Digital Media Services and Image Archive Summary

Services: The Digital Media Services and Image Archive is a full service image bureau, providing image production; research instruction; management of on-line course reserves; copystand and digital and traditional photography instruction; workshops in image database use, digital imaging and traditional photography; and classroom presentation services. Cameras (both traditional and digital) are available for loan, as are carousel trays, laser pointers, and other equipment. Students may order 30 digital images for each of their presentations in any given semester, with a 5-business-day turnaround. Special presentation equipment (DVD or CD players, for example) should be reserved in advance, through the Computer Services office.

Location: The slide library, study room/Mac lab, Photograph Archive, and staff offices are located on the basement level of the James B. Duke House, 1 East 78th Street. The Imaging Office is in the Duke House sub-basement, west bay. The study room/Mac lab and Web Master’s office are across the hall from the main Digital Media Services workroom, on the basement level.

Holdings: About 500,000 35mm slides; ca. 250,000 lantern slides; ca. 150,000 mounted black and white photographs; negatives; archival materials; reference books; postcards; ca. 1.75 million pieces total. NYU is participating in Artstor’s local hosting protocols; more than 150,000 NYU images are currently available through Artstor. PLEASE NOTE: For 2013-2014, most of the Photograph Archive has been moved into inaccessible off-site storage in preparation for building construction projects. Only the Loo-Caro Archive remains on-site. For more information, please contact the Manager.

Hours: For the 2013-2014 academic year, the collections are professionally staffed Monday through Friday, 9:00 a.m. to 7:00 p.m. The study room/Mac lab is open during all regular computer lab hours. Extended hours are subject to staff availability. Unavoidable or unexpected changes in hours will be posted to the
GSA’s electronic bulletin board, ifagsa@lists.nyu.edu. Patron access is limited to current IFA students and faculty, with a valid IFA ID, which should be worn at all times. Outside scholars may use the collections for research purposes, only during regular business hours, and only by appointment. Hours for outside scholars are Monday through Friday, 10:00 a.m. to 4:00 p.m. Seating for outside scholars is very limited, and since most of the Photograph Archive is currently off-site, it is wise to contact the Manager before scheduling a study trip to make sure that what you want to see is accessible.

Security: THE IMAGE ARCHIVES ARE NON-CIRCULATING. In the interest of security and ready access, slides, photographs, and equipment may not be removed from the building. Please cooperate by signing materials out properly, returning them promptly, and using them carefully.

House Rules: THERE IS NO EATING, DRINKING, SMOKING or CELL PHONE USE ANYWHERE IN THE DEPARTMENT. Please respect your colleagues, and work quietly while here. Furniture (light boxes, chairs, shelving) is not to be rearranged or removed. Patrons are responsible for all materials and equipment signed out to them.

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Main Web Page: http://www.nyu.edu/gsas/dept/fineart/research/digital.htm

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