How To Access GVSU Visual Resources Library (GLEAN©)

The following steps allow access to the GLEAN Collections online from both on-campus and off-campus locations:

1) On the GVSU webpage, pull down the **STUDENTS** menu, and select the “**more**” link in the RESOURCES section.

![GVSU Website Screenshot](image)

2) Click on **Library** on the central column to go to the University Libraries’ page.
3) Click on **Find Materials**.

4) Click on **Subject and Course Guides** link in the **BY FORMAT** section to go to the **SUBJECTS** page.

5) Link to one of the following subjects: **Art & Design** subject; **Film & Video** subject, then Film & Video; **Photography** subject, then Photography.
6) Click on the **Images** tab on the **Art & Art History: Articles/Databases** page.

Or the **DVD & Streaming Video** tab on the **Film & Video: Home** page.

Or the **Images/Photos** tab on the **Photography: Home** page.
7) Click on **GVSU Visual Resources Library (GLEAN®)** in the **WHERE TO FIND IMAGES FROM A LIBRARY DATABASE** section.

Or Glean: **GVSU Visual Resources Library** in the **VIDEOS** section of the FILM & VIDEO page.

Or Glean: **GVSU Visual Resources Library** in the **PHOTO SITES** section of the PHOTOGRAPHY page.
8) To access the full set of GLEAN Collections from off-campus, click on Login located at the right of the header graphic on the LUNA viewer. (Note: Please contact the Visual Resources Library at paoy@gvsu.edu or 616-331-2568 for off-campus Username and Password)

9) Type in your assigned username and password to access the following collections (which include Visual and Media Arts Department Collection, BFA Collection, Foundations Portfolios, Visual Resources Collection, Visual Resources Library (VRL) Catalog, and others).
10) You may select **All Collections** or a specific collection listed on the left collection panel to search for images or VRL collected books/media, and then type in a term in the search box. You may point to the down arrow sign in the search box and link to **Advanced Search** to conduct searches.

There you can find images or books/media by various indexes, and select one or multiple collections at the bottom of the advanced search window to perform cross-collection searches.
(If you only select one collection from the ALL COLLECTIONS panel on the LUNA viewer or any collection on the Select All section on the Advanced Search window, the following indexes are available for you to select for searches.)

(If you click Select All on the Advanced Search window, you can only search by categories, i.e. Who, What, Where, and When.)
11) Your search will pull up a result page of thumbnails. Click on an image on the page to access full image with media information.

![Image of a result page with thumbnails]

12) On the detail view window of the image, click the **Export** button on the image window to select an export resolution. The export will be downloaded to your Downloads folder or default setting as a folder labeled “image#####.zip”. Double click the zip folder to open another folder. This folder will contain a jpg image and media information file that can be opened or copied to various programs such as Preview, PowerPoint, Word, etc. (Note: Medium size is recommended for PowerPoint presentations.)

![Image of a detail view window]

13) You may also create a media group to hold images in the group, as well as export images and media information into PowerPoint in batches. Please contact Visual Resources Library at paoy@gvsu.edu or x12568 for details.