

Harvard University Library
Library Digital Initiative Grant
Final Report

Harvard Graduate School of Design
Frances Loeb Library

Image Digitization and Cataloging Project to Support
Core Course Offerings at the Harvard Design School

Harvard University Library
Visual Information Access

Quick search **GO**

About VIA Search Browse Search History Portfolios Help

List View Grid/Text View Grid View Heading Info Save whole result set... Sort

Search results: 1 to 15 of 25 hits from the search **Kahn, Louis in (Anywhere) and limit by repositoryName=Loeb Library, Harvard Design School and limit by images=true**

Jump to record # Go <<Previous page | [Next page>>](#)

= Record includes components and/or additional images **Tips:** [On understanding VIA records](#) [On search results](#)

 Save this record... Title: Kimbell Art Museum, Fort Worth, Texas, U... Creator: Kahn, Louis I. Date: 1966-1972 Go to record	 Save this record... Title: Norman Fisher House, Philadelphia (Hatbo... Creator: Kahn, Louis I. Date: 1960-1967 Go to record	 Save this record... Title: First Unitarian Church and School, Roche... Creator: Kahn, Louis I. Date: 1959-1969 Go to record	 Save this record... Title: Richards Medical Research Laboratories. ... Creator: Kahn, Louis I. Date: 1957-1964 Go to record	 Save this record... Title: Yale University Art Gallery, Yale Univer... Creator: Kahn, Louis I. Date: 1927-1953 Go to record

April 8, 2007

Submitted by Alix Reiskind, Project Manager



Hephaisteion, Athens, Attica, Greece
449 BC – 444 BC



Maison des Directeurs de la Loue
Ledoux, Claude. ca.1775

Summary

The Harvard Graduate School of Design (GSD) offers graduate professional degrees for students of architecture, landscape architecture, and urban planning and design. Students in the architecture programs (over one half of all GSD students) take a required six-module, three-semester, sequence of architectural history and theory courses that make extensive use of images in the classroom. Faculty members employ a case-oriented method to teach this series of courses, using specific architectural sites to illustrate their points. The Frances Loeb Library, specifically the Visual Resources and Library Information Systems departments, wanted to make these images available and reusable by the GSD community. This project cataloged and digitized 12,056 images that document the sites used in these courses. The images are available in VIA (Visual Information Access) and will be repeatedly used in these courses, as well as provide support for other courses in the curriculum. In addition, the project created the facilities and workflows needed for ongoing image digitization by the Library to support teaching at the Graduate School of Design.

This project enabled us to achieve the following:

- ◇ Populate VIA with a core collection of images that are actively used in courses at the Graduate School of Design, and are of potential interest to other parts of the University community.
- ◇ Minimize long-term costs for the School by digitizing images needed by faculty for their immediate use, cataloging appropriate images in OLIVIA and depositing them in the DRS for reuse by other faculty and students at the School and across the University.
- ◇ Design workflows that accommodate departmental and faculty needs.
- ◇ Advance the building of infrastructure needed for ongoing support of the digitization and use of images at the GSD, while also providing a growing collection of images available to the Harvard community and the world.



Carré d'Art Nîmes, Nîmes, France
Foster, Norman. 1984-1993



Basilica di S. Vitale, Ravenna,
Italy. 521-547

Project Work

◇ Cataloging

Prior to this grant, the Library's Visual Resources department administered a LDI Access Grant that enabled the department to identify the sites referenced by faculty in the six-module architectural history sequence of courses and compile them into a 'Master List.' This list was used to prioritize and convert catalog records from printed cards into OLIVIA records for slides already in the collection documenting those sites. The cataloger funded by the Image Digitization and Cataloging grant completed the cataloging of these identified sites and associated images.

The images were cataloged in the OLIVIA (On-Line Input to VIA) database using Site, Work and Surrogate records. For information on OLIVIA see <http://hul.harvard.edu/ois/systems/olivia/>.

The LDI Digitization Project was a 28-month project (April 2004 – August 2006). During this period, the total number of records converted (newly cataloged or edited and added to OLIVIA) equals 12,056 with 2,886 newly acquired/accessioned records. This number exceeds the grant specified 12,000 records to convert by 56.

4D Client - [26 Sites]
 File Edit Help

Sites Site ID 36784 Classification KA412 VIA

Site Name Modena Cemetery

Basic Info | Names, Works & Groups | Access Terms & Local Info | Surrogates | Notes | Images

Site Name Modena Cemetery

Alternate Site Name	Type
Modena Municipal Cemetery	Alternate

SiteType cemeteries Culture Complex Complex Type

Start Year 1971 End Year 1977 Date Description

City/Place Modena State.Prov. Country Italy

Address

VIA Display Name Modena Cemetery, Modena, Italy

15 of 26
 Change Record by lawson Record Modified 08/30/06 by haber-thoms Exp to VIA 08/31/06
 Change Page Cancel / Accept Print Full Record Sets ...

Site catalog record in OLIVIA (On-Line Input to VIA) by project cataloger, Jane Lawson

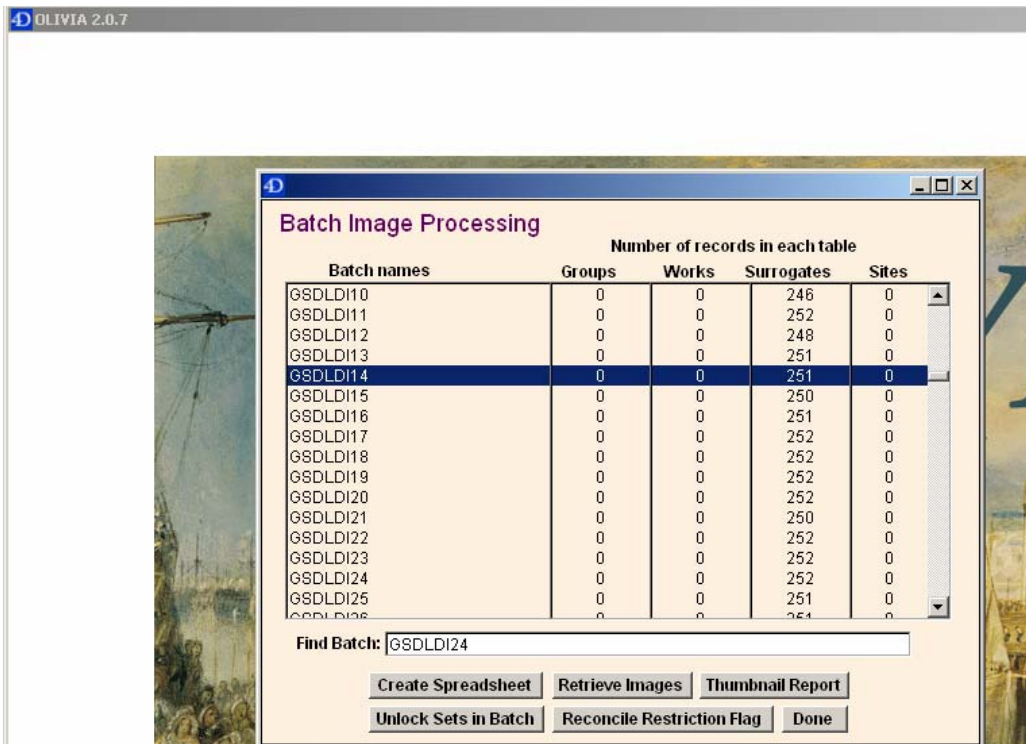
◇ Digitizing

Scanning took place in the Library's newly built Imaging Lab utilizing a Heidelberg scanner. Slides were gathered into batches of 252 and sent with spreadsheets to the Imaging Lab. After they were digitized, the images were cleaned, color corrected and derivatives were made and deposited in the Digital Repository Service (DRS).



Heidelberg Scanner in the Loeb Library's Imaging Lab

- ◇ Project workflow (VR designates the task completed in Visual Resources, LIS designates the task completed in Library Information Systems/Imaging Lab)
 1. Images located and cataloged in Visual Resources (VR)
 2. Batches and spreadsheets made (VR)
 3. Project materials taken from Visual Resources delivered to LIS, Imaging Lab (VR, LIS)
 4. Project materials scanned in Imaging Lab (LIS)
 5. Images cleaned, edited, color corrected digitally & derivatives made (LIS)
 6. XML file generated & images deposited in the DRS (LIS)
 7. Physical materials returned to Visual Resources (LIS,VR)
 8. Images linked to catalog records using OLIVIA (VR)
 9. Quality Assurance (QA) in OLIVIA and VIA (VR)
 10. Slides marked as digitized and re-filed into collection (VR)



Creating a spreadsheet for a batch in OLIVIA



Before cleaning & color correcting



After cleaning & color correcting

During this grant 12,056 slides were digitized and are now available digitally through VIA, Visual Information Access, the on-line catalog of Harvard's visual materials.



Symphony Hall, Boston, Massachusetts, United States
McKim, Mead & White. 1900



Five Floors of Parisian Life
Texier, Edmond. 1853

Project staff

Project Manager:

Ardys Kozbial, Visual Resources Librarian (April 2004 – June 2004)

Alix Reiskind, Visual Resources Librarian (June 2004 – August 2006)

Project Associates:

Hugh Wilburn, Librarian of the Frances Loeb Library

Alix Reiskind, Assistant Visual Resources Librarian (April 2004 – June 2004)

Kevin Lau, Head of Instructional Technology and Library Information Systems

Catherine Obbard, Assistant Dean for Finance

Meredith Bauch, Project Cataloger, LDI Access Project, Visual Resources

Jane Lawson, Project Cataloger, Visual Resources Department

Luke Phelan, Project Imaging Technician/Computer Programmer, Library Information Systems (September 2004 – April 2005)

Adam Kellie, Project Imaging Technician/Computer Programmer, Library Information Systems (July 2005 – August 2006)

Project Scanning Assistants were made up of temporary student positions hired by Library Information Systems, Frances Loeb Library



Habitat '67, Expo '67, Montreal, QC, Canada
Safdie, Moshe. 1967



Tate Modern, London, England
Herzog & de Meuron. 1995-2000

Conclusions and future plans

The LDI Digitization Project: Image Digitization and Cataloging Project to Support Core Course Offerings at the Harvard Design School was a success overall with some obstacles faced and lessons learned. The two departments, Visual Resources and Library Information Systems, worked well together to develop workflow strategies as well as overcome challenges.

One obstacle was the departure of the initial Imaging Technician, Luke Phelan, three-quarters of the way through his tenure. This left us without an Imaging Technician for a few months. However, with the hire of Adam Kellie we were able to complete the project. Missing an Imaging Technician for a few months did delay the completion of the project as Adam had to go through equipment training and learn the workflow for the project when he arrived.

Another obstacle was the unforeseen time needed for dust and dirt cleaning of the slides and digital images. This was tackled by assigning more initial cleaning and remounting of the slides to Visual Resources student employees and more post-production processing of the images by Library Information Systems student employees and staff. In addition to the time this added to the project, we realized we had to remount a large portion of the slides before they were scanned. This generated extra supply costs for the Visual Resources department.

Some of the collection needed extra attention to color correction as well as dust and dirt cleaning because of deterioration to the slides over time. This required more time from the Library Information Systems student employees and staff than originally projected.

The initial time line of the project was 22-months and it ended up taking 28-months.

This was due to two factors -- the digitizing of the images (scanning, post-production work and depositing) took us longer than projected and the staffing change of the Imaging Technician.

The project staff -- Project Cataloger, Jane Lawson and Imaging Technician, Luke Phelan followed by Adam Kellie -- was integral to the successful completion of this project. As were the project managers, Kevin Lau and Alix Reiskind. The previous LDI grant we had received, an Access Grant, Creation of Descriptive Metadata for Images Used in Teaching a Sequence of Required Architectural History Courses, was also crucial to the outcome of this project. Meredith Bauch, project cataloger on the Access Grant who overlapped with the beginning of this grant, collected the information that was the foundation of Jane's work. In all groups, close communication was essential to ensure smooth project workflow.

Future plans revolve around continued outreach to the GSD community -- training them in ways to utilize these images in teaching, presentations, course sites, and others. Visual Resources and Library Information Systems will work closely with the Library Director to devise new strategies for working with our patrons on using images in VIA. We have begun developing training sessions for faculty to show them how to utilize the new digital images in teaching and other educational forums.

We are very grateful to have had this opportunity to work with the Library Digital Initiative and look forward to completing future projects together.



Baptistery. North Door, Duomo, Florence, Italy
Ghiberti, Lorenzo. 1400-1424

Budget

Total LDI spending for the grant was \$137,450.88. The funding amount for this grant was \$140,447.42 with interest income increasing that number to \$143,710.72; therefore we under spent by \$6,259.84 (without the interest income this figure would be \$2,996.54). This represents the salary and fringe for the Image Cataloger, the Image Technician and student workers.

GSD contributed the Imaging Lab facility as well as supervisor and project manager time.

Respectfully submitted April 17, 2007 by Alix Reiskind.