ARTSTOR DIGITAL LIBRARY: INTRODUCTION

Artstor digital library features “a wide range of multidisciplinary content from some of the world’s top museums, artists, libraries, scholars, and photo archives.”¹ It allows you to search over 270 collections.

REGISTER FOR A PERSONAL ACCOUNT

To access Artstor’s complete collection, registration is required. There are two ways to register for an Artstor account.

### Important! COVID-19 extraordinary measures

To register for an account, or to reset your remote access send an email request to lib@imtlucca.it. Other methods of registration and remote access reset, such as the ones listed below this box, are temporarily suspended.

If you need to create an account, the library staff will set one up for you. Your username and password will be valid for **120 days**, after which you should ask for a renewal. In case of remote access reset, your username and password will be re-activated for another **30 days**.

**On campus:**

1. Connect to IMT Wi-Fi network and go to library.artstor.org;
2. From the home page, click on “register” in the upper right corner;
3. Enter the requested information, including a valid email address and password (passwords are case sensitive).

You can then use this account to log into Artstor from anywhere.

**Off campus:**

1. Go to library.artstor.org and log in through IMT proxy. If you need to set up the proxy, you can find our proxy guide here;
2. At the upper right corner of the homepage, click “register”;
3. Enter your information.

You can now use these credentials to log into Artstor from anywhere.

The email address you enter will be the username for your account, and the address Artstor will use to send your password if you misplace it. **We advise our users to use their IMT email address to register.**

**After you have registered for an account, you will have 120 days of remote access.** After 120 days you will need to log in to Artstor using IMT network—or through our library’s proxy—in order to reset your

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remote access for another 120 days.

**LOG IN WITH YOUR REGISTERED USER ACCOUNT**

1. Go to [library.artstor.org](library.artstor.org);
2. Log in with IMT proxy (only if you are off campus);
3. Click on login in the upper right corner of the homepage;
4. Enter your user account credentials;
5. Now you can begin searching, downloading, and creating groups.

**FIND IMAGES**

There are different ways you can search for content in Artstor:

- Browse by geography, classification, or collection;
- Keyword and filtered search;
- Advanced search.

**Browse**

If you are not sure what you are looking for you can browse images by:

- **Geography.** Images are organized by the creator’s nationality. Geography for architectural works is based on the location of the work.
- **Classification.** there are 16 different classifications:

  1. Architecture and City Planning;
  2. Decorative Arts, Utilitarian Objects and Interior Design;
  3. Drawings and Watercolors;
  4. Fashion, Costume and Jewelry;
  5. Film, Audio, Video and Digital Art;
  6. Garden and Landscape;
  7. Graphic Design and Illustration;
  8. Humanities and Social Sciences;
  9. Manuscripts and Manuscript Illuminations;
  10. Maps, Charts and Graphs;
  11. Paintings;
  12. Performing Arts (including Performance Art);
  13. Photographs;
  14. Prints;
  15. Science, Technology and Industry;
  16. Sculpture and Installations.
You can view all images in each classification, or use classification to narrow keyword searches.

- **Collection.** Browse all the images from a particular collection. You can search within a collection by opening the collection, entering a search term in the search bar, selecting “search within results,” and clicking search.

**Keyword and filtered search**

Search for a keyword using the search bar. You can then filter your results by geography, classification, and date, or search within your results for additional terms to narrow your results (fig. 1).

**Search tips.** Use wildcards to widen or narrow your research. More on wildcards [here](#).

Use the dropdown menus to the left of each search term to search for multiple terms (word1 OR word2) (word1 AND word2).

**Advanced search**

Use advanced search when you know what you are looking for.

Select one or more **keywords**, e.g. a subject or the artist’s name, and choose which **fields** you would like to search (default is to search all fields).

If you are looking for works from a specific period and location, you can avoid using keywords and **limit by date, geography, and classification**. For example, if you are looking for paintings from the Italian
Renaissance, you could conduct the following search (Fig. 2).

The search results will show all the paintings in Artstor’s database painted by Italian artists, and dated between 1400 and 1600.

**VIEW AND PRESENT**

Researching with images is better when you can view details, compare, and present to others. Artstor gives you multiple options:

1. You can use the fullscreen mode to display media while zooming, panning, and comparing. More on this option [here](#).
2. Detail view allows you to interact closely with the media and view the full metadata record. More on this [here](#).
3. For lengthier presentations, you can download a group of up to 150 images to PowerPoint, each slide automatically accompanied by full metadata.

**Using Artstor full screen viewer.** Arstor full screen viewer is a useful tool to view and present images. When you select an image from your research results, group or collection, click on the full screen button (🗖).

From the same toolbar, you can also [zoom in and adapt](#) the image (Fig. 3, no. 1). You can compare images from your results, group or collection by clicking on the compare button (Fig. 3, no. 2). In comparison mode, you can pull in up to 10 items to view alongside the first item launched and arrange images using drag, drop
and zoom. Each image will have its own toolbar, which you can display by hoovering over the image. Note that features might be limited depending on the type of image.

![Fig. 3. Artstor full screen viewer, sample image. From: library.artstor.org](image)

You can use arrows to navigate images (Fig. 3 no. 3). Click on Show Captions to show/hide the image data (Fig. 3 no. 4). Quiz mode (Fig. 3, no. 5) will turn captions off, while also allowing you to navigate the items using arrows. Shuffle mode is an additional option if you select quiz mode. Use exit (fig.3, no. 6) to close the viewer.

**CREATE GROUPS, SHARE AND CITE**

Artstor also gives you the possibility to create groups: you can use them to organize content, or share them using links. You can also download groups to PowerPoint for instant presentations.

You can add your own content by using Personal Collections.

If needed, Artstor can also generate citations in MLA, APA, and Chicago formats.

**BIBLIOGRAPHY**

This guide is based on material produced by and found on: https://library.artstor.org. More about Artstor Digital Library here.
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**IMT Library**

**E-mail:** lib@imtlucca.it

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