
Oberlin College Library • Reference Guide Series

CLARENCE WARD ART LIBRARY

The Clarence Ward Art Library is located on the top floor of the Allen Art Building, the addition to the Allen Memorial Art Museum designed by the noted architectural firm Venturi and Rauch. The library is named after Professor Clarence Ward, Museum Director and Art Department Chairman from 1917 to 1949.

The Art Library contains over 86,000 books, exhibition catalogs, and bound periodicals; approximately 11,000 art sales catalogs; and a large vertical file collection. The Art Library currently receives over 250 journals and other serials.

The library collection covers all of the Visual Arts fields including Architecture, Painting, Sculpture, Drawing, Prints, Photography, and the Decorative Arts, as well as related materials in such fields as Anthropology, Archaeology, Landscape Architecture, and Urban Planning. The collection covers the Visual Arts of all periods, Prehistoric through Modern, and of all nationalities with special emphasis on Western European and American art.

The Art Library is a branch library within the Oberlin College Library system and its policies are basically the same as those of the Main Library.

HOURS

Art Library hours are as follows while classes are in session:

Monday – Thursday	8:30 a.m. – 5:30 p.m. 7:00 p.m. – 11:00 p.m.
Friday	8:30 a.m. – 5:30 p.m.
Saturday	12:30 p.m. – 5:30 p.m.
Sunday	12:30 p.m. – 5:30 p.m. 7:00 p.m. – 11:00 p.m.

LOCATING MATERIALS

The Art Library has workstations in the Reference area that access OBIS, the Oberlin Library catalog. OBIS provides bibliographic and location information for materials in all campus libraries. In the Art Library, books are shelved by call number; periodicals are shelved alphabetically by title. Additionally, OhioLINK lists materials available in many Ohio libraries.

REFERENCES SERVICES

The Art Librarian and the Art Library staff are available to assist you in using the library, in finding information, and in doing your research. Please feel free to ask the library staff for assistance. You may also call (775-8635) or e-mail (art.help@oberlin.edu) for an appointment with Barbara Prior, the Art Librarian.

The Reference Collection is shelved next to the open reserve area and opposite the Circulation Desk. The collection contains dictionaries, encyclopedias, directories, biographical dictionaries, bibliographies, and published card catalogs of other art libraries. Use the Reference Collection to research subjects such as an artist, a museum or gallery, an art movement, or an art exhibition.

Indexes and abstracts, which provide access to journal articles and other materials, are also an important part of the Reference Collection. The most important indexes and abstracts are available online: *Art Bibliographies Modern*, *Art Abstracts*, *Avery Index to Architectural Periodicals*, *BHA: Bibliography of the History of Art*, and *DYABOLA*. Search OBIS by the database title; this will take you to the OBIS record for the database, where there is a link to connect.

Workstations in the Reference area also provide access to the Internet and to image collections on the Web and on CD-ROM. Please feel free to ask the library staff for assistance. A scanning station with a CD-burner and a color digital printer are also available.

Handouts on locating information in the visual arts, annotated subject bibliographies for research in various periods of art history, and other relevant material are available in the hotfiles below the clock, across from the Circulation Desk. Use *Ask Clarence* (linked from the Art Library web page) -- a web interface to selected art reference tools -- to create a tailored list of titles for your research. If you need assistance in finding library materials or in locating information on a particular subject, please contact library staff.

BORROWING MATERIALS

Students, faculty, and staff may borrow most books from the general stack areas for the semester with a valid Oberlin ID. Certain valuable art books, portfolios, or *catalogues raisonnés* are stamped "Library Use Only" or "Does Not Circulate" and may not be taken from the library. Current and bound periodicals, Sales Catalogs and books in the Reference Collection must also be used only in the library. Reserve materials have limited circulation (see below). For more detailed information on borrowing Art Library materials, ask at the Circulation Desk.

All materials from the Art Library's *Special Collections* must be requested at the Circulation Desk. These materials may be used only in the library and must be handled with care. Special Collections titles are not available for use in the evenings or on weekends. The special rules that govern their use are available in a document found in the hotfiles, across from the Circulation Desk.

RESERVES

The Art Library maintains both **closed** and **open** reserves for materials on course reading lists. Search OBIS to identify titles on Reserve. Ask at the Circulation Desk for help searching for reserve readings in OBIS.

Closed reserve materials are *required* readings and must be requested at the Circulation Desk by call number.

Open reserve materials are *recommended* readings and are located on the shelves just outside the Circulation Desk area. They are organized by name of professor, course number, and then by call number. Most books on open reserve may be checked out of the library.

Closed and open reserve materials may be checked out of the library for up to three hours at a time. They may also be checked out overnight at 9 p.m. (3:30 on Friday; 3:30 p.m. on Saturday) and are due back at 10 a.m. the next morning (1:30 p.m. on Saturday and Sunday).

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