Instruction/Training Materials
Visual literacy is a set of abilities that enables an individual to effectively find, interpret, evaluate, use, and create images and visual media.

When to use what!

Guides for selecting which resource(s) to use when you are looking for a digital image.

- Images for Academic Use Prezi
- Images for Academic Use Mind Map

Digital Image Guides

Try these digital image resources

- Image Guide (find images)
- Medical Images Guide
- Costume Design Images Guide

Visual Grammar

Image Anatomy 101

Data Visualization (Graphic Evidence)
FAQ UCSD Libraries Digital Collections Website

How did you select the content in the Digital Collections Website?

The Digital Collections Website is a gateway to the digital collections created and acquired by the UCSD Libraries and designed to support the needs of our undergraduate and graduate students and the public. More than 16,000 digitized items - including photographs, documents and moving images - can be found here. They reflect a range of materials collected, managed and preserved by the UCSD Libraries to support teaching, learning and research. Content has been drawn from the collections of the Arts Library, Mandeville Special Collections Library and the Scripps Institution of Oceanography Library with strengths in the topical areas of Baja California, Melanesia, oceanography, Spanish Civil War, and UCSD campus history.

Where is the Digital Collections Website?

It can be found at http://libraries.ucsd.edu/digital.

Who can use the Digital Collections Website?

The UCSD community (faculty, staff and students) has access to the entire digitized collection and the public has access to all digitized collections that can be made freely accessible with respect to copyright restrictions, fair use and licensing agreements. If you have any questions about your access level, or the copyright status of collection, please use the Feedback link found at the bottom of every page.

What can I do once in the Digital Collections Website?

You can search across several collections or within a single collection, narrowing your search in a variety of ways. Or simply browse the collections by topic, format, collection or library. You can download or print single items.

What is available in the Digital Collections Website?

Currently, we feature over 16,000 digitized photographs, documents and moving images, drawn from the collections of the UCSD Libraries Art Library, Mandeville Special Collections and the Scripps Institution of Oceanography Library.

How do I report problems?

For immediate help please use the "Feedback" link found at the bottom of every page.
The items I'm interested in aren't available online. Why aren't all the items digitized?

Not all of the contents in all of the UCSD Libraries collections have been digitized. The Libraries decide what items to digitize and make available online based on a number of considerations (including the need to support teaching and research, available funding and resources for digitization, copyright restrictions that may prevent the item from being distributed online, and the scholarly significance of the item). To learn more about a particular item, or to learn how you can see it in its original form, or to find out if particular item can be digitized and made available online, please email us using the "Feedback" link found at the bottom of every page.

I see the item I'm interested in online, but for my research I need to see the physical object. How can I find out more about it?

To learn more about a particular item, or to learn how you can see it in its original form, or to find out if particular item can be digitized and made available online, please email us using the "Feedback" link found at the bottom of every page.

I'm conducting research. Can you help me find more information about a particular topic?

If you have any questions about your research, or need help finding information on a particular topic (including help on primary sources), please call, email, to chat us using the Ask a Librarian service at http://libraries.ucsd.edu/help/ask-a-librarian/index.html.

How do I report a mistake in the Digital Collections Website?

To report mistakes or errors you see on the Digital Collections Website, please use the "Send Us Your Feedback" link found at the bottom of every page.

Copyright Attribution

If you are the copyright holder and believe our website has not properly attributed your work to you or has used it without the requisite permission, please let us know. Please use the "Feedback" link found at the bottom of every page with your contact information and identify the content at issue, including a link to the relevant content if possible.

What am I permitted to do with the digitized items found on the Digital Collections Website? May I use the digitized items in a publication or on a web site?

These collections are available from the UCSD Libraries and the digital copies of the work are intended to support research, teaching and private study. All items may be protected by the U.S. Copyright Law (Title 17, U.S.C.). Usage of some items may also be subject to additional restrictions imposed by the copyright owner and/or the institution. Use the "Send Us Your Feedback" link to be directed to the originating UCSD Library to request permission to publish or obtain a reproduction of a particular digitized item.

If you are the copyright holder and believe our website has not properly attributed your work to you or has used it without the requisite permission, please let us know. Please use the "Feedback" link found at the bottom of every page with your contact information and identify the content at issue, including a link to the relevant content if possible.

What is the technical architecture of the Digital Collections Website?

The Digital Collections Website is an expression of the UCSD Libraries XDRE (eXtensible Digital Resource Environment) framework which is built on the following components: RDF (Resource Descriptive Framework), Solr (search server based on Lucene), JSON (Java Script Object Notation data exchange format), SRB (storage resource broker), ARK (Archival Resource Key) and a Java based development platform. For the Digital Collections Website XDRE produces XML as a web service and uses XSLT, CSS and AJAX to produce the HTML output displayed in the browser.

What is the Digital Object URL and metadata link displayed in the descriptive metadata?

The Digital Object URL and metadata view provides the user with a citable persistent universal resource locator (URL); the technical information about how the digitized item was scanned; and additional descriptive metadata associated with the item that is indexed and searched including alternative titles, abstracts and translations where appropriate.

Searching Tips

The Search (keyword) option is available from the home page and every results page.

About Search:

- For an exact phrase search, enter words and/or phrases surrounded by quotes (").
- The default search will look for these words and phrases in titles, names, dates, topics and identifiers.
- To exclude a word or phrase, put a minus sign (-) before it.
Keyword search does not support Boolean operators (AND, OR, NOT). However, entering a multiple keyword search will work like Boolean AND. Results will be returned only when ALL of the keywords appear.

- Searching is not case sensitive. For example, searching for ‘dancers solomon islands’ or ‘DANCERS SOLOMON ISLANDS’ will yield the same results.
- Very common words (a, and, the, do, of, etc.) are ignored.
- Results are sorted by relevance and the scoring of a result depends on a number of factors:
  - The more times a search term appears the higher the score. Also matches on rarer terms count more than matches on common terms.
  - If there are multiple terms in a query, the more terms that match, the higher the score.

The Advanced Search option is available from the home page and every results page.

About Advanced Search:

- User can determine which Boolean operator to apply in search:
  - Find all words (AND)
  - Find any word (OR)
  - Without these words (NOT)
- Supports limiting search to specific fields: title, name/creator or topic or expanding search to keyword (title, name/creator, topic and notes).
- Supports searching full text (when available).
- Supports searching all collections or narrowing to a specific collection or multiple collections using check-boxes.

Can I narrow my search results more than once?

Yes. As you can see below, on your search results page, the plus symbol in the Narrow Your Results box allows you to see all possible terms by which you can narrow a search. For example, if you click on the plus symbol next to Topic you will see topics assigned to the items in your search results. To narrow the result set, choose the topics of interest by clicking the box next to each topic and then complete your selection by clicking on the blue Find button at the bottom of the box. Note that you can see all of the topics associated with your result set by clicking on the highlighted Choose more.... You may at any time select additional terms or deselect terms for your results, but always complete your selection by clicking on the blue Find button at the bottom of the box.
FAQs Images from the History of Medicine (IHM)

IHM FAQs

FAQs Images from the History of Medicine (IHM)

Jump to:
IHM Basics | Searching | Browsing | Image Information and Viewing Options | The Workspace | Printing and Downloading Images | Media Groups | Ordering Images and Finding Copyright Information | Technical Information

IHM Basics
- What is IHM?
- How do I connect to IHM?
- How do I use IHM?
- Is there bibliographic information in IHM?
- Am I required to register in IHM?
- Why should I register in IHM?
- How do I register and create a user account?
- How do I change my password?
- What happens if I forget my password?
- How do I change my user settings once I am registered?
- What are the main menu options?
- I want to return to the previous page. Where is the back button on IHM?

Searching
- How do I search for an order number?
- How do I conduct a keyword search?
- How do I conduct a wildcard search?
- How do I use Advanced Search?
- How do I search for images in the public domain?
- How do I search for words that contain special characters, such as accent marks, ampersands, apostrophes, parentheses, etc.?
- How do I search by date?
- How can I sort images in my retrieval set?
- How do I search by language?
- What is the Search IHM Images and Text option that I see above the Search IHM box?

Browsing
- How do I browse thumbnail images in IHM?
- How do I navigate the Browse All page?
- How do I narrow my search on the Browse All page?
- What else can I do from the Browse All page?
- What is meant by Browse Categories?
- What does each Browse Category represent?
- How do I navigate the Browse Categories page?

Image Information and Viewing Options
- How can I change the number of thumbnail images per page?
FAQs. Images from the History of Medicine (IHM)

- How can I resize thumbnail images?
- How can I make large thumbnail images larger for detail viewing?
- How do I add annotations to an image in Detail View?
- What are my options for viewing images?
- What information is available about an image?
- What does the resolution size number mean in the record?

**The Workspace**
- What is the Workspace?
- How do I add an image to my Workspace?
- How do I know that an image has been successfully added to my Workspace?
- Why do I only see one image at a time in my Workspace even though I added several?
- How do I manipulate the images in my Workspace?

**Printing and Downloading Images**
- How do I print my search results?
- I don't see a Printer Friendly link on the page. What do I do?
- How do I download a JPEG file?
- After I downloaded the image I discovered it was a zip file. What is this and how do I open the image?
- I tried to print from my browser window or by right mouse clicking and all I got was a black box or my data was not clear. What happened?
- Where can I find information on the size of the image if I don't have Adobe® Photoshop® or other imaging software?
- How can I use the images that I download?

**Media Groups**
- What is a Media Group?
- How do I create a Media Group?
- How do I add images to my Media Group?
- How do I work with a Media Group?
- Can others view my Media Group?
- How do I use my Media Group in a PowerPoint® presentation?
- How do I share my Media Group with others?

**Ordering Images and Finding Copyright Information**
- How do I obtain high resolution (TIFF) images for print publication?
- How do I locate copyright information for an image?
- I want to use an image for a research paper. Do I need to obtain permission from the Library?
- I'm publishing an image from IHM. Do I need to give credit to the Library?
- Does the Library charge fees for using images?

**Technical Information**
- What browsers support IHM?
- What are the system requirements for using IHM?
- How do I report an error I found on IHM?
Training and Media Lab

Digital Collections Department staff offer training and assistance to faculty and graduate students to help them get started on a digital project in the Digital Media Lab. We offer training for slide and image scanning, video digitization, audio recording/editing, text scanning, and basic video editing.

To make an appointment please call (847) 467-1080 or email digitalcollections@northwestern.edu.

The lab is open M-F 9:30am - 5:00pm

Office Visits

One-on-one training and office visits are available by request for help with the same topics that the workshops cover. This more informal setting allows you more individual attention. Office visits are possible for those who have the necessary software installed in your office. Contact Julie Rudder for more information.

Help for People Teaching With Media

Digital Collections staff are here to teach you how to use image databases such as ARTstor and the Digital Image Library. These databases are a great way for you to share images with your students.

Images Libguide

See our Images Libguide for more a variety of resources to help with discovering and teaching about images. The Libguide covers materials available through NUL including Teaching with ARTstor and an introduction to the Digital Image Library as well as resources available elsewhere via Recommended Websites.
The Images Guide provides links to image databases and resources to help you find and effectively use images in your scholarly work.

**Starting Points**
Major image databases and image search engines
- Images from UW Libraries - licensed and local image databases available from the UW Libraries
- Images by Subject - image databases & websites by subject
  - All
  - Advertising
  - Architecture
  - Art & Design
  - History
  - Interdisciplinary
  - Medicine
  - Pacific Northwest (includes UW)
  - Photography
  - Science
- Open Access Images - images with few restrictions on use
- Search Strategies - find the right image for your project
- Image Analysis - interpret and analyze images
- Citation & Copyright - image citation examples and copyright information
- Tools - tools for editing, presenting, and working with images

**Related Links & Guides**
- Related Guides
  - Subject Guides
  - UW Research Guides
  - CCC Research Guides
- UW Libraries
  - Image Collections & Services, UWB/CCC Campus Library
  - UWB/CCC Campus Library Home
  - UW Libraries Home

**Contact Info**
Denise Hattwig
dhattwig@uwb.edu
Campus Library, LBA-308
Send Email

**New images:** Maria del Mar’s “La Corola Invertida”
New images: north american contemporary art
Images in DPLA, the Digital Public Library of America
New images: collage

**Powered by Springshare; All rights reserved. Report a tech support issue.**
View this page in a format suitable for printers and screen-readers or mobile devices.
The Visual Resources Collection (VRC) provides digital images in all areas of visual culture in the Arts and Humanities. The VRC Digital Library contains approximately 300,000 images and grows through faculty requests and general collection development. Faculty are welcome to submit requests for new digital content to be added to this collection. Please contact Robert Carlucci, Manager, Visual Resources Collection to learn more about request procedures or visit us in the Arts Library, 180 York Street, Room 453 on the lower level.

Use of this collection is restricted to current faculty, students and staff of Yale University.

Using the VRC and other Yale Digital Image Collections

Access to the VRC Digital Collection is available through several portals including this page or via the Yale Digital Collections cross-collection search that encompasses content from other Yale collections including Beinecke Rare Books and Manuscripts, the Department of Manuscripts and Archives, the Department of Classics and the Lewis Walpole Library. In addition, a large selection of the VRC collection is available through ARTstor.

Image Search Features

Simple Search operates as a general keyword search, using one or more terms. The Search Results Page includes features to refine your search by criteria such as Creator or Subject Heading. Individual image pages include hypertext metadata and a selection of related images to assist patrons in discovering content. Advanced Search features include “strict/fuzzy” parameters for each metadata field to handle spelling variations or uncertain terminology. A Guided Search allows patrons to navigate the collection broadly using selected criteria such as Creator or Subject Heading. These search and discovery features are designed to assist all Library patrons, from regular users who visit this Web site often to new or infrequent users seeking additional assistance, in locating images.

Image User Tools

With CAS login, patrons have access to advanced tools including a private workspace to collect images from search sessions and means to create and edit multiple groups of images for personal use or to share with other members of the Yale community. Image groups include a slideshow feature for classroom display and a quiz feature for individual study and exam preparation. Large images (1000 pixels) are available, suitable for PowerPoint presentations.

ARTstor

ARTstor, an initiative of the Andrew W. Mellon Foundation, is a subscription-based digital image resource with more than 1,200,000 images of global art and architecture. The ARTstor Web site offers a variety of features useful for teaching support. In addition to content provided by ARTstor, a selection of the Yale Visual Resources Collection is also accessible through the ARTstor interface. This combined collection total more than 1,500,000 images.

Teaching with Digital Media

The Visual Resources Technology Specialist is available to assist faculty with classroom presentations and strategies for using images in teaching and research. Please contact Carolyn Caizzi to arrange an appointment.

Visual Resources Collection Administration