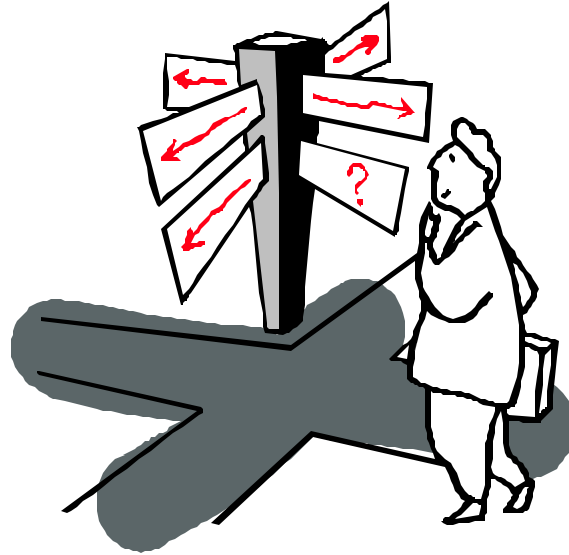


# How to AMICO



**A guide for users  
of The AMICO Library™**



**Art Museum Image Consortium**  
**www.amico.org**  
*Enabling Educational Use of Museum Multimedia*

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# AMICO and The AMICO Library™

The Art Museum Image Consortium (AMICO) is a unique collaboration of art-collecting institutions. Together, we have formed a not-for-profit organization to enable educational use of the digital multimedia documentation of our collections.

AMICO was founded in 1997 by 23 institutions and now has over 35 Member museums in North America and United Kingdom. See <http://www.amico.org/members.html> for the latest Membership listing. As membership grows, institutions from around the world will be included.

The AMICO Library is a growing online collection of high-quality, digital documentation of works of art from around the world. Images, text and multimedia represent a broad range of works of art in AMICO Member collections. AMICO Library content is rights-cleared for a range of educational uses. The AMICO Library is available under subscription to educational institutions — colleges and universities, primary and secondary schools, public libraries, and not-for-profit museums, galleries and art centers.

To meet the needs of many different kinds of users, including researchers, curators, college and university students, primary school teachers and public library patrons, AMICO Library™ subscriptions are available through a number of Distributors. Subscribers select among Distributors' delivery services and software to find a delivery environment that suits them.

## **Schools:**

Your institution has subscribed to The AMICO Library, which is an online, Internet service. Access The AMICO Library by

- 1) visiting your institution's library home page,
- 2) selecting the electronic resources or databases section of your library page,
- 3) selecting either an alphabetical listing and going to A for AMICO Library OR
- 4) selecting a subject category listing and going to

?? Arts and Humanities

?? Art History

?? Image Collections

(Note: Exact Library listings vary from institution to institution.)

The site does not require a password as long as you are an authorized user of your institution accessing via the campus network. Those trying to enter The AMICO Library from outside a subscribing institution or sanctioned campus network will be blocked. This is not a publicly-accessible site, but a licensed service.

## **Museums:**

As part of membership in AMICO your museum receives an annual AMICO Library subscription. We ask that a link to The AMICO Library be set up on your museum's intranet for easy access by all museum-affiliated users.

Non-Member museums and research organizations may also subscribe to The AMICO Library.

## AMICO Library Contents – Profile of the 2001 Edition

- ?? Approximately 78,000 works of art from over 30 leading museums
- ?? Works by major European, American, and Canadian artists are included in the Library. Works range from contemporary art to Native American and Inuit art, from ancient Greek, Roman, and Egyptian works to masterpieces of Japan and China.
- ?? The public site has all the works as thumbnail images, but this is only a taste!
- ?? The Subscriber version of The AMICO Library has a catalog record and at least one still image, that displays up to 1024x768 pixels. Many works feature multiple views and further multimedia documentation. This documentation might include:
  - o sound files
  - o curatorial commentaries
  - o video clips
  - o conservation history
  - o provenance data
  - o scanned exhibition catalogs

<b>Types of Works</b>	over 11,000 paintings over 5,000 sculptures over 12,000 drawings over 14,000 prints over 25,000 photographs over 1,400 textiles over 1,400 costumes and jewelry over 6,500 works of decorative art over 600 books and manuscripts
<b>Time Periods</b>	over 2,500 works dated BC over 5,000 works dated between 0 and 1500 AD over 3,000 works dated between 1501 and 1600 AD over 4,000 works dated between 1601 and 1700 AD over 6,000 works dated between 1701 and 1800 AD over 18,000 works dated between 1801 and 1900 AD over 40,000 works dated between 1901 and the present
<b>Cultures</b>	over 25,000 works from Europe, including ancient Greece and Rome over 43,000 works from the Americas, including Pre-Columbian and Meso-American over 6,000 works from Asia, including ancient Asia Minor over 4,000 works from Africa, including ancient Egypt

# Examples of AMICO Library Use from the University Testbed Project

Academic Year 1998-1999

## Art History

- ✍ A Professor projected AMICO images in class lectures, placed AMICO works in a restricted use (students of class only) web site for study purposes, and encouraged students to look for works in The AMICO Library to illustrate class papers.
- ✍ Another Professor asked students to use AMICO images in the online exhibitions they had to curate as a class project.
- ✍ An assignment in a Baroque sculpture class asked students to judge a work's authenticity and to grapple with connoisseurship based on a high quality image from The AMICO Library.
- ✍ Students used AMICO works from the Library "live" in class presentations and discussed them.

## General Studies/Honors Program

- ✍ A Professor created a multimedia web page (for students of class only) to be used as a study guide to Martin Luther's "Freedom of a Christian". The page contained sound files of J.S. Bach's "St. Matthew's Passion" and images of Dürer's *Large Passion* from The AMICO Library to help students enter the cultural landscape that Luther dwelled in when he wrote his religious texts.

## Design and Fine Art

- ✍ A Professor used The AMICO Library in assignments in her 3-D Design class. Students were asked to find examples of sculpture based on organic forms in The AMICO Library. The students printed out examples found and included them in their "concept scroll" to explain their creative process for making their own organic-inspired sculpture. Another assignment was based on studying solids and voids, finding images in The AMICO Library, with students creating works that explored these concepts.
- ✍ The same professor held class using AMICO images, picking works randomly that illustrated concepts, and lecturing about them "on the fly," rather than giving a prepared slide lecture.

## School of Printing

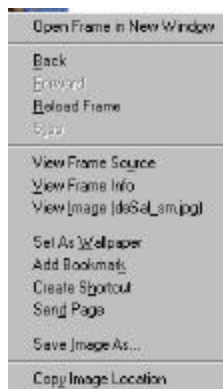
- ✍ The AMICO Library was used in two technical courses, "Color Perception and Measurement" and "Color Separation Systems". The professors had students analyze AMICO images with regard to file consistency, the technical information they contained, and the ability to accurately reproduce the works from digital files versus color transparencies.

## Multimedia Development

- ✍ One university had students of computer science, educational technology and psychology, art history, and comparative linguistics study the formal attributes of iconography. The students used images from The AMICO Library to illustrate iconographic concepts and learned to explain these concepts to a wider audience by creating multimedia presentations.

# How to Download an Image and Import it into MS Word

1. Find a digital image that you want to use. Enlarge the image to level you wish, by clicking on it.



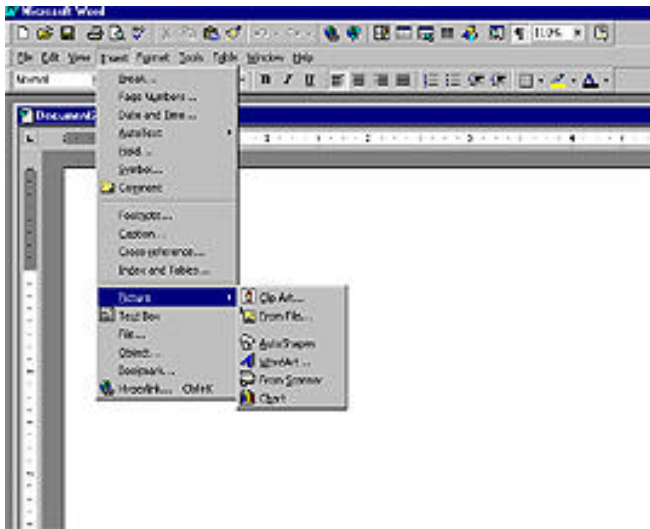
2. **PC users:** "Right click" on the image using the button on the right side of your mouse. A menu appears. Select **Save Image As...**  
**Mac users:** Choose 'Save as...' from the File menu. It is recommended to save your images in JPEG (jpg) format to insert them easily into an MS Word document.



3. A dialogue box opens and asks you where you want to save the image on your computer. Use a diskette, or choose a place on your hard drive where you can easily find the image. You may also want to rename the image so that you can easily recognize it.

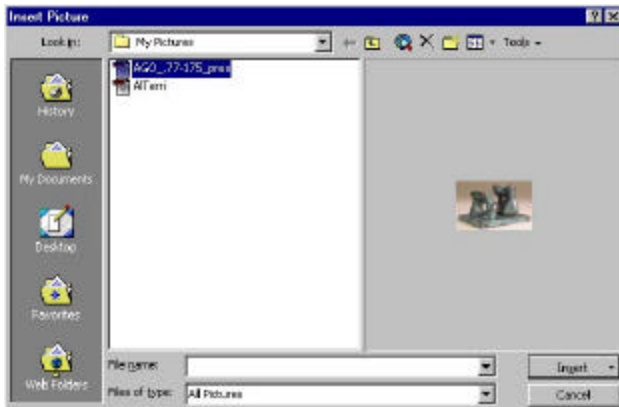


4. Open a new or existing document in **MS Word**.



5. Go to **Insert** on the main menu. Select **Picture**, but don't let go yet! Choose **From File...**

**Insert ? Picture ? From File...**



6. Once you have chosen **From File...** another dialogue box opens and asks you to find the picture to insert. Find and select your picture. In addition to the file that contains your picture, you should be able to see the picture in the preview box next to it.

When you've selected your image, click on **Insert**.

7. Your image should appear in your MS Word document. If you want to make changes to your image in the Word document, make sure you have your picture toolbar visible.





# How to Download an Image and Import it into MS PowerPoint

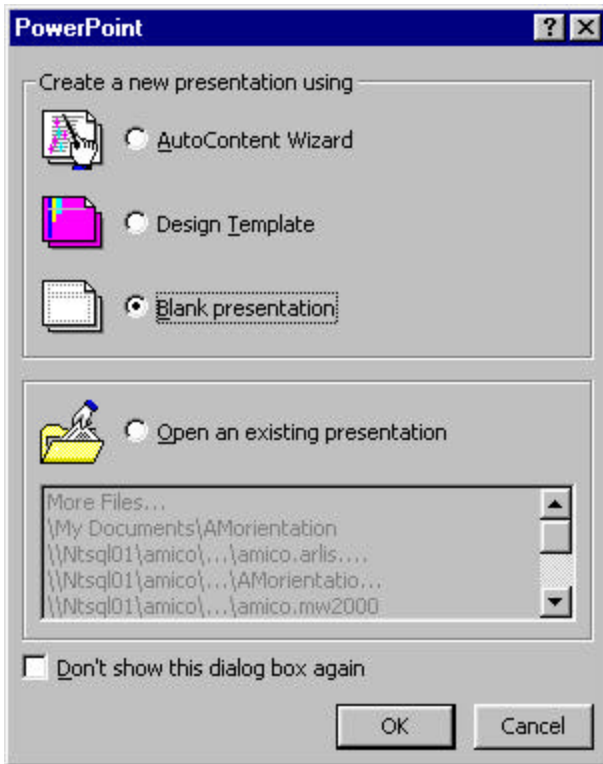
## Part I – Capturing and Saving an Image from The AMICO Library

1. Use The AMICO Library to find an image of a work of art you'd like to use in your presentation. Click on the image to achieve the size you wish to use.
2. **PC users:** To save the selected image place your cursor on the image and click the right mouse button. A menu will come up on your screen. Select the **Save Image As ...** option **Mac users:** Select the image and choose "Save as..." from the **File** menu. *Make sure you are saving the image as a **jpeg** by checking the **Save as Type** box at the bottom of the menu.*
3. Next, a dialogue box will appear and ask you where you want to save the image —to a floppy disk, a file folder on the hard drive, the network, etc. Select a destination for saving the file that you can easily access later.
4. Also, at this time you are able to rename the image in the **File Name** box. It is recommended that you do this, so you can recognize the file without having to open the image up later. *If you don't, the computer will give it the original file name, something that usually has a mix of numbers and letters that will make no sense to you.*
5. You have now successfully located and saved an image from The AMICO Library.

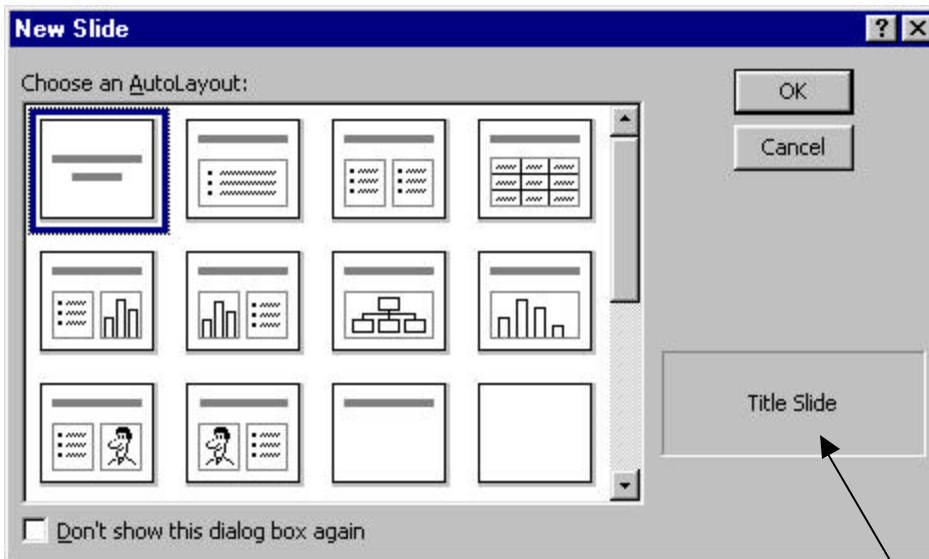
## Part II – Retrieving an Image and Placing it into a PowerPoint Presentation

1. Open up the **PowerPoint** program.
2. First, choose the type of slide format. You will be given four choices, **auto content wizard**, **design template**, **blank presentation**, or **open an existing presentation**. *It is recommended for beginners that you the **blank presentation** format.*

*See illustration on the next page.*

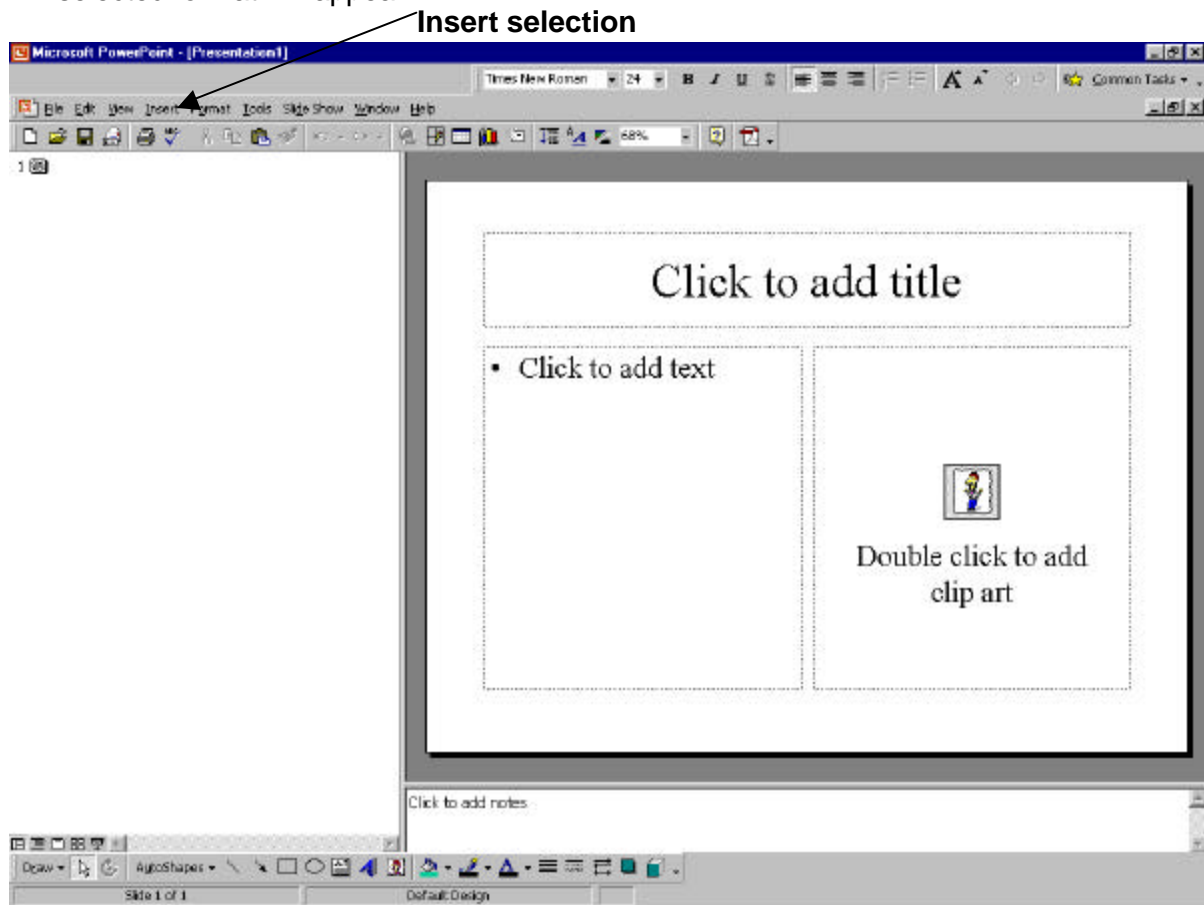


- When you choose **blank presentation**, a screen will come up and will ask you to choose one of twelve slide layout options. *It is suggested that beginners choose either the **Text & Clip Art** layout, **Clip Art & Text** layout, or the **Blank** layout. Names for the slides appear in the lower right-hand box once selected.*



Slide name

4. When you have chosen the layout, click the ok button. Then, a blank slide in the selected format will appear.

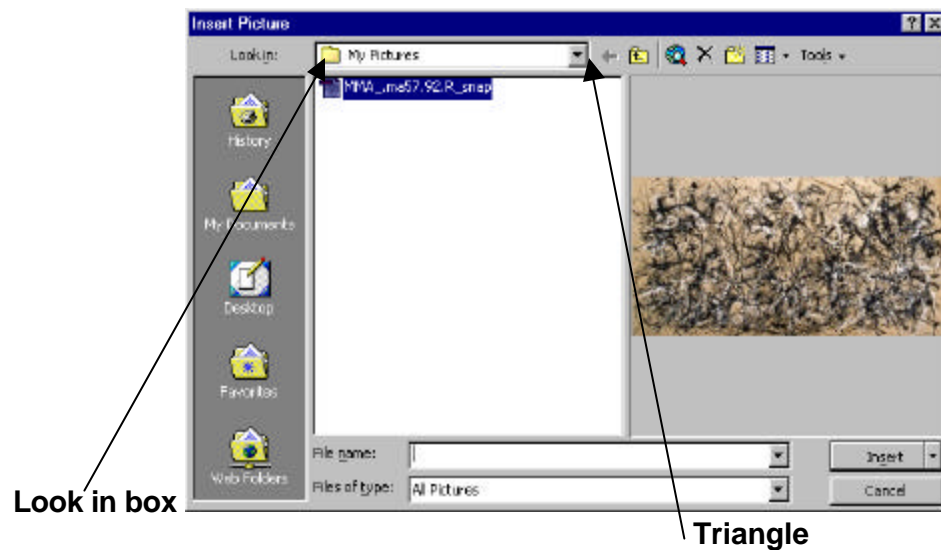


5. To put an image into this slide, click in the dotted area designated for a graphic file. Then go to the Menu Bar at the top of the program and select **Insert**.
6. A Menu Box will appear and you will scroll down to the **Picture** option. With the mouse button held down, as you roll over **Picture** a side Menu Box will appear and ask you where you would like to retrieve a picture from, **Clip Art ...** or **From File ....**

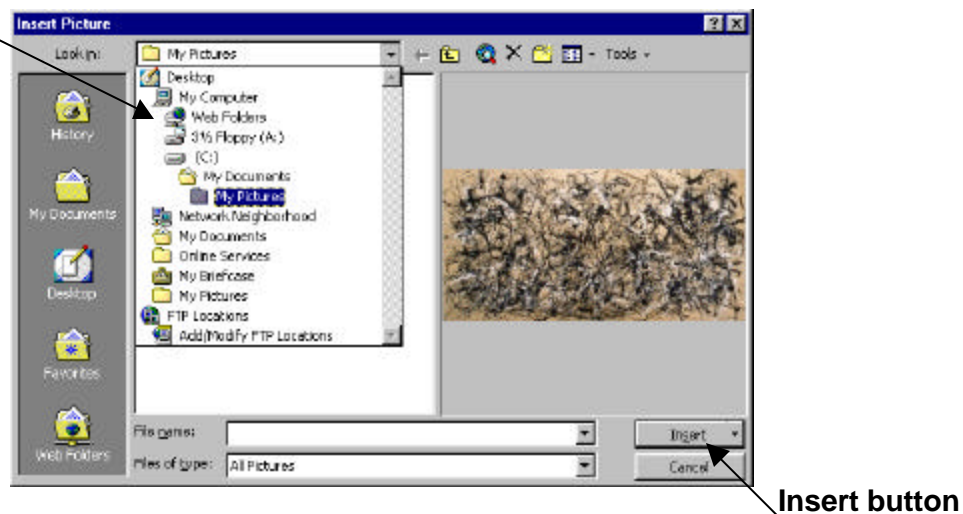
See the MS Word instructions for a similar illustration.

7. Select the **From File ...** option. Another dialogue box will appear and ask you to choose a file.
8. Choose the location where you saved your image file and click on it.

*See the illustrations on the next page.*



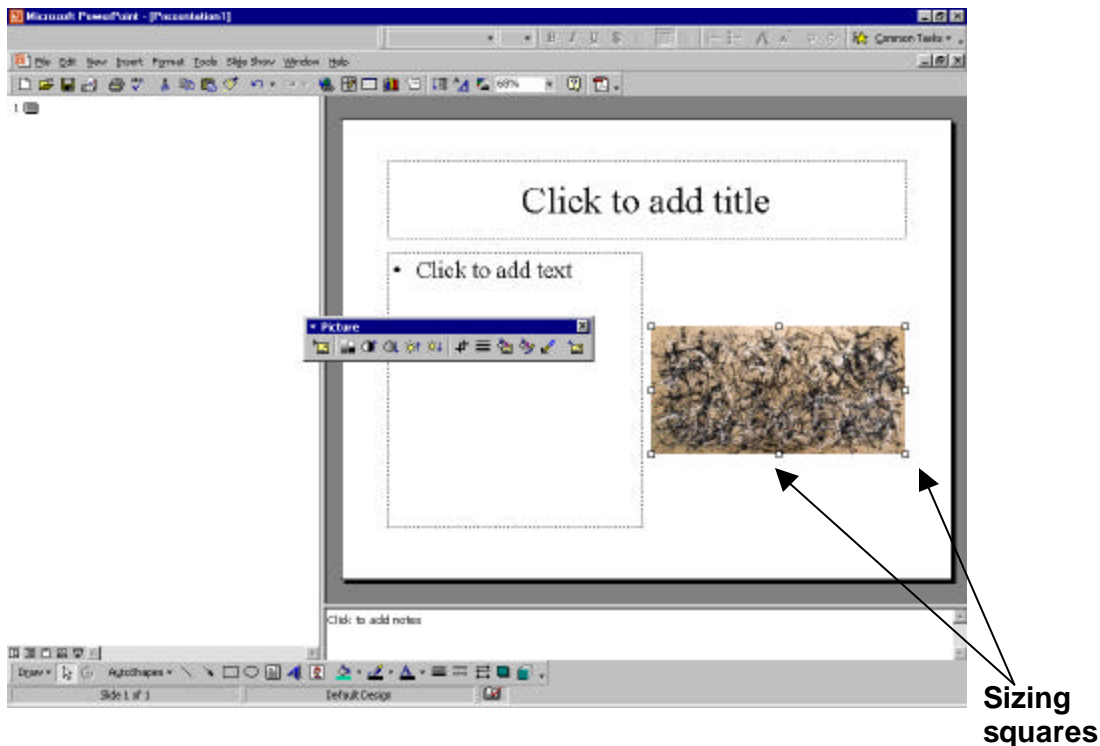
Options once triangle is selected.



9. Once you are in the correct location, find your image file. Select the file name and then, click on the **Insert** button in the dialogue box.

10. The image will appear in your slide.

*See the illustration on the next page.*



11. Adjust the image as necessary. When the image is selected eight small **sizing squares** will appear on each corner and the middle of each side of the image. *Only use the sizing squares on the corners, so that the height and width ratios of the original artwork will be maintained.*

If you do use one of the squares on the sides and wish to go back to the initial inserted image, select **Edit** from the top Menu Bar and then choose **Undo** (perhaps more than once), to return to the initial image.

12. Add text to the slide in the **Clip Art & Text** or **Text & Clip Art** layout by simply clicking on the box that reads **Click to add text** and typing.

13. If you chose a **Blank** layout click on the **Insert** on the Menu Bar, after you have inserted the image scroll down to the **Add Text** option and click on it. A text box will appear on the slide. Click inside the text box and a cursor will appear, allowing you to enter text.

14. Make sure you appropriately cite all the images you use. See the Citation Practices section of this handbook on pages 31-32. Repeat these steps for each slide you want to add an image to in your presentation.

*Thanks to Chris Reynolds, AMICO Intern, at the Cleveland Museum of Art for these instructions.*

## Citation Practices for AMICO Works

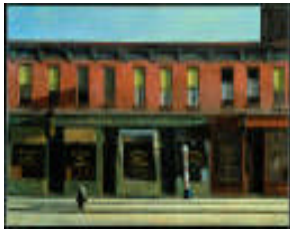
Just like footnotes for textual sources, it is important to accurately cite works of art when you use them as a reference source. Here are citation outlines and samples for reference purposes. Note that citation requirements differ when the work of art is still under copyright.

Use a full citation whenever possible. A brief citation is acceptable when space for the citation is limited or if you are citing the work in a paper or some sort of text document. The lines of a citation may be run together with commas ",," if desired.

### Full Citation:

Artist's Name (First and Last), Artist's Nationality and Dates  
Title and Date of the Work (if known)  
Materials and Dimensions of the Work  
Museum Name and Location  
Credit Line and Museum's Number  
Copyright, if applicable  
Image Source and ID Number

### Example:



Edward Hopper, American, 1882-1967  
*Early Sunday Morning*, 1930  
Oil on canvas, 35 3/16 x 60 1/4 in. (89.4 x 153 cm)  
Whitney Museum of American Art, New York, NY, USA  
Purchase, with funds from Gertrude Vanderbilt Whitney, 31.426  
The AMICO Library: WMAA.31.426

Photo © Whitney Museum of American Art

### Brief Citation:

Artist's Name (First and Last)  
Title and Date (if known)  
Museum Name and Location  
Museum's Number  
Copyright, if applicable  
Image Source and ID Number

### Example:



Lysippides Painter  
*Hydria: Herakles and Cerberus with Hermes,  
Athena and Persephone*, Ca. 520 B.C.  
Museum of Fine Arts, Boston, Boston, MA, USA, 28.46  
The AMICO Library: BMFA.28.46

Photo © Museum of Fine Arts, Boston

**Full Citation (when the work of art is still in copyright):**

Artist's Name (First and Last), Artist's Nationality and Dates  
Title and Date of the Work (if known)  
Materials and Dimensions of the Work  
Museum Name and Location  
Credit Line and Museum's Number  
Copyright Statement  
Image Source and ID Number

**Example:**



Photo © The  
Metropolitan Museum  
of Art

Jackson Pollock, American, 1912-1956  
*Autumn Rhythm (Number 30)*, 1950  
Oil on canvas, 105 x 207 in. (266.7 x 525.8 cm)  
The Metropolitan Museum of Art, New York, NY, USA  
George A. Hearn Fund, 1957 57.92  
© 1999 Pollock-Krasner Foundation/Artists Rights Society (ARS),  
New York  
The AMICO Library: MMA\_57.92

**Brief Citation (when the work of art is still in copyright):**

Artist's Name (First and Last)  
Title and Date (if known)  
Museum Name and Location  
Museum's Number  
Copyright Statement  
Image Source and ID Number

**Example:**



Photo © The  
Metropolitan Museum  
of Art

Jackson Pollock  
*Autumn Rhythm (Number 30)*, 1950  
The Metropolitan Museum of Art, New York, NY, USA, 57.92  
© 1999 Pollock-Krasner Foundation/Artists Rights Society (ARS),  
New York  
The AMICO Library: MMA\_57.92

## **Content Citations:**

Based on review of MLA guidelines, the following are required elements for such citations:

- Author
- Title
- Compilation
- Editor
- Subscription Service
- School Name
- Date Consulted
- URL

All of these elements are fairly straightforward expect for the *Title*, which in some cases may have to be a constructed one, as in Catalog Record, or may be the name given to the particular piece of multimedia in the work's record in the AMICO Library. Please compare the citations below to their actual works in The AMICO Library for needed clarification.

### **Example of Text Citation:**

The Cleveland Museum of Art. "Catalog record for Lysippides Painter, The Bateman Amphora, c. 530-520 BC." The AMICO Library: 2000-2001, CMA\_.1927.433. The Art Museum Image Consortium, Inc., Research Libraries Group, AMICO Library Subscription. Isidore Newman School, New Orleans, LA. 8 November 2000. <<http://eureka.rlg.org/amico>>

### **Example of Multimedia Citation:**

The Art Institute of Chicago. "3-D construction of mummy's head based upon CT data for Egyptian, Mummy Case of Paankhenamun, c. 945-715 BC." The AMICO Library: 2000-2001, AIC\_.1910.238. The Art Museum Image Consortium, Inc., Research Libraries Group, AMICO Library Subscription. Isidore Newman School, New Orleans, LA. 8 November 2000. <<http://eureka.rlg.org/amico>>

### **Example of Sound Citation:**

The Minneapolis Institute of Arts. "Museum Director and CEO, Evan Maurer, leads visitors through a personal tour of some of the most popular works in the collection for Rembrandt van Rijn, Lucretia, 1666." The AMICO Library: 2000-2001, MIA\_.34.19. The Art Museum Image Consortium, Inc., Research Libraries Group, AMICO Library Subscription. Isidore Newman School, New Orleans, LA. 8 November 2000. <<http://eureka.rlg.org/amico>>



## Frequently Asked Questions about The AMICO Library

### **Q. How do I access The AMICO Library?**

A. Access to The AMICO Library is online through a password-protected (or IP-filtered) site on the World Wide Web. Please see p. 3 of this manual for more details.

### **Q. What will I find in The AMICO Library?**

A. The AMICO Library has over 78,000 works of art from over 30 major art museums in North America. There are digital images of paintings, sculptures, prints and photos, decorative arts, armor, jewelry and costumes and catalogue records and, often, other associated multimedia. See p. 4 of this manual or <http://www.amico.org/AMICOlibrary/contents.html> for a more complete description.

### **Q. How big are the images in The AMICO Library?**

A. In general the AMICO images are being delivered at more than twice the resolution of most images on the web sites of museums today. The general specification is 1024 x 768 pixels, which is the maximum screen resolution of most 17" monitors. At this resolution over 1 million pixels (picture elements) are captured in full color. The perceived quality of this image varies with the size of the original work of art, though. For small objects, it could be a magnification over the unassisted eye; for large objects, it could be less robust.

### **Q. Can I print out the images? How do I do it?**

A. Yes, if you wish to print out a search result or notebook of thumbnail images, click on the Export icon. This opens a new browser window; with this window select File from the menu bar and the choose Print. If you want to print out a larger image click until the image size that you are looking for is displayed. Then, simply click on File on your browser's top menu bar and then select Print from the list that appears. See pp. 14-16 of this manual for details to properly cite works. Also, see pp. 6-13 for directions on placing AMICO images in Microsoft Word documents and Powerpoint presentations.

### **Q. How does the licensed AMICO Library differ from what's on the public web site (<http://www.amico.org>)?**

A. The AMICO Library contains the full complement of multimedia from the Member Museums, while the public site's Thumbnail Catalog only provides small images and minimal tombstone data about the work. The AMICO Library includes large images for all works. For selected works it provides alternate views, additional commentary information, sound and video files, provenance history, bibliographic citations, and other information that assists in the understanding of the artwork and its placement within the larger cultural landscape. The AMICO Library is not simply an image repository, but an educational tool.

### **Q. I know we signed a license to use The AMICO Library. What am I allowed to do with the works in The AMICO Library?**

A. Educational uses of The AMICO Library are accepted. Commercial uses of The AMICO Library are prohibited. Please see p. 18 of this manual for more details.

## Appendix B

# An "At-A-Glance" Summary of The AMICO License Terms

*The AMICO Library is provided by institutional subscription, under license.*

- YES** You MAY access and use The AMICO Library for classroom instruction and related activities including handouts, presentations, research, and student assignments.
- YES** You MAY use The AMICO Library as part of a professional presentation at a conference, seminar, workshop, or other professional activity or in a public display or performance in the (Institution name) gallery or similar facility.
- YES** You MAY use The AMICO Library for student or faculty portfolios, term papers, theses, and dissertations.
- YES** You MAY use AMICO Library images in course web-sites for review and study purposes, but these sites must NOT be publicly accessible on the web, but rather password-protected or constrained by user-filtering, so that only members of your school community may access the site.
- YES** You MAY adapt, alter, add to, delete from, manipulate, or modify an AMICO work if you're doing it exclusively for educational, research, or scholarship purposes. But, you MUST clearly identify all changes made to an AMICO work and include an appropriate citation or direct link to the unadapted AMICO work.

***(The final item is only true if a school signs a Long license agreement. Find out which license agreement your school has signed by inquiring at your campus library. Read both Short and Long licenses at <http://www.amico.org>)***

- NO** You MAY NOT use The AMICO Library for any purposes other than education, research, or scholarship.
- NO** You MAY NOT use any AMICO work for any commercial or business-related purpose whatsoever.
- NO** You MAY NOT reproduce, distribute, re-distribute, or publish any adapted AMICO work outside of (place your Institution Name here) without obtaining permission. Follow the "Rights" link from each work to request permission.
- NO** You MAY NOT use any AMICO work for institutional fundraising, marketing, promotion, or public relations.