

Foundation Art and Design

A guide to finding information

The aim of this guide is to introduce you to the Library and the resources that will help you during your Foundation Art and Design course at Oxford Brookes.

Getting started - Library homepage

<http://www.brookes.ac.uk/library/>

Here you will be able to search for items on your reading lists, check on your Library account, use Library chat, find out about Library services and resources for your course and much more besides.

Finding books

LibrarySearch

The key to finding what the Library holds is LibrarySearch. It includes details of all the material held in this Library, as well as in many other libraries worldwide, and where to find it. Material held at Brookes will be prioritised in the result rankings. You can access LibrarySearch from terminals in the Library, any of the pooled computer rooms or on your own device at:

<https://oxfordbrookes.on.worldcat.org/discovery>

Most stock of relevance to Foundation Art and Design students will be at the Headington Library, though other useful materials may be found at other sites. LibrarySearch includes details of audio-visual material and journals as well as books, and will tell you if an item is on loan and, if so, when it is due back. Items on reading lists may have been put in the **Short Loan Collection** on Level 1; LibrarySearch will give you this information.

You can log in to LibrarySearch and then select **My Account** to see what you have on loan and check whether your holds (reservations) are ready for you to collect.

Using LibrarySearch

If you know the author's name or book title you can search by either of these in LibrarySearch. Search for journals and magazines by title, eg. *Creative Review*. Search by name for people or institutions to find material by or about them, eg. *Vivienne Westwood* or *Design Council*. When you have run a search the side menu gives you the opportunity to focus your search, for example to a particular format or year. Once you have found the item you need on LibrarySearch check to see that it is on the shelves. If it is, note down the full call number, also known as a shelfmark, including the letters at the end, eg. 709.04/ART. If the item you need is on loan or at another site click the **Place Hold** button and make a reservation (hold).

Reading Lists

You can search for an online version of your reading list by module name or number. There will also be a link to it on Moodle. Items on the reading list are linked to LibrarySearch so one click will tell you the call number and whether the book is on the shelves.

Browsing

You may find it helpful, even inspirational, to go and look at the shelves to see the books and DVDs that are relevant to your work. Use the call numbers below to direct your browsing.

Useful call numbers for Foundation Art and Design

720	Architecture
741.64	Book Design
741.5	Cartoons, caricatures and comics
738	Ceramics
391	Costume
745	Design: general
741.9	Drawing: art
746.44	Embroidery
746.92	Fashion design: textile arts
749	Furniture and accessories
748	Glass
741.6	Graphic Design
745.44	History of design
745.2	Industrial art and design
747	Interior decoration
729.24	Interior design: architecture: space planning
739.27	Jewellery
741.6	Package design – see also 658.823
750	Painting
770	Photography
741.67	Posters: advertising illustration
730	Sculpture
792.025	Stage design
744.42	Technical illustration
746	Textile arts
709.0407	Video art
700	Visual arts

Print reference works

These can be found on Levels 3 (Zone D) and 4 (Zone B) of the Library, most will be for reference use only. They are useful for looking up unfamiliar terms or finding explanations of a subject. Dictionaries give definitions, while encyclopaedias give a summary of a subject and can be a useful starting point for any research.

General:

Chilvers, I. and Graves-Smith, J. (2009) *Oxford Dictionary of Modern and Contemporary Art*. 2nd edition. 709.04003 CHI

Chilvers, I (ed.) (2009) *Oxford Dictionary of Art and Artists* 4th edition. 703 OXF

Thames and Hudson dictionary of art and artists. (1994) 703 THA

General design:

Byars, Mel. (2004) *Design Encyclopedia*. 745.403 BYA

Illustrated Dictionary of Twentieth Century Designers. (1991) 745.40904 ILL

Naylor, C (ed.) (1990) *Contemporary Designers* 2nd edition. 745.40922 CON

Woodham, J.M. (2004) *A Dictionary of Modern Design*. 745.403 WOO

Fashion:

Ambrose, Gavin. (2007) *The visual dictionary of fashion design*. 746.9203 AMB

Callan, Georgina O'Hara. (2008) *Thames and Hudson Dictionary of Fashion and Fashion Designers*. 746.9203 CAL

Martin, Richard (ed.) (1995) *Contemporary Fashion*. 746.920904 CON

Graphic design:

Ambrose, Gavin. (2006) *The visual dictionary of graphic design*. 741.603 AMB

Livingston, A and Livingston, I. (2012) *Thames and Hudson Dictionary of Graphic Design and Designers*. 3rd edition. 741.603 LIV

Interior design:

Banham, J (ed.) (1997) *Encyclopedia of Interior Design*. (2 Vols) 747.03 ENC

Coates, M, Brooker, G & Stone, S (eds). (2009) *The visual dictionary of interior architecture and design*. 729.03 COA

Terminology:

Clarke, Michael. (2010) *The concise Oxford dictionary of art terms*. 2nd edition. 703 CLA

Lucie-Smith, Edward. (2003) *Thames and Hudson Dictionary of art terms*

703 LUC

Walker, J. A. (1992) *Glossary of art, architecture and design since 1945*.
3rd edition., rev.

709.044 WAL

[N.B. A glossary is a list of technical or specialist words, with definitions.]

Finding journal articles

Journals, magazines and newspapers

Art and design journals and magazines are housed in the mobile shelving in the Basement. They are shelved in call number order (J 700 – J 799). All our journals can be found on LibrarySearch by searching under the title of the journal, use the **Journals** tab. To find individual journal articles on your topic - see Databases section below for guidance on tracing information in journals.

Newspapers can be useful sources of information for a wide range of subjects, including reviews of exhibitions and installations, previews of fashion seasons and feature articles on artists and designers. As they are published frequently, they are often the best sources for current, up-to-date information. More information on searching for news stories can be found on our *News Sources* page:

<http://www.brookes.ac.uk/library/collections/news-sources>

Databases

The Library subscribes to a wide range of electronic databases, some of which contain details of journal articles (and sometimes book chapters and book reviews) on particular subjects. You can search these databases using keywords to find details of relevant articles for your assignments. There are also image and audio-visual databases and online reference sources.

There are three types of database. The first and most basic type provides an indexing service only, providing sufficient bibliographic information (i.e. author and title of the article, the name of the journal, dates and pages) to locate the article. The second type also provides an abstract, which is a brief summary of each article's contents. The third type will provide the full text of the article.

Where full text is not available online the next step is to check LibrarySearch for the title of journals containing articles you wish to read. When you find the journal you are looking for it is important to check the holdings information to be sure that we have the issue you need. Sometimes we will have a journal in both print and electronic format but the holdings information is likely to be different, you need to choose the format that covers the date you are seeking.

Databases can be accessed on pooled room computers in the Library, in any pooled computer room or on your own device. Usually your Brookes login will be requested, details for those resources with a different login can be found via Library E-resources:

<https://sites.google.com/brookes.ac.uk/library-e-resources/home>

Select the **Databases** tab from the Library homepage to browse by subject or search alphabetically for the resource you need. Below is a list of the most useful databases for art and design:

Journal articles

Academic Search Complete

A generic database with good arts coverage. Particularly useful when your topic is cross-disciplinary.

Art Full Text

Subjects covered include architecture, design, fashion, film, television, visual arts and video. Full text articles from 1997 onwards.

Avery Index to Architectural Periodicals

Subject coverage includes architecture, interior design, landscape, and garden design.

Communication & Mass Media Complete

Holds references to thousands of journal articles relating to human communications and media studies, and provides full text links to more than 200 relevant journal titles. Good source for graphic design, product design and industrial design.

Performing Arts Periodicals Database

A very significant database for the performing arts, containing over a third of a million references to journal articles and reviews on dance, film, musical theatre, opera, performance art, television and theatre. Full text articles are available for about 160 journal titles.

Newspapers and magazines

LexisLibrary

The News tab of this legal database gives full text access to regional and national newspapers including the *Guardian*, *Independent*, *Times* and *Daily Telegraph*. It is an excellent source for reviews and arts news. It does not include images.

Vogue Archive

Access to the complete run of US Vogue from 1892 to the most recent edition. Contains over 400,000 pages produced as high resolution full colour images.

Reference Sources

Oxford Art Online

An encyclopaedia covering the visual arts from prehistory to the present day.

Oxford Dictionary of National Biography

An illustrated collection of articles providing the life stories of over 50,000 people who have shaped the history of the British Isles and beyond, from the earliest times to those who died in recent years. Includes artists, designers and photographers such as John Bratby, Elisabeth Frink, Patrick Heron, John Piper, Christian Dior, Alexander McQueen, Bill Brandt, Lee Miller and Cecil Beaton. You can also search the images by artist.

Image and audio-visual databases

ARTstor

More than a million images, covering a wide range of subjects. The images can be used in coursework and classroom presentations.

Box of Broadcasts (BoB)

If you have missed a television or radio programme that would be perfect for your assignment, search for it on BoB. This off-air recording and media service contains over 45,000 programmes.

Bridgeman Education

Provides art images that are available for educational purposes to Brookes students and staff. Covers some 30,000 artists across all media. Particularly good for art history but it is increasing the coverage of contemporary art all the time. Well worth a look.

Referencing

Acknowledging your sources correctly is a very important part of any academic work you do, failure to do so can affect your marks and may leave you vulnerable to charges of plagiarism. The Library produces a guide to citing your references using the Harvard (author-date) system. Guidance will also be found in your course handbook. The Library guide can be found at the Library Help Zone or online at:

<http://www.brookes.ac.uk/library/how-to/reference-and-avoid-plagiarism>

For more detailed guidance you may wish to look at the following:

[Cite them right online](#)

Search for the type of resource you need to reference and you will be given clear examples of both in-text and reference list citations.

Pears, R and Shields, G. (2019) *Cite them right: The essential referencing guide* 11th edition

808.02 PEA

If you are still unsure you can talk to your tutor, your Academic Liaison Librarian (contact details below) or staff from the Centre for Academic Development, which is the University study skills service, for contact details and information about the help it offers go to:

<https://www.brookes.ac.uk/students/academic-development/>

Exhibition Catalogues

The Library holds exhibition catalogues from many of the major galleries. They are kept on the main shelves with the books. Use LibrarySearch to locate them.

Museum of Modern Art Oxford (MOMA) Collection

The Library has become the permanent home of the Museum of Modern Art Oxford Collection. The Collection consists of some book material but principally of a very significant collection of exhibition catalogues from galleries worldwide. The coverage of the Collection is primarily of post-1960s art but items covering earlier periods in the history of art are also included. The material in the Collection is for reference use only. The exhibition catalogues are in the process of being catalogued so do not all appear on LibrarySearch, you will also need to browse the shelves in order to search the Collection. It can be found in the mobile shelving next to Zone B on Level 3.

Artists' videos

The Library holds a growing collection of artists' videos. They are kept on the main shelves with the books on video art. They are all shelved at 709.0407.

Artists' books

The Library has a developing collection of artists' books. The collection has focused on books that are predominantly text-based in order to complement the format focused collection held within the Fine Art Department. However, it has now expanded to include format as well. The books in the Collection appear on LibrarySearch and the call number will appear as **Artist Books Collection 702.81**. These books are for reference only and are held in the Archive Room of Special Collections. More information about accessing Special Collections can be found at:

<https://www.brookes.ac.uk/library/collections/special-collections>

Please contact the Academic Liaison Librarian, Chris Fowler (contact details below) if you would like to find out more about this collection. A small number of artists' books for loan are on the open shelves at **702.81**.

Internet sites

There are a large number of art and design resources available on the internet. A selected list of internet sources of use to Foundation Art and Design students can be found via the Subject help for Fine Art Web page:

<http://www.brookes.ac.uk/library/resources-and-services/course-resource-help/fine-art>

More information:

If you need any more information or help please contact your Academic Liaison Librarian: their contact details are available on the Library's [Course Resource Help page for Fine Art](#).