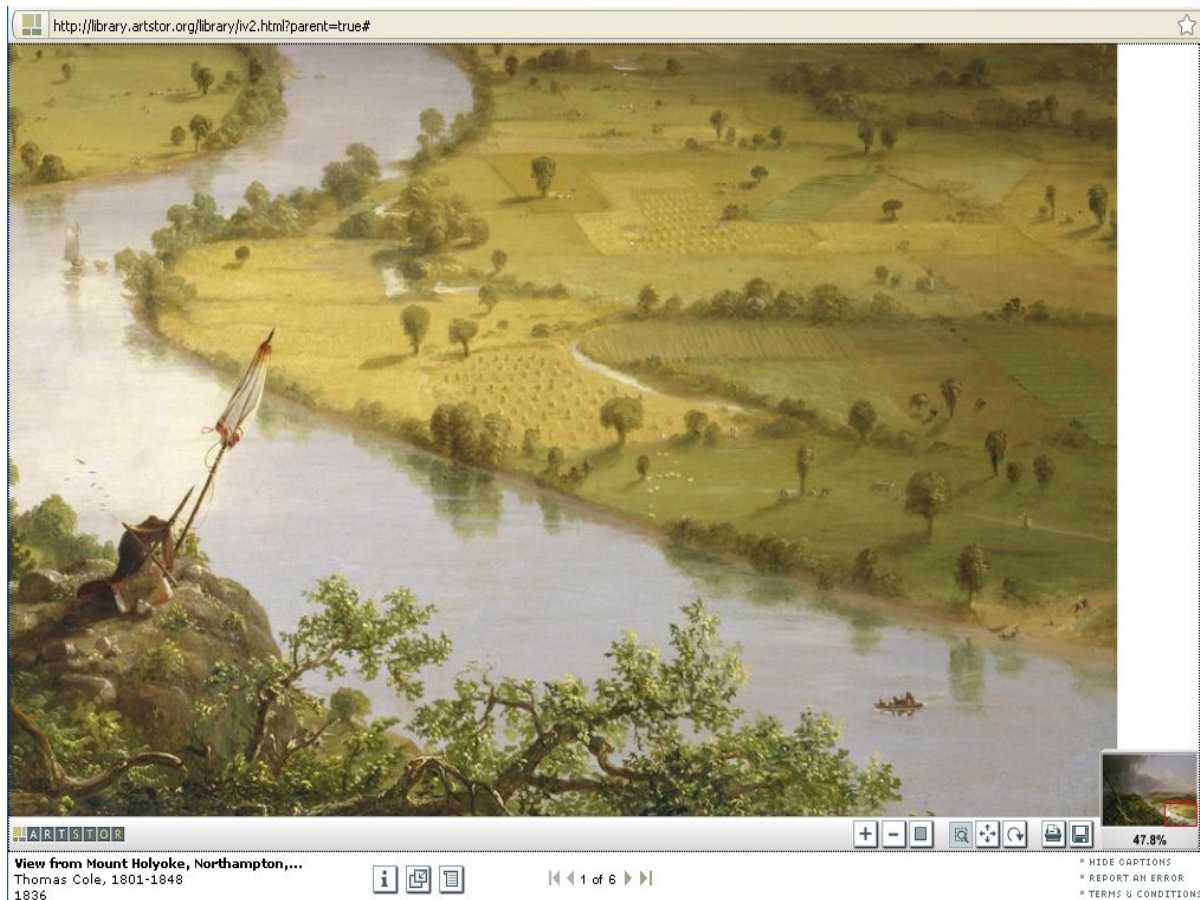


Fig. 9: Example of an Enlarged Image (note the reference image in bottom right corner with enlarged section framed in red)

The “rotate” icon in the image tool bar is a circular arrow; clicking here allows you to rotate the selected image in any direction (although the orientation of the thumbnail reference image does not change). The zoom and pan features continue to function, even if the image has been rotated.

Viewing Image Data

You can view full information about an image by clicking the “View Full Record” link next to an image in large thumbnail view, or by double-clicking the caption text underneath the thumbnail image in small thumbnail view. A new window will open with the information about object data (e.g., creator, title, and repository).

By clicking-on the **file properties** tab at the top of the window, information on the digital file (i.e., the Media Data) will appear, including image ID, download size, and the file name. This tab will also list the collection that contains the digital file. The field titled “Image URL” contains a stable URL for the image that you are viewing, which you can copy and paste directly into a browser or send to a friend in an email message.

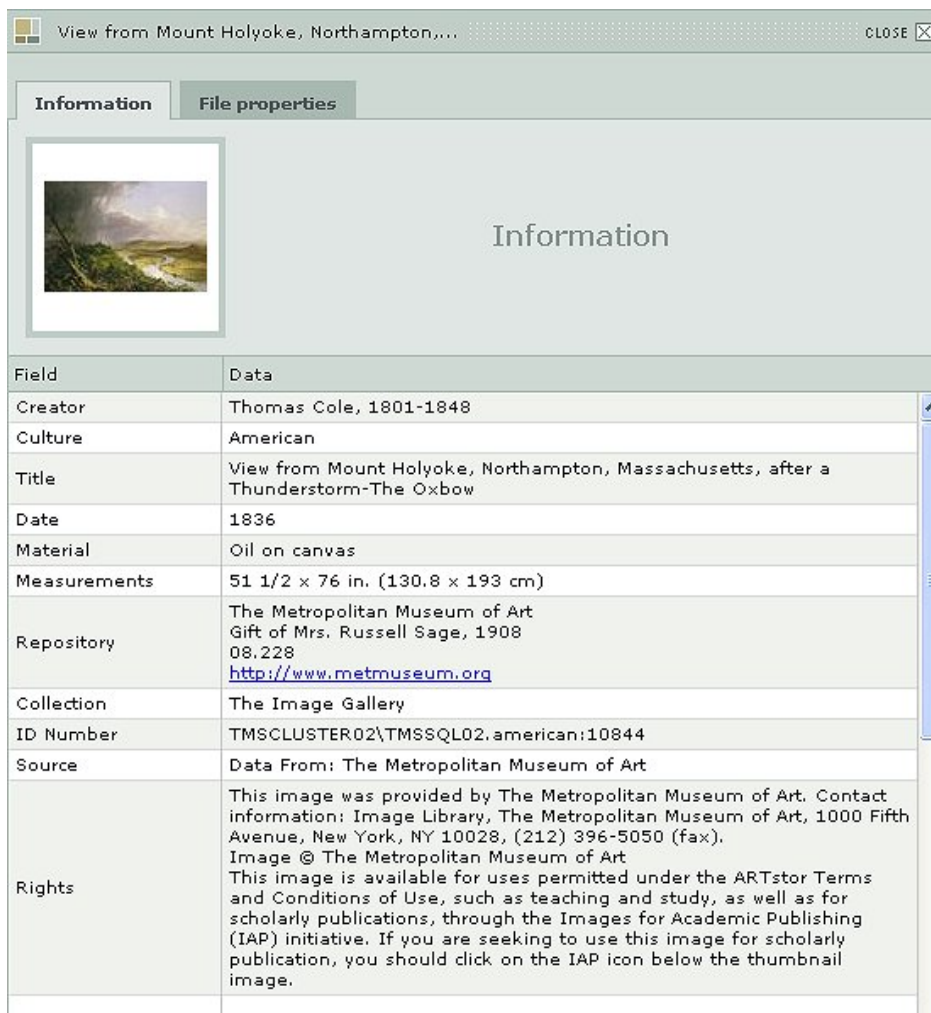


Fig. 10: Object information window. Note the “Information” and “File Properties” tabs at the top

Printing and Downloading Images and Data

To print an image and its accompanying information, open the desired image in the Image Viewer window (it can be the full view of the work or a detail). Next, click-on on the printer button in the image tool bar. Two pages will print: one with the image and the other with the image information.

To download an image and its accompanying information, open the desired image in the Image Viewer window (it can be the full view of the work or a detail). Next, click-on the “save” button (the “floppy disk” icon) in the image tool bar. You will be prompted to read ARTstor’s “Terms & Conditions of Use.” Click “accept” and choose a location to save the image on your computer.

Creating Image Groups

Users who register with ARTstor have the ability to collect images and save them as a folder or group. The following information from the ARTstor Help wiki provides detailed explanations for creating image groups.

Note: You must be signed-in to ARTstor in order to create image groups.

1. Select images by single-clicking on each one you want included in a group (the selected image will be framed in red).

Multiple Collection Search All Collections ▼

cole landscape Display advanced search

[74] Record(s) Sort by: Title Creator Date Page 1 of 4

Click image to select. Double click to enlarge. Click caption to view full record.




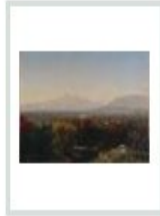








					
IAP View from Mount... Thomas Cole,... 1836	Landscape with tree... Cole, Thomas,... unknown.	Mountain landscape... Cole, Thomas,... 1847.	An October Day in... John Frederick... 1854	View of Schroon... Thomas Cole 1838	The Valley of the... John Martin 1842
					
Dream of Italy William Louis... ca. 1860	Summer Landscape James McDougal Hart... 1857	The Icebergs Frederic Edwin... 1861	Mountain Landscape... Claude-Joseph Vernet... 1775	The Fountain of... Thomas Cole 1841	Landscape with Boats... Thomas Cole c. 1828-1845

Fig. 11: Selecting images for an image group.

2. Go to the ARTstor navigation menu and click **Organize > Save selected images to > New image group**. Or, you may right-click with your mouse to display a shortcut menu. **Right-click Save selected images to > New image group**. To save images to an existing image group, choose the “existing image group” option.
3. Whichever option you choose, a new dialog box will open. This dialog box will be the same for both options. The only difference is that the “Create new group” or “Append images to an existing group” radio button at the bottom of the window will be pre-selected depending on which option you choose. (You may always select a different radio button once this window is open.)

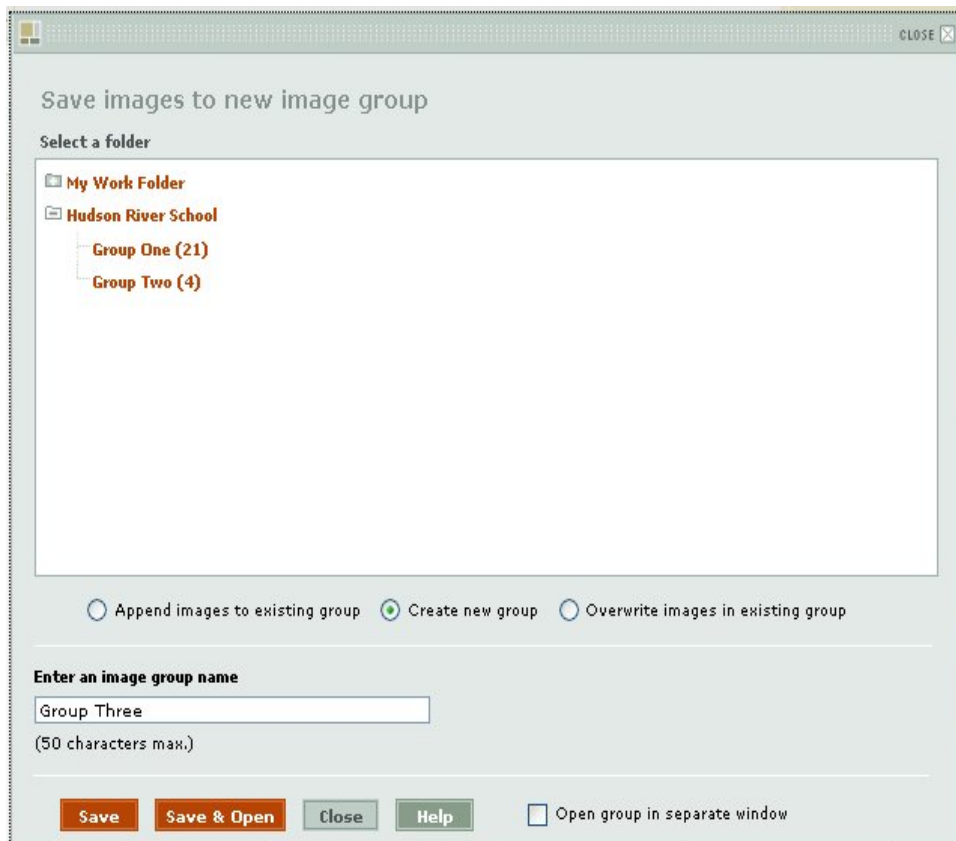


Fig. 12: Options for saving images. In this example, the images will be saved in a new subfolder named “Group Three” within the folder for “Hudson River School.”

4. Select a folder in which to save your Image Group from among the folders listed (you can view subfolders by expanding the folders in which they reside; just click the “+” sign to the left of the folder name). The folder you choose may be a personal folder. The system also gives everyone a “Work Folder;” you may also choose a shared folder to which you have access.
5. If you are creating a new group, enter a name for your Image Group in the box provided. To append images to an existing group, select it from the folders listed. Your new images will be saved to this existing group.
6. Click the “Save and Open” button. Your image group will open in small thumbnail view, with the thumbnails listed in the order that you selected them.

It is possible to open an Image Group in a separate window. After selecting a Folder and Image Group, check the box next to “Open group in separate window.” Then click the “Save and Open” button. This feature allows you to easily compare the contents of two image groups. You can then add images from one group to the other by dragging and dropping, or copying and pasting (for the latter, right-click on the mouse and select “copy” and then “paste” from the pull-down menu.)

After adding images to an image group, you must save them by selecting the added images and then executing the following functions: **Organize > Save selected images to > Existing image group.** Another option is to select all of the images on the page and then save them to an existing image group (in effect, writing over the folder).

Shared Folders

With Instructor Privileges, you may create Shared Folders into which you can save Image Groups. You can control the access that other users will have to these Shared Folders and Image Groups.

Personal Collections

You can upload your own local images to the live ARTstor database and search them as a collection alongside other ARTstor images.

Users with instructor privileges can have their own online Personal Collection where images can be uploaded and added to their ARTstor image groups. Personal Collection images can be cataloged and sorted into topics for easy retrieval. Access to a Personal Collection can be restricted to an individual user, or to that user and others at the university.

Institutional Work Folder

There is also a public Institutional Work Folder, which is automatically created for each subscribing ARTstor institution. Its contents can be viewed by anyone at Averett University. It is designed for a user with Instructor-level Privileges who would like to share his or her Image Groups with the university.

Finding Help

If you need information about searching for images, creating work folders, or other topics, click-on the "Help" button in the upper right-hand region of the ARTstor digital library. In addition to describing the features and functions of ARTstor, the help menu also offers training materials and handouts which can be used for interdisciplinary research, class presentations and workshops.



Fig. 13: McLaughlin, Pettit & Johnson (original construction). *Presentation drawing, 1910: Roanoke Institute*. [Original/Historic Name of Averett University] ARTstor image from the Historic Campus Architecture Collection (Council of Independent Colleges).

Additional Resources

ARTstor has posted three-minute instructional videos to YouTube on the topics listed below:

1. Register for an ARTstor account.

<http://www.youtube.com/watch?v=mqwEYeQ60SM>

2. Making an Image Group.

<http://www.youtube.com/watch?v=Q0-ejfhJepM>

3. Download Images to PowerPoint.

<http://www.youtube.com/watch?v=ZzZECzRXZno>

Acknowledgements

I would like to gratefully acknowledge the library personnel from the following institutions for providing information about ARTstor, some of which has been included in the above instructions: Brandeis University; Dartmouth College; North Carolina State University; the University of California, Los Angeles; and the University of Rochester.

Contact Information

Averett faculty and students who wish to learn more about ARTstor may contact Dr. Patrick Wasley in the Blount Library. He can offer individual instruction and workshops for classes. He may be reached by telephone at 791-5695, or by email: pwasley@averett.edu.

Image Information	
Creator	Sheppard, William Ludwell, 1833-1912 (artist)
Title	Published in Harper's Weekly, Jan. 29, 1887.
Work Type	engravings engravings hand coloring
Date	n.d. (circa 1867-1887)
Material	non-projected black and white graphic
Measurements	10.875x15.75 in.
Description	Inscription: [See individual photos for captions.] Inscription: Recto: Danville, Virginia--Stripping Tobacco.--Drawn by W.L.Sheppard.--(See Article The Industrial South. Page 75)
Related Item	http://nrs.harvard.edu/urn-3:RAD.SCHL:sch00272
Subject	[N.Y. ?] [Va. ?] African Americans Exterior views Factories Manufacture Tobacco industry Tobacco workers Women Working class
Collection	The Schlesinger History of Women in America Collection

Image data for illustration on pg. 16



VIRGINIA—THE CIGARETTE MANUFACTURE AT RICHMOND.—FROM SKETCHES BY C. UPHAM.—SEE PAGE 419.