

**Courtauld Institute of Art Research Forum/Kunsthistorisches Institut in Florenz  
Photo Archives and the Photographic Memory of Art History**

**Photo Library Survey**

**Library:** Photograph Archive, Visual Resources Collections, NYU/Institute of Fine Arts

**Location:** 1 East 78th Street, New York, NY 10075

**Website:** [www.ifa.nyu.edu](http://www.ifa.nyu.edu)

**Head of Photo Library:** Jenni Rodda

**Founding of the host institution:** NYU, 1832; IFA, 1937

**Founding of the Photo Library:** 1938

**Status (public/private/other):** The University is private; the Photograph Archive is departmentally funded within the larger University budget.

**Number of employees and their roles:** 4 full-time staff members, one each manager, scanning supervisor, photographer, administrative aide.

**Photographers:** 1 in-house, full-time staff member.

**IT support:** There is a general IT support at the Institute; IT-image related projects are coordinated among the participating departments, on a project-by-project basis, through ITS at the University level.

**IT providers:** The University's collaborative image database is managed through NYU ITS (faculty technology services division) and the main library (Bobst Library research and acquisitions division) using LUNA's Insight suite.

**Legal consultancy for copyright and licensing (yes/no; what source):** No. Licensing is handled case-by-case, on request, to the Director of IFA, who can refer requests to University legal counsel if necessary.

**Archive Holdings**

**Number of photographic prints:** Approximately 750,000 photographic prints, ca. 500,000 lantern slides (half negatives, half positives), about 20,000 postcards, more than 750,000 35mm slides. This does not include the holdings of the archaeological projects (Samothrace, Aphrodisias, Abydos, Selinunte).

**Number of negatives:** 250,000 negatives for lantern slides, plus approximately 150,000 negatives from special photographic collections. The Institute's archaeological project records also contain negatives, perhaps another 250,000.

**Number of digital images:** More than 50,000 from IFA, plus 15,000 images from the Abydos excavation and 30,000 licensed content images (just under 125,000 total when all contributing departments and projects are included in the count).

**Technical characteristics of the digital images (after post-processing):** Format TIF, size 30-35MB, 4000 pixels on the long side.

**Used storage space:** 3 TB as of 12/2009.

**Acquisitions (sources and types, i.e. digital or photographs):** 15-20,000 digital images added to local database annually. Donations of photographs and slides accepted by

bequest, as deemed appropriate by the Director. No donations of photographs or slides are accepted without clear transfer of copyright to the University.

**Catalogue:** None, except for the images in the LUNA database (begun 2005).

**Photographic campaigns:** IFA has no photographic campaigns *per se*, except for those associated with the archaeological excavations (Abydos, Aphrodisias, Samothrace, Selinunte). Only those images mounted to the LUNA database fall under the direct jurisdiction of the Visual Resources Collections.

**Acquisitions policy:** We acquire images on request of faculty, for direct curricular support; by license/purchase from museums and third party vendors; by approved bequest.

### **The Photographic Archive in the Digital Era**

**Digital catalogue:** Since 2004.

**Database and catalogue system:** LUNA "Insight" suite, catalogued with a minimal data record crosswalked to both CDWA and DC.

**Partnerships:** NYU Department of Art History; excavations at Abydos and Aphrodisias; Metropolitan Museum of Art (the Keighley Project). NYU is also an institutional contributor to the SAHARA project, and to ARTstor's Shared Shelf project.

**Photographs currently entered in the database:** Collaboratively, about 125,000.

**Internet presence:** None currently publicly accessible; see [www.nyu.edu/its/luna](http://www.nyu.edu/its/luna) for a general description of the collaborative database.

**Technical support:** Locally, LAN administrator and staff; University-wide, through NYU/ITS and FTS.

**Images available online:** About 125,000

**Access:** Currently only for members of the University community who apply to NYU/ITS central administration for access.

**Digital photo campaigns:** Digital copy photography and conversion of existing analog materials done to mid-range preservation standards. No original digital photo campaigns at this time.

**Long-term Archive for digital data:** Long-term archiving of images and data being explored through NYU's Faculty Digital Archives (FDA) for production masters and text; through the Preservation Repository (PR) for anything "born digital." There are no protocols yet in place.

**Workflow:** University budget restrictions and staff reductions have required a revised workflow, especially for scan editing and upload to the LUNA database; efficiencies are exploited wherever found, and student staff tapped for their field expertise for cataloguing and data creation and correction.

**Other digitalization projects:** Ongoing conversion of original lantern slides as staff time and funding permit.

**Other related digital projects:** Maintenance of the IFA web site; creation of local database for historic images of the Institute proper. Although the web site is publicly available ([www.ifa.nyu.edu](http://www.ifa.nyu.edu)), the local database is not.