AMICO Library Search Strategies

The AMICO Library is created from contributions by over 30 museums in the U.S. and Canada. AMICO coordinates contributions and edits the AMICO Library for consistency. With many members, you can imagine that agreeing on practices is challenging. We're working to reconcile differences in cataloging practices and improve the consistency of indexing in The AMICO Library..

AMICO plans to have multiple distributors of the AMICO Library, so these tips will expand. Users should look at the instructions that apply to their particular provider of the AMICO Library.

Tips for the AMICO Library on Research Libraries Group's Eureka service:

Miscellaneous Tips:

- The search system is not case-sensitive. Artist names do not need to be capitalized.
- Do not use accent marks on French or other non-English words that typically have these marks.
- RLG will "time out" your session if you are inactive (not doing searches, opening up records, placing works into notebooks or other such things), so be aware of this. You might want to search, place works in a notebook, and then come back to them for deeper study, making notes, etc. To reconnect to the AMICO Library, simply click on the Reconnect link on the page telling you that you have been disconnected.

Suggested search feature

- Unsure where to start? Check out the main Eureka AMICO Library screen for a changing "suggested search". This search changes daily. The link will show you the criteria for the search and then, when you click on the link, you will see the result of that search.

See illustration on the previous page and below.

Result of suggested search
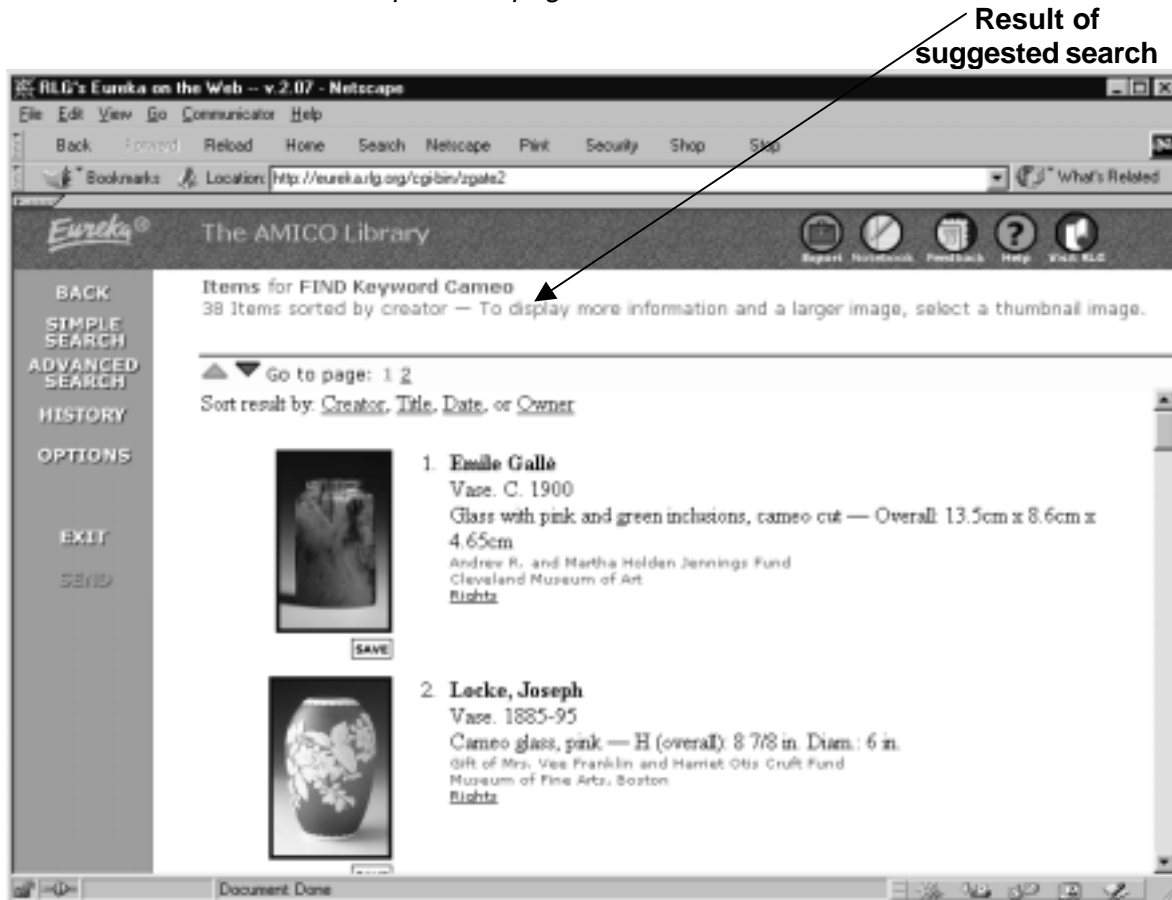
Searching:

Simple: Allows you to search on only one criterion. You are given a choice of three possible categories – creator, title, or keyword.

Creator: this can be an artist's name or a culture/nationality.
For example, select creator and type in
- Degas
- French
- Navajo

Title: this can be an exact title of a work or words that may appear in the title.
For example, select title and type in
- annunciation
- lake
- Lake George Barns

Keyword: this is a good catchall for searching. It looks throughout the entire record for the word you type in, so if the search term is mentioned in the title, commentary, inscriptions, anywhere, it will be found.
For example, select keyword and type in
- mummy
- moon
- bust
- relief
- cup

~ A caveat with the Keyword search is that it finds a term wherever it appears: "park" will find images of "Yosemite National Park" and works created by "David Park" and "Thomas Park". ~

Advanced: Allows you to search on more than one criterion and the list of possible choices are expanded beyond three options. Also, you may use connecting variables (and, or, not) to link your multiple search criteria. Note: Advanced search only allows you to search on two criteria at present.

In Advanced Search you can choose from 10 possible categories, rather the 3 in Simple Search. You do not **have** to search on multiple categories. If you wish to search on just one of the categories only included in Advanced Search, such as "Type", just leave the second variable blank and the connector word unselected.

The 10 possible criteria are:
Creator
Title   See above under Simple Search
Keyword

Type*: AMICO Members use a list of 16 object types in the AMICO Library*: RLG indexes these Object Types along with other classification Terms in the "Type" category.
> Architecture, Audio-Video, Books, Costume and Jewelry, Decorative Arts and Utilitarian Objects, Digital Arts, Drawings and Watercolors, Installations, Mixed media, Paintings, Performance Arts, Photographs, Prints, Sculpture, Textiles, Other

Materials/Technique*: Refers to the physical materials and production techniques used to create a work.*
For example, select materials/technique and type in
- linen
- lithograph
- marble
- ceramic

Date*: Searches the time the work was created. You can specify a range, an exact year, or truncate to get a series of years.*
For example, select *Date* and search:
- 1260-1360

- 185? (will get 1850-9, see more under Truncating)
- 1974

Subject: What is depicted in a work, its content
For example, select Subject and search:
- children
- buildings
- bodies of water

Note: not all works in the AMICO Library have subject terms assigned to them.

Owner Name: The name (or some words in the name) of the Member museum that holds a work.

Owner Place: The city in which the Member museum is located

ID: The unique number assigned to the work in the AMICO Library. (typically an accession number preceded by a four-character AMICO Identifier, eg. FASF.118935)

"these words"
"this exact phrase": Notice that there are selections for either of these choices under the boxes in which you enter your search terms. Make sure that the proper one is selected. If you type in "Boston Fine Arts" and choose the Owner Name criteria, but have "this exact phrase" selected, the search engine will not find works located at the Museum of Fine Arts, Boston.

Truncating: RLG lets you search for plural forms or alternate forms of words and date ranges by using a ?. For example, you may enter photograph?, which would find photograph, photographs, photography, and even foreign terms like photographique.

The ? may even be placed within a word, so one could search for wom?n and find both woman and women. Truncation is especially useful for dates, e.g., enter 197? to get all works produced in the 1970s.

Printing: Users may print out search results or individual works. Simply select the particular browser page containing what you wish to print from the AMICO Library. This might be a search result listing, the text associated with a work, or a larger-size view of the work. Once the particular page is selected, simply choose File from the top Menu bar in your browser window and then choose Print Frame… or Print… from the pull-down menu that appears.
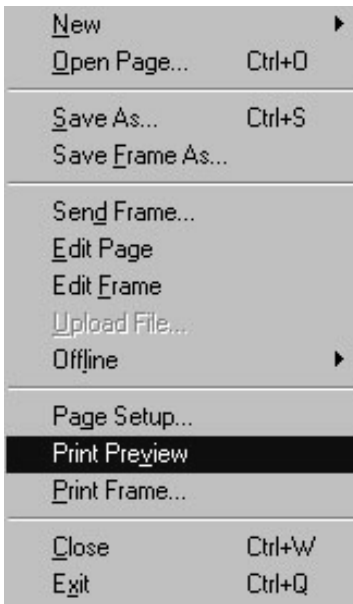
You can format a search result for printing by choosing "Export" from the RLG icon bar. This opens your search

result in a printable format. Then choose File and then Print within your browser.

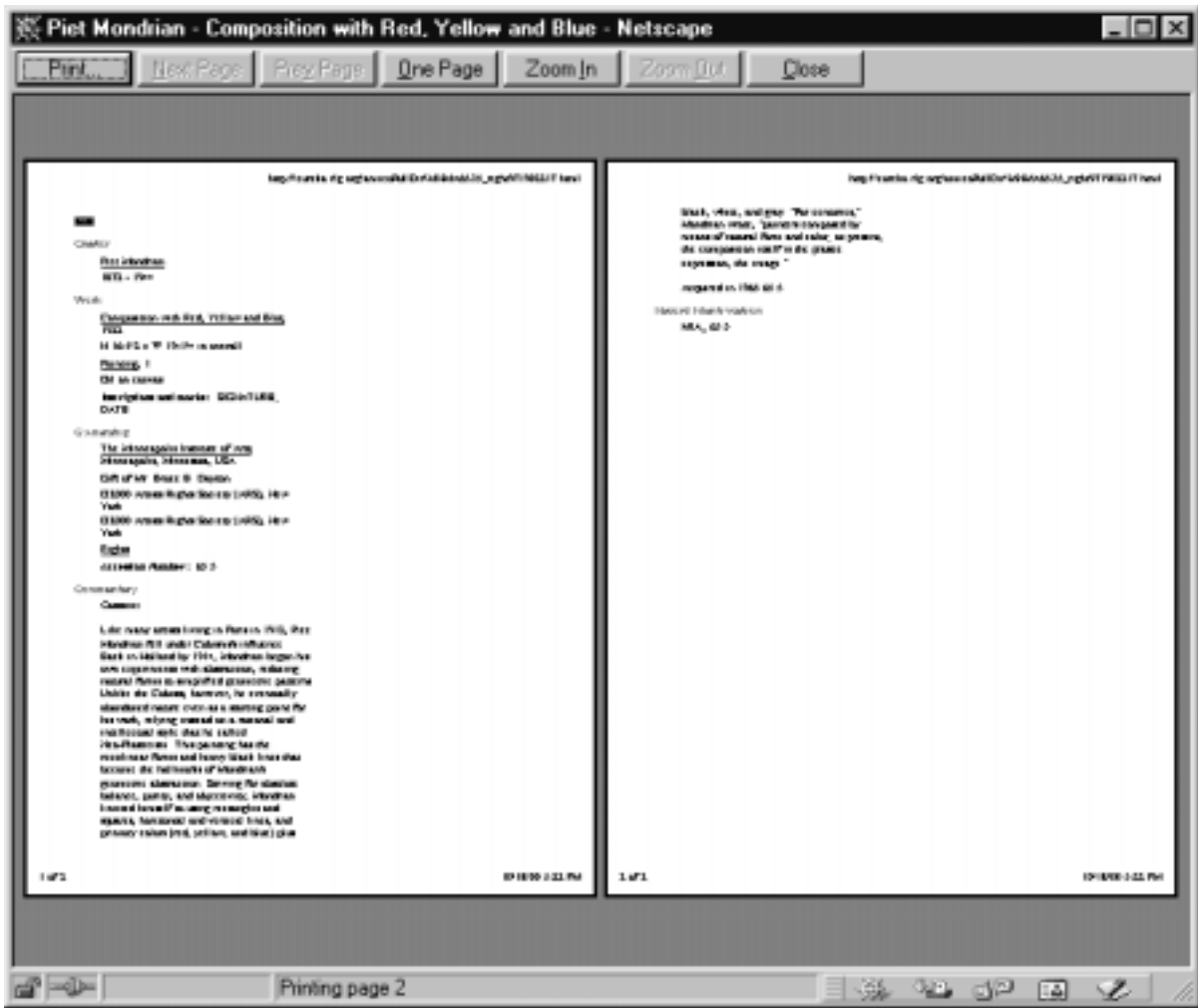*The text and illustrations below should help you with printing.*

File Menu Selection   **Click on image to get a larger view**
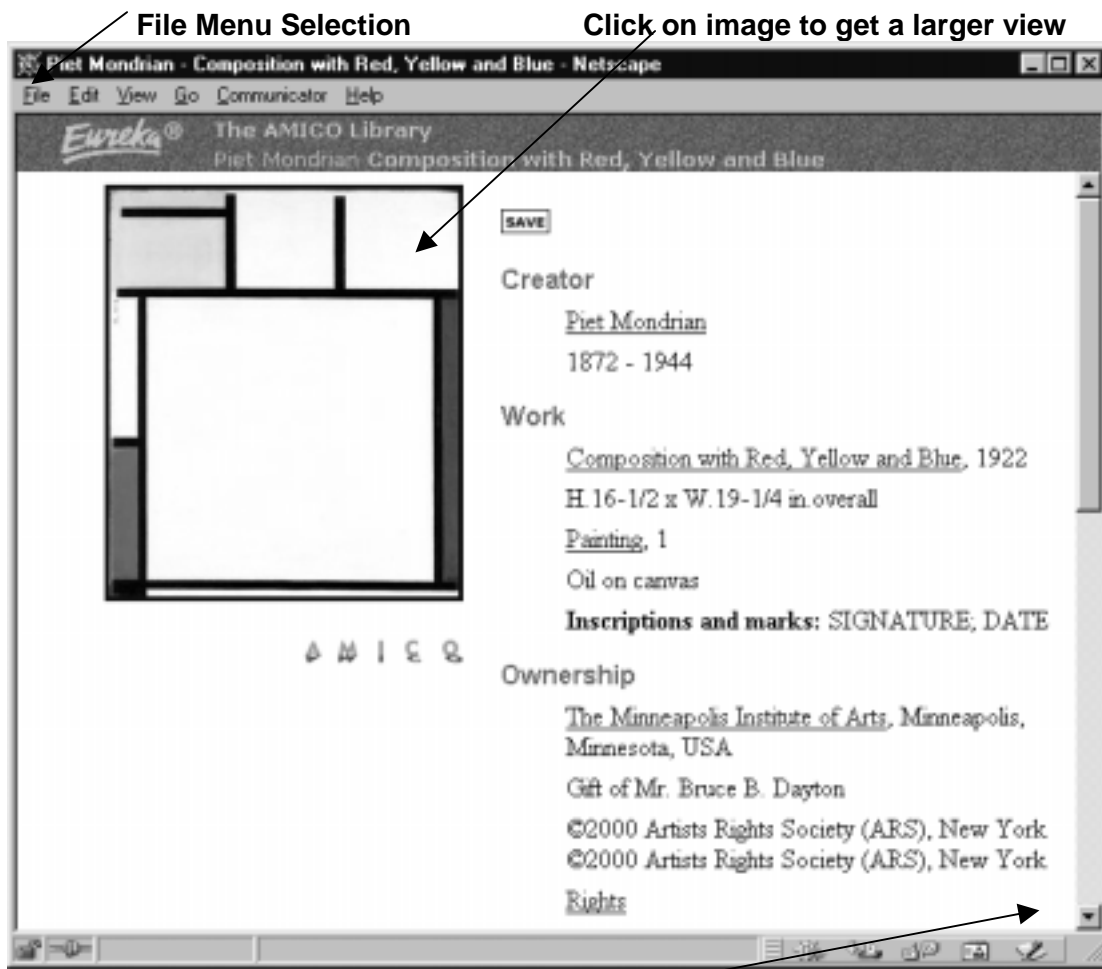
Once you've found your desired image, make sure you click on the righthand side in the browser window, so that the text is selected.

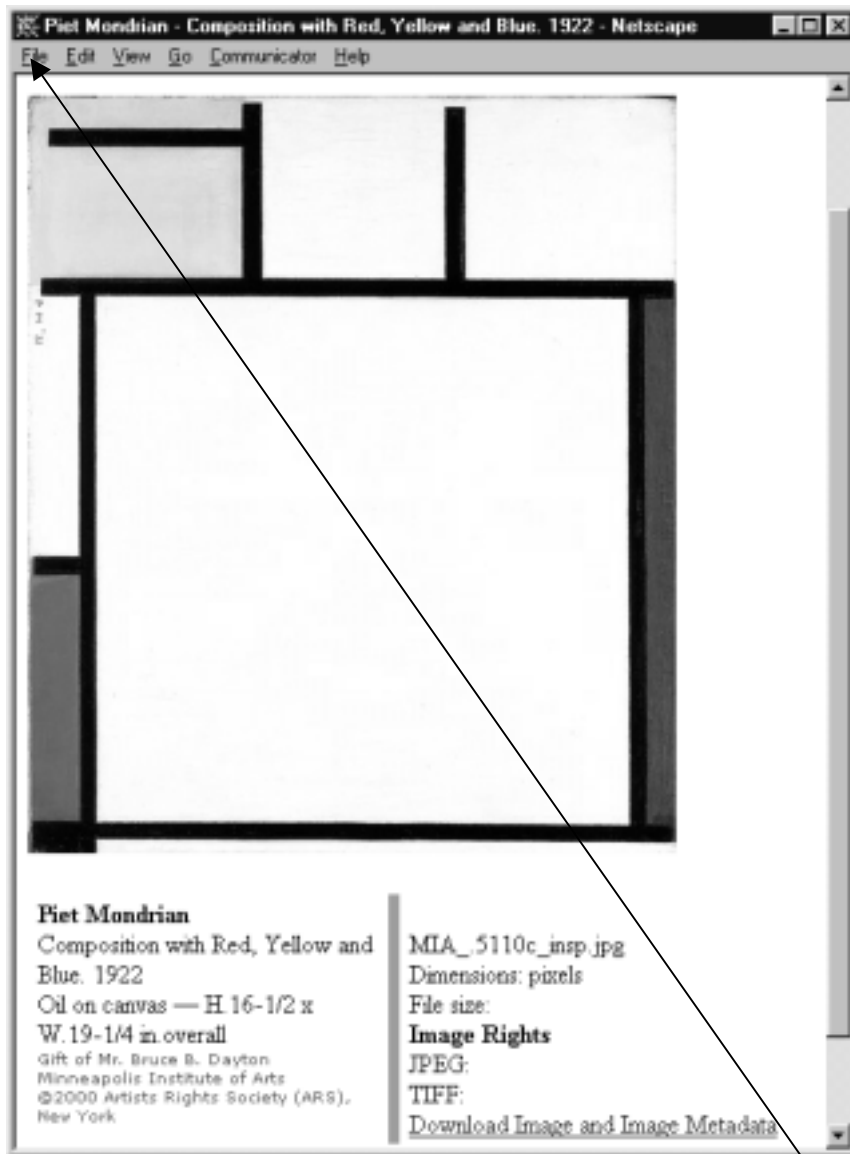| New ▶ |
| Open Page... Ctrl+O |
| Save As... Ctrl+S |
| Save Frame As... |
| Send Frame... |
| Edit Page |
| Edit Frame |
| Upload File... |
| Offline ▶ |
| Page Setup... |
| **Print Preview** |
| Print Frame... |
| Close Ctrl+W |
| Exit Ctrl+Q |

To double-check that you will be printing out text, select File menu from the top of the browser and a menu will pop-up like one shown to the left.

Select Print Preview and a screen like the one on the next page should appear with text. If it shows a small image then, you need to click on the righthand side of the original screen again in order to get the text to print out.

Print Preview Screen

Larger Size View of a work

Piet Mondrian - Composition with Red, Yellow and Blue. 1922 - Netscape

File Edit View Go Communicator Help

Piet Mondrian
Composition with Red, Yellow and Blue. 1922
Oil on canvas — H 16-1/2 x W.19-1/4 in.overall
Gift of Mr. Bruce B. Dayton
Minneapolis Institute of Arts
©2000 Artists Rights Society (ARS), New York

MIA_5110c_insp.jpg
Dimensions: pixels
File size:
Image Rights
JPEG:
TIFF:
Download Image and Image Metadata

Select File and then Print from the pull-down menu that appears to print an image like the one shown.

RLG Features and Icons

The following section highlights some of the icons you will see when using the AMICO Library via RLG, and the functionalities and features they represent. Using these advanced features will make your use of the Eureka interface more productive

Notebooks: Notebooks are a great way to save sets of works under particular Themes. These might be study sets for class assignment or review purposes, lectures, and more. The Notebook allows you to add images to your own collection which you name and password-protect for your future reference. Images
may be added and subtracted during subsequent sessions. You may have multiple notebooks under one user name and password. (Functionality to lock Notebooks and share them with other users is being considered.)

How it works: When you receive a search result, you will notice that there are small buttons that say "SAVE" under each image. Clicking on this icon saves that work into a Notebook. Notebooks are kept from session to session and can be added to in subsequent sessions.

During any single AMICO Library session through RLG you can do many searches and all the works that you choose to save will be placed into one "Temporary" notebook.

See illustration below.

Notebook icon

Save button   **Indicates a work has been saved in the Temporary**
Notebook

Saving your notebook for future use: If you wish to save your notebook to use it during another session, select the Notebook icon. You will be shown the contents of your Temporary Notebook and will have a button that says "Save this Notebook".

See illustration of this below.

Save this Notebook button
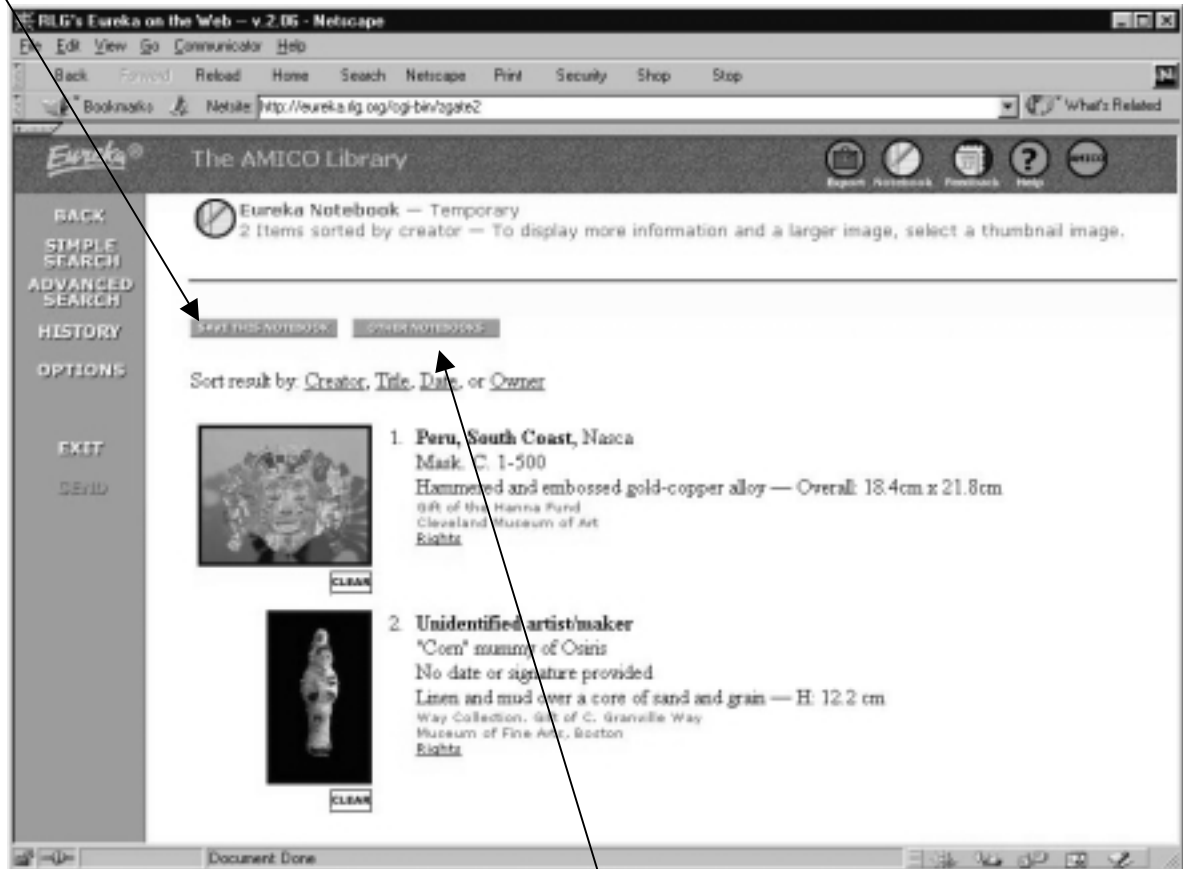
Other Notebooks button

Name your notebook

Select self as a new user

Select the "Save this Notebook" button and a screen will appear that asks you to name your notebook, give yourself a user name (do something intuitive like an acronym for your institution, your name, or something else memorable), and then RLG will generate a password for you – when you select yourself as a new user.

Create a user name

Saving new Notebooks and retrieving Notebooks as a Returning User:
- If you've already saved notebooks in previous sessions and want to create a new one, click the Notebook icon when you begin your session, choose "Other Notebooks," type in a title for the new notebook, and enter your notebook user name and password from previous sessions. Items you save will go into this new notebook.

Enter User Name   **Select returning user & enter password**

- To switch to other notebooks you've already created, click on the Notebook icon, click on the "Other Notebooks" button, select the notebook you wish to change to, and click on Send. Works that you select to SAVE will now go to this selected notebook.

Select Notebook you'd like to change to and click on the Send button.
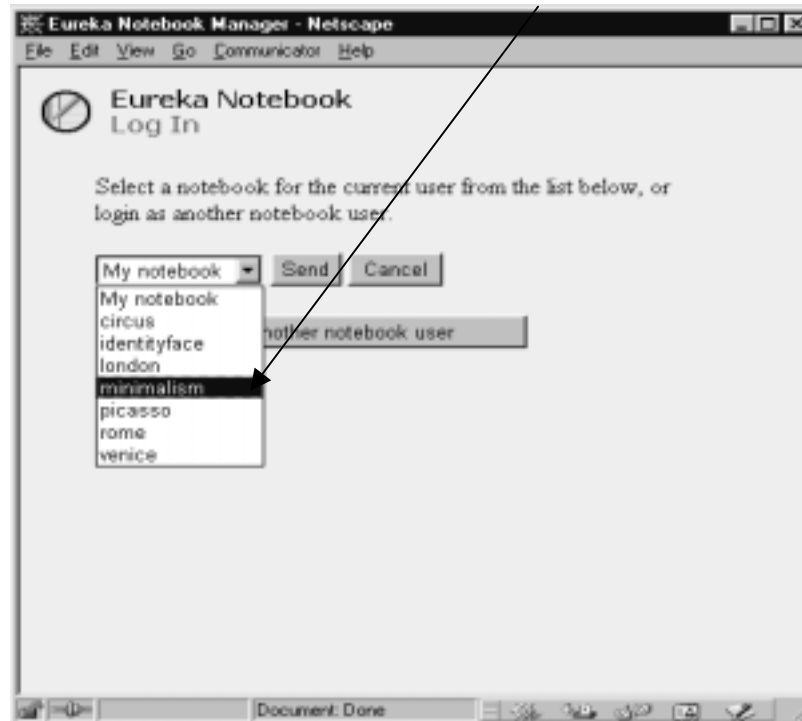
- To create another new notebook, you need to exit from the AMICO Library and begin a new session.
- A user may only be in one notebook at a time within the AMICO Library, but you may have multiple browsers programs each open and connecting to the AMICO Library and that way, you may be in two separate Notebooks simultaneously.

**NOTE:** If you add items to your temporary notebook, the default notebook when you start a session, and then save the temporary notebook with a name, you will lose the contents of the temporary notebook when you use the notebook user name and password from earlier sessions. However, if you tell the system you are a new user, give yourself a new notebook user name, and let the system assign you a new password, the contents of the temporary notebook will become a saved notebook. RLG is working to fix this problem.

Image coming soon: The AMICO Library is a growing resource and works are added to the Library at constant intervals, so you may see an "image coming soon" when the work is still in the process of being loaded on to the system. Once loaded, the image will be available and the "image coming" message removed.

Eraser Icon: This allows you to erase previous search terms from the search box.
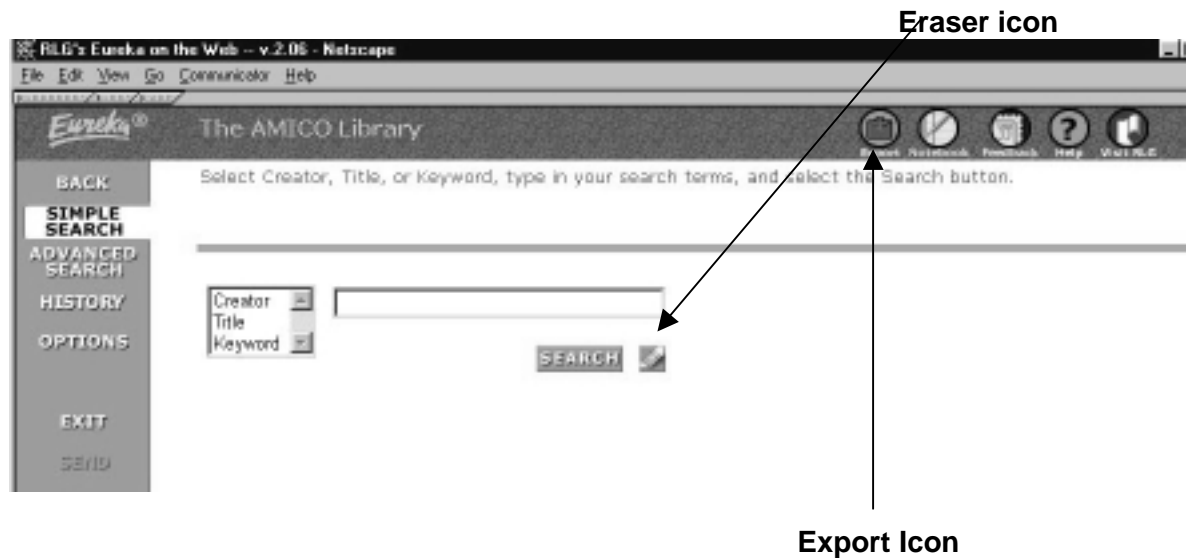
Export Icon: The export button allows you to send a search result listing or a notebook listing to a new browser window. From the new window you are able to print out the search by selecting File from the top menu bar and then choosing Print. Also, you may choose File and then Save As, and you could save the page in html format. You will need to add the .html extension to the file name. Be aware that this html page will not allow you to click on the images and enlarge them. The page will only save the thumbnail image and catalogue information.

History Button: RLG stores the past searches you have done in the AMICO Library during your current session. If you wish to see a list of those searches, click on the History button. This will display a list of searches. You may select several past searches using the check box next to the search listing. By doing this you may combine the searches into one larger search. However, searches marked with * cannot be combined with any others. These searches either did not retrieve any matching records or retrieved such a large result that they can't be combined with another search.

See the illustration on the next page.

History Button
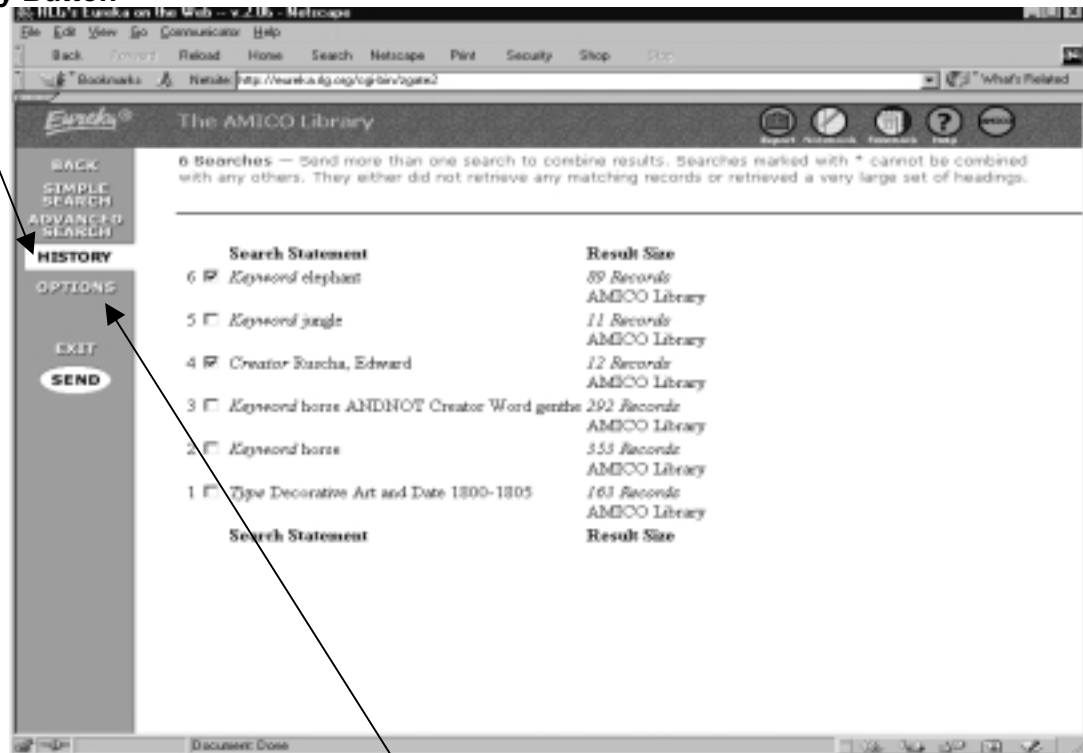
Options Button

Options Button: This button takes you to a screen in which you may customize your search displays in the AMICO Library.

- Change the image delivery to show you the largest image associated with the work only one layer down rather than two.
- Adjust the sort order of a search result to display alphabetically by artist name, by title, chronologically, or by the museum that has the work in their collection.
- Select the number of works that display per page in a search result, either 10, 25 or 50.
- Alter the search result formatting to present both images and text, only images, or only text.
- Indicate if full descriptions and images will display in separate browser windows or be displayed in the original browser window.

See the illustration on the next page.

RLG's Eureka on the Web -- v.2.06 - Netscape

File Edit View Go Communicator Help

Eureka ® The AMICO Library

SIMPLE SEARCH
ADVANCED SEARCH
HISTORY
OPTIONS

EXIT
SEND

Select viewing options for search results and images.
Options are set as soon as you make your selection. To return to your previous display, select Back in the Eureka menu.

Send results to ...

Email and save to file options are not yet implemented.

    ● Printer

Maximum image dimensions

default ● Inspection (640w x 480h pixels)
    ○ Presentation (1024w x 768h pixels)

Sort order

default ● Creator
    ○ Title
    ○ Date
    ○ Owner

Items in each search result screen

    ○ Ten
default ● Twenty-Five
    ○ Fifty

Search result formatting

default ● Images and text
    ○ Text only
    ○ Images only

Full description and image viewing

default ● Full descriptions and images images in their own browser windows
    ○ Full descriptions and images use one browser window

Document: Done