

# Contributor's Guide

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Broaden your educational impact  
with the Artstor Digital Library

ARTSTOR

# 1. Why contribute?

Share images of your collections with curators, scholars, educators, librarians, and students at more than 1,500 educational institutions and museums worldwide.

Promote awareness of your collections alongside 300 international contributors, including the Museum of Modern Art, Art Gallery of Ontario, Réunion des Musées Nationaux, American Museum of Natural History, Berlin State Museums, Magnum Photos, Condé Nast, Metropolitan Museum of Art, and more.

It is free to contribute, and your collections will be available in the Digital Library on a non-exclusive basis, in no way inhibiting you from licensing and sharing through other channels.

Artstor works with ARS, VAGA, and international rights societies in 17 countries to share images of modern and contemporary modern and contemporary works worldwide.

Receive annual usage statistics to demonstrate your collection's impact on the educational community. The data includes a list of which images are used most often, providing insight into what academic users value in your collection.

For a complete list of contributors please visit [artstor.org/collections](https://www.artstor.org/collections).

## 2. How to contribute

### Describe your collection in an email to [collections@artstor.org](mailto:collections@artstor.org):

How many images do you wish to contribute? In general, we prefer to work with the entire digital collection at once, or large batches of several thousand images, but we can also work with smaller batches.

What size and format are the digital image files? We prefer TIFFs at least 3000 pixels on the long side.

Is there electronic fielded cataloging data for the images, and in what format? We can work with a number of formats, including Excel, CSV, XML, etc.

Do you own the photographic rights?

Do you own the copyright to any of the underlying works?

Are there any modern and contemporary works depicted in the photographs? Artstor welcomes images of copyrighted works.

### Send sample images and data

Please send us sample TIFF files at least 3000 pixels on the long side and metadata in a fielded electronic format (e.g. Excel, CSV, XML, etc.): <http://dropbox.ghightail.com/ARTstorProduction>

### Sign an agreement

Once our Collections team has reviewed and accepted your collection, we'll prepare a draft contribution agree-

ment. Collections may be refused due to content, quality, metadata, technical challenges, and/or rights issues.

### Artstor launches your collection

After we have received the signed agreement, we will send you a hard drive and provide a FedEx shipping number. We are moving towards providing tools for contributing via Shared Shelf, Artstor's media management solution. Email us if you want to do OAI harvesting or another online transfer method. Once we receive your collection, we will process it for the Artstor Digital Library.

### Technical specifications

We prefer TIFF files that are at least 3,000 pixels on the long side. Because Artstor's viewing environment enables users to zoom into details in an image, your collection will show at its best with the largest image file possible. Users do not have direct access to your high-resolution files; they view a derivative version that allows them to zoom on details.

We are able to include as much cataloging or descriptive information as you wish to provide with your collection. Please send the metadata in a fielded electronic format (Excel, CSV, XML, etc.), making sure there is a one-to-one relationship between each record and image.

## 3. Open-access initiatives

### Images for Academic Publishing (IAP)

You may deliver publication-quality images for use in scholarly journals free of charge through the Artstor platform. Access to IAP is available to all subscribers, as well as to unaffiliated scholars upon request.

Contributors can set terms and conditions of use. You will also receive annual reports on the usage of the IAP program, including name, contact information, publication information, and download size of the image.

### Digital Public Library of America (DPLA)

Artstor is one of the original content hubs for The Digital Public Library of America (DPLA), enabling museums and libraries to share their collections with the public. Institutions such as the National Gallery of Art, the Walters Art Museum, the Yale University Art Gallery have shared their Open Artstor content with DPLA, while libraries such as Cornell University, and Bryn Mawr College have provided 35,000 high-quality images via Shared Shelf Commons, an open-access library from institutions that subscribe to Artstor's digital media management software.

## 4. Frequently Asked Questions

### Is there a fee for contributing?

There is no fee for making your collection available in Artstor, and you do not need to be a subscriber to contribute.

### What if we also want to share our images elsewhere and license our images through Art Resource?

Sharing a collection in Artstor is non-exclusive, which means that you, as the owner of the photographs, may distribute your images through any other website, database, or commercial licensing company.

### Does Artstor pay royalties or fees?

Artstor promotes awareness of contributors' collections and provides a trusted channel to educational, non-commercial users, but does not offer royalty payments.

### Do we get free access to Artstor if we contribute?

Contributors may have access to the collection they have contributed. Upon request, Artstor can also arrange 60 days of free access to the entire Digital Library after the initial launch of the collection. However, Artstor encourages nonprofits to license the complete Artstor Digital Library for their entire organization to use and to support our ongoing work.

### Can we withdraw our collection?

We ask that contributions be available to educational users on a ongoing basis so

that the educational communities can rely on these collections to support their research and teaching.

### Can we update our metadata after the collection has launched?

Contributors may send updates and changes by clicking on the SUBMIT AN ERROR REPORT link in the data record of each image or by emailing Artstor directly at [userservices@artstor.org](mailto:userservices@artstor.org). Large-scale updates and contact information changes should be discussed with our Metadata team.

### Does Artstor normalize creator names?

Because of the diversity among collections in the Digital Library, Artstor matches creator names to the Getty Union List of Artist Names (ULAN). For example, a user searching Artstor for works by Gerrit von Honthorst will be able to retrieve records containing variant form of his name, such as Gherardo della Notte and Gherardo Fiammingo.

### Does Artstor normalize metadata?

Artstor aggregates data in various schemas and formats; there are no strict requirements. To make heterogeneous data searchable for all our users, we enhance it using: 1) geography (country/region), 2) classification (media types), and 3) earliest and latest dates.

## How does Artstor protect high-resolution images?

All high resolution images are encrypted as FPX (FlashPix Bitmap Image) files that are accessed but cannot be downloaded or copied. Images are only downloadable and printable as low-resolution files (72 dpi JPEGs, 1024 pixels on the long side), which are large enough for PowerPoint presentations but insufficient for publishing.

In addition, Artstor is only available by license to nonprofit educational institutions, and the Artstor Terms and Conditions of Use permit educational, noncommercial uses only.

## How does Artstor handle intellectual property?

Artstor performs legal review on each image and controls access to certain images depending on the copyright laws in various jurisdictions. Some images are released in the United States under fair use, as determined on a case-by-case basis.

## Can Artstor release images of modern and contemporary works?

Artstor releases for all subscribers worldwide works by contemporary and modern artists affiliated with the Visual Artists and Galleries Association (VAGA), the Artists' Rights Society (ARS), and ARS partners such as VISCOPY (Australia), SODRAC (Canada), VBK (Austria), KUVASTO (Finland), SOMAAP (Mexico), AUTVIS (Brazil), ADAGP (France), Bildkunst (Germany), Beeldrecht (Netherlands), BONO (Norway), BUS (Sweden), Copydan (Denmark), DACS (United

Kingdom), Prolitteris (Switzerland), SIAE (Italy), VEGAP (Spain), and SABAM (Belgium). Images of copyrighted works by artists not represented by these agreements are released in the United States under fair use.

## How do you handle duplicate images of a particular work?

Multiple images of the same work provided by various sources are grouped into "clusters," with the preferred image on top. Users have the option of expanding the cluster to view all the images and data provided by other contributors.

## How long will it take for our collection to launch in Artstor?

Collections are typically launched 6-12 months after we receive your materials, depending on the size and complexity of your collection.

## Does Artstor promote our collection?

Artstor publicizes each collection on its public website, a monthly newsletter with 70,000 subscribers, the Artstor Blog, social media, promotional materials, and more.

For more information:  
[collections@artstor.org](mailto:collections@artstor.org)

EAST CHINA ARCHITECT DESIGN & RESEARCH INSTITUTE,  
2010, SHANGHAI WORLD EXPO CULTURAL CENTER;  
OVERVIEW WITH REFLECTING POND THAT IS LOCATED AT  
THE EASTERN END OF THE AXIS. IMAGE AND ORIGINAL DATA  
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