

Harvard News Office Image Collection



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Digital Photo Archiving Panel

June 13, 2001

All photos courtesy of the Harvard News Office

Overview

- ❧ The office and my role in it
- ❧ The collection and its access tools
- ❧ Yesterday, today, and tomorrow
- ❧ The value of this effort

Introduction to the Office

- University-wide news office for Harvard
- Coordinate efforts with other campus news offices
- Work with the media, coordinate press access and coverage for major events, act as gatekeepers
- Produce publications, including a weekly newspaper

Introduction to the Job

- New solo position created primarily out of the need for someone to organize an image collection
- Been there for almost a year
- Many other tasks besides playing with images: reference, research, database administration, archiving, knowledge and content management

The Image Collection

- ❧ 10,000+-and-growing digital images on 2 servers, computers, and in Cumulus
- ❧ Thousands of negatives
- ❧ Thousands of slides
- ❧ Prints in files and binders
- ❧ Older material in University Archives



Cumulus 5.0.9

File Edit View Catalog Category Collection Asset Special Window Help

Harvard News Office Comprehensive Catalog

116 of 495 Categories

50 of 4890 Records

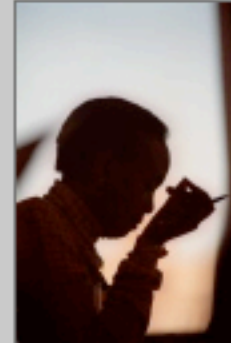
- Administrators
- Alumni-People/Events
 - Alumni-Al Gore
 - Arboretum
 - Architectural details
- Arts
- Bridges
- Buildings
- Charles River
- Classrooms
- Coaches/Athletics Staff
- Commencement (all years)
- Community Policing, SEE: Police (HUPD)
- Demonstrations, Rallies, Protests, etc.
- Donors
- Education, Graduate School of
- Events
- Exhibits
- Faculty
 - Alphabetical by Last Name
 - Faculty-Business School
 - Faculty-Design School
 - Faculty-Divinity School
 - Faculty-Education, Graduate School of

Glass_Flowers_3.jpg



Museums-Museum of Natural Histo...
HNO-SRV2
Gazette_Photo_Archives 2000:1...

Inyumba_ Aloysia_2.jpg



KSG (Kennedy School of Governme...
HNO-SRV2
Gazette_Photo_Archives 2000:1...

family_research_1.jpg



Faculty-Education, Graduate School...
HNO-SRV2
Gazette_Photo_Archives 2000:1...

Count_Every_Vote_protest...



Demonstrations, Rallies, Protests, ...
HNO-SRV2
Gazette_Photo_Archives 2000:1...

Chen_Zhili_Rudenstine_1.jpg



Presidents-Neil Rudenstine, 11_16...
HNO-SRV2
Gazette_Photo_Archives 2000:1...

Hessin_Dianne.jpg



Alumni-People/Events, 11_16_2...
HNO-SRV2
Gazette_Photo_Archives 2000:1...

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Record

IPTC

Asset Edit Help

Information for Asset "Glass_Flowers_3.jpg" of "Harvard News Office Comprehensive Catalog"

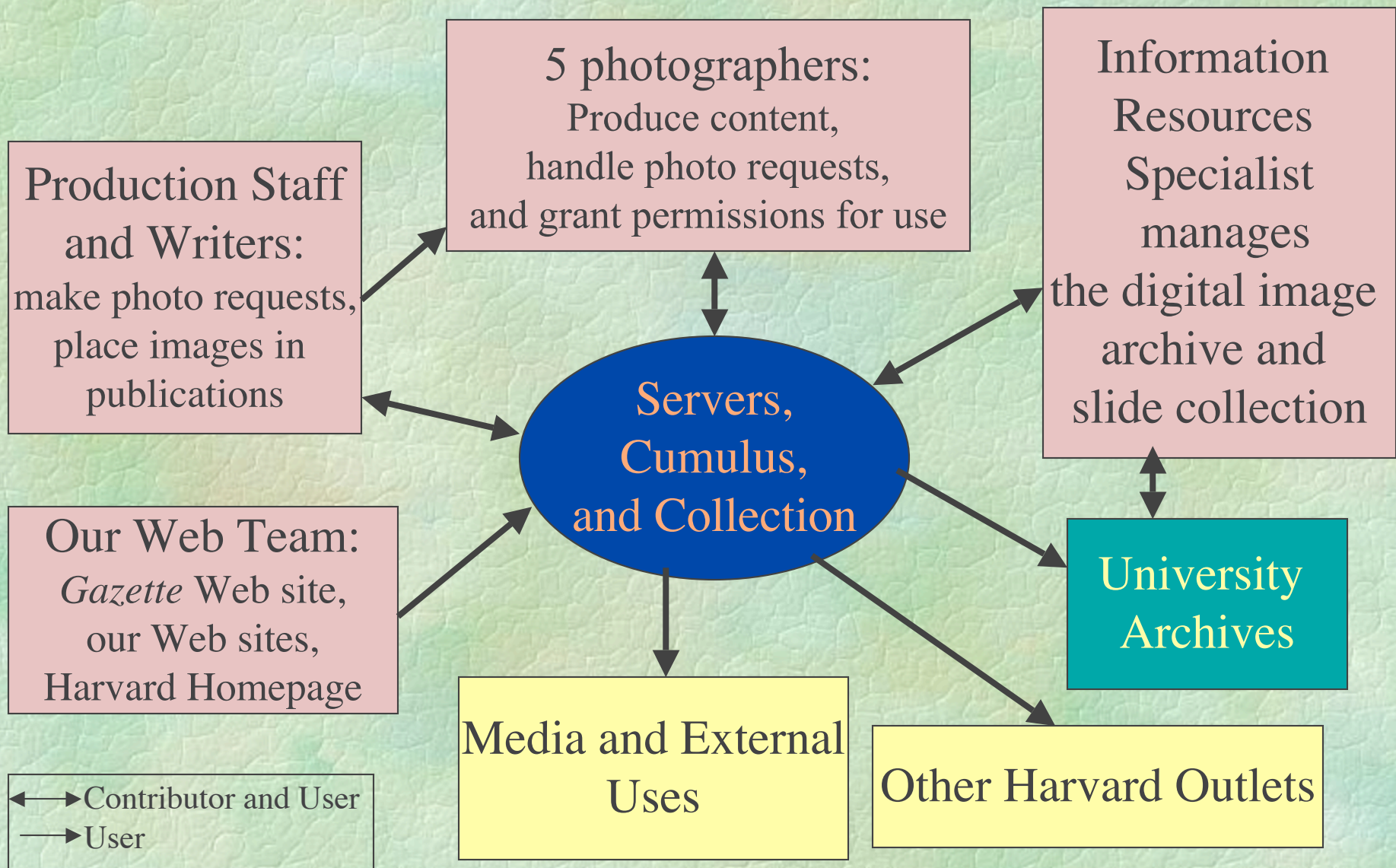
Field Name	Field Content
Asset Name	Glass_Flowers_3.jpg
Thumbnail	
Categories	Museums-Museum of Natural History 11_16_2000
Caption	Glass_Flowers_3.jpg Gazette Caption: The mason bee (<i>Osmia</i> sp.) in search of nectar, pushes its head inside the legume flower of the dyeweed (<i>Oenista tinctoria</i>) which releases the tension between the standard petal above and the boat-shaped keel petals below. This triggers the movement of the petals exposing the reproductive flower parts inside. Photo Kris Snibbe/ Harvard News Office Gaz File #15069 #13a 11/16/2000 Gazette
Notes	
Asset Reference	HNO:HNO-SRV2:photos:Gazette_Photo_Archives:2000:11_16_2000:Glass_Flowers_3.jpg
File Format	JPEG Image
Color Mode	Color
Image Width	2030 pix
Image Height	1343 pix
Horizontal Resolution	203
File Data Size	4281 KB
Asset Creation Date	11/14/00 12:00:00 AM
Asset Modification Date	11/14/00 12:28:57 AM
Record Creation Date	5/25/01 4:01:06 AM
Record Modification Date	5/29/01 5:24:12 PM

File Location

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Workflow



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One Year Ago

- One server with very limited space
- Thousands of photos, including duplicates and varying formats, stored in many folders
- Someone had started working with Cumulus 4, but abandoned it, with approximately 2200 images in it

What We Want to Do

- Nice, easily-accessible, organized digital archive that integrates aspects of workflow and permissions with storage
- Web site for access for people outside of the office
- Phase out the slide, print, and negative collections, encourage use of the digital images

Real Life

- Cleaner servers and improved archive:
duplicates and various formats removed
- About 5,000 images in Cumulus
- Thousands more sitting on the servers and
computers waiting to go in
- Still figuring out workflow issues
- Not sure what to do with the slides and
negatives

Areas of Contention



- How can we automate and integrate
- Who does what
- Caption information
- Digital outtakes
- Getting people to use Cumulus

Future of the Archive

- ❧ Figure out a plan that works
- ❧ Implementation
- ❧ Get people to use the archive



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Value of the Archive

- One central location for images
- Easy to search for and locate images
- Less time spent searching for or duplicating images
- More server space
- Historical and reuse value



Anecdotes

∞ William Tobey, news office photographer from 1956 to 1986: negatives and a complete, detailed index of images and subjects

Thank you!!!

Questions, comments, suggestions, answers (especially answers) can be addressed to:



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