

# ART BOOKS LIBRARY USERS MANUAL

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### **GPAG Art Books Library**

The Gibsons Public Art Gallery's library of art books was originally created by artist-member Jone Pane who with other volunteers devoted many hours to the project of gathering, cataloguing and shelving a library of over 350 books. Through generous donations over the years the collection has grown to over 1600 books.

In 2019, from an initial team of eight volunteers, the core group of Janet Ritchey, Evelyn Sloboda, and Jennifer Love took on the painstaking work involved in completing this project.

The library is a diverse and fascinating collection of mainly art-focused books, including those about artists from the Sunshine Coast, elsewhere in BC and the rest of Canada, and beyond. Ancient, Renaissance, Mid-century Modern, Contemporary art...we have it all. Watercolour, oil, acrylic, collage, photography, digital art, sculpture, manga and graphic art, as well as beautifully illustrated children's books...there is something of interest for everyone.

All library titles can be found in the GPAG Art Books Library online catalogue which can also be searched by author, artist or subject - <a href="https://libib.com/u/gpag">https://libib.com/u/gpag</a>.

Everyone is welcome to read the books while visiting the Art Gallery but only GPAG members are entitled to borrow from the library.

# How the GPAG Art Books Library is organized

The GPAG library is organized by the Dewey Decimal System.

• Each item in the collection has a spine label consisting of two lines of text and/or numbers. These are the 'Call Numbers' of the items.

The adult collection begins on the left hand side once you enter the library.

- DVDs are the first items on the shelves.
- The non-fiction collection is next, beginning with low numbers which rise to finish in the 900s.

Oversize art books are shelved at the end of the 900s and are noted as OVERSIZE on the books themselves and also in the online catalogue.

The children's collection of fiction and non-fiction is on the right hand side closest to the library entrance.

- The spine labels on children's fictional books have 'j' followed by three letters which are the first three letters of the author's surname.
- The spine labels on children's non-fiction books start with a 'j' before the number.
- The children's non-fiction is shelved in the same order as the adult non-fiction low numbers first, rising to finish in the 900's.

# **Borrowing from the GPAG Art Books Library**

GPAG members in good standing are entitled to borrow materials from the library.

Non-members must purchase an annual GPAG membership if they wish to borrow items from the library.

- The GPAG desk volunteer will check out the library items for GPAG members.
- A maximum of six items may be on loan at a time.
- The loan period is three weeks.
- Due date cards will be provided.
- GPAG allows two renewals per item.
- Renewals may be done in person or over the phone at (604) 886-0531. Please confirm your renewal with a volunteer rather than just leaving a message.
- There are no overdue fines.

The desk volunteer can explain the many other benefits of membership including discounts at local businesses and the Art Gallery Gift Shop.

# **Searching the GPAG Art Books Library Online**

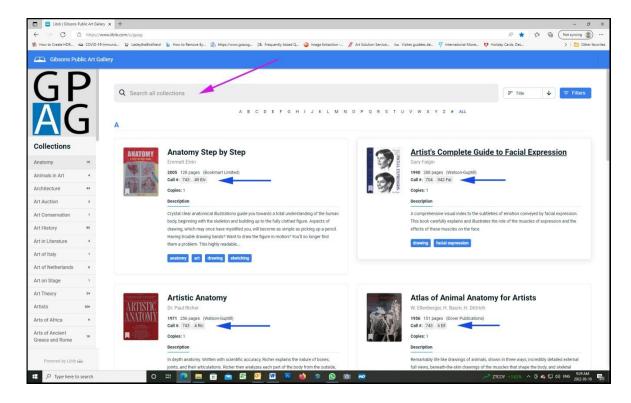
### Open <a href="https://libib.com/u/gpag">https://libib.com/u/gpag</a>:

The example below is the screen which is displayed upon logging in to the website on a computer or tablet.

On the initial screen, you have the ability to do basic searches by title and author or subject.

- Enter the keywords for your search in the search bar which is indicated with the pink arrow.
- At any point while doing a search, after making note of the Call # (indicated by the blue arrows), you may search for specific items on the library shelves. They will be shelved in call number order as explained on page 3.

Currently, the database does not update the availability of items in the library so if they are not found on shelf, they are out on loan.



Initial screen upon logging in to the library website

### Searching the GPAG Art Books Library Online cont'd...

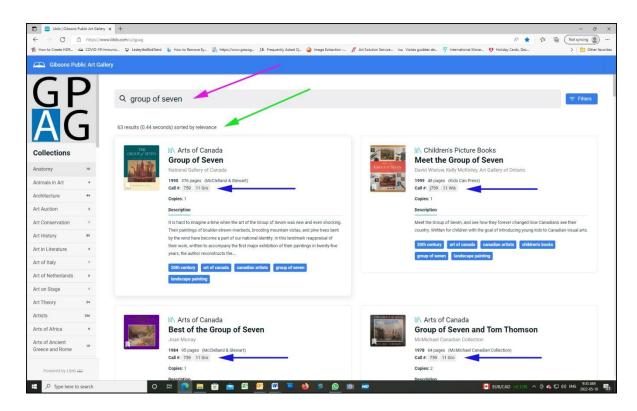
### **Basic Searches**

- An example of an initial search could be for the Group of Seven as indicated by the pink arrow.
- When performing a search in <a href="https://libib.com/u/gpag">https://libib.com/u/gpag</a>, it will by default display the titles with the highest relevancy to items with the search item in the title followed by any search results which appear in the descriptions of titles.

In this case, the results are indicated by the green arrow.

• At any point while doing a search, after making note of the Call # (indicated by the blue arrows), you may search for specific items on the library shelves. They will be shelved in call number order as explained on page 3.

Currently, the database does not update the availability of items in the library so if they are not found on shelf, they are out on loan.



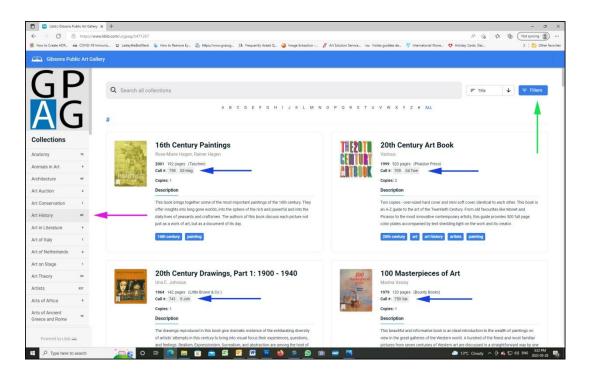
Basic search screen

### Searching the GPAG Art Books Library Online cont'd...

### **Collections of Items**

The column on the left which is titled 'Libraries' contains specific collections of items in the GPAG collection.

- The pink arrow is pointing to Art History which you can see is highlighted. The
  number to the right of Art History tells you the number of items in the entire GPAG
  library which fall under the category of Art History.
- Note that selecting Art History has brought up the search results without having entered anything in the Search bar.
- If you want to be more specific about what kind of Art History you're interested in, select the 'Filters' drop down menu which the green arrow is indicating.
- At any point while doing a search, after making note of the Call # (indicated by the blue arrows), you may search for specific items on the library shelves. They will be shelved in call number order as explained on page 3. Currently, the database does not update the availability of items in the library so if they are not found on shelf, they are out on loan.

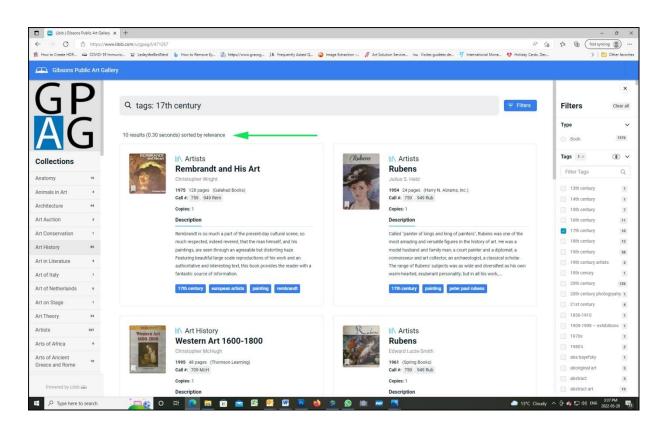


Library Collections and Tag Lists

### Searching the GPAG Art Books Library Online cont'd...

### **Filtered Tag Lists**

- This initial search of Arts of Canada with a Tag List search of 17<sup>th</sup> century has produced a list (indicated by the green arrow) of items which have to do with 17<sup>th</sup> century art.
- Tags are the blue coloured subject headings which appear underneath each title
  entry. They are specific subject headings which are used to categorize all the books
  in the collection. Individually, they appear after each title and collectively, they
  appear in the Filters column.
- Clicking on the blue tag subject heading found under each title will display all the items in the collection which have that tag.



Filtered Lists and Tag Subject Headings

# **Donations Policy for the GPAG Art Books Library**

Persons who are interested in donating books to the library are asked to contact the Gallery Manager. The Manager will review with them the guidelines for DVD or print donations. Materials must be in excellent condition (no loose bindings, marked pages, water or other damage) and of current and ongoing interest.

Prior to dropping off books/DVDs, would-be donors will be invited to send a list of the titles and copyright dates of items they wish to donate to the GPAG Librarian. The titles will then be reviewed for suitability in adding to the collection.

A cap of ten items per donation has been set and a final decision will be made when the librarian reviews the physical copies of the donations.

Once received, donated materials are the exclusive property of Gibsons Public Art Gallery.

Gibsons Public Art Gallery does not provide material pick-up service.

GPAG will no longer be hosting annual book sales.