



# visual resource center

UNIVERSITY OF COLORADO • COLLEGE OF ARCHITECTURE AND PLANNING

LOCATION: **Room 305** (top of spiral staircase) Environmental Design Building, Boulder Campus  
STAFF: **Lynn Lickteig** –Director, **Jennifer Kirschke** –Work Leader, and **Student Employees**  
PHONE: **303-492-2808** E-MAIL: **vrc@colorado.edu**  
HOURS: **Monday through Thursday:** 8:00 a.m. to 8:00 p.m.  
**Friday:** 8:00 a.m. to 5:00 p.m.  
**Saturday:** Closed **Sunday:** 12:00 (noon) to 8 p.m.  
**Note:** Sunday and evening hours may not begin until the 2<sup>nd</sup> week of the semester.  
Summer hours are reduced May 15<sup>th</sup> to August 31<sup>st</sup>, with fewer weekend and evening hours.

**THE VISUAL RESOURCE CENTER (or VRC)** offers the following facilities and services:

° **Audio-Visual Equipment** ~ Laptop computers and digital (LCD) projectors, digital video cameras, regular (still) digital cameras, tripods, 35mm SLR cameras and lenses, overhead and opaque projectors, equipment carts, TV/VCR/DVD unit, slide projectors and trays, and miscellaneous office and studio supplies.

° **Portfolio Photography Studio** ~ The studio room has professional lights, backdrop cloths, tripods, digital and film cameras for photographing coursework (e.g., 3-dimensional models or drawings). Two computers with scanners are available for use in downloading digital pictures, or for creating digital portfolios.

° **Photo Lab** ~ Darkroom facilities for traditional black and white film processing and printing. Students must supply their own film, paper, negative sleeves and cleaning supplies; chemicals and enlargers are provided. Students enrolled in the College of Architecture and Planning's photography courses have priority access.

° **Image Collections** ~ The college has both analog and digital image collections. The analog 35mm slide collection contains 35,000 slides depicting architecture, urban planning, and landscape subjects. The digital image databases (containing thousands of images) are described in detail on the next page.

## WHO MAY USE THE VISUAL RESOURCE CENTER

The VRC is not open to the general public. Services and equipment are available for use by College of Architecture and Planning faculty, staff, undergraduate and PhD students, or other CU undergraduate students currently enrolled in a College of Architecture and Planning course. Except for the image collections, the services and equipment of the VRC are **not** available for use by other CU students, faculty, or colleges.

## AV EQUIPMENT

Audiovisual equipment is checked out for FREE to College of Architecture and Planning undergraduate and PhD students and faculty. A current Buff OneCard ID is required for students. Equipment checked out one day is due the next morning by 10 a.m.; Friday checkouts are due the following Monday morning at 10 a.m. Equipment may be reserved in advance to ensure availability. Late returns *may* be charged a late fee (\$25.00 for the first day and \$35.00 per day thereafter). The laptop computers, the TV/VCR/DVD unit and the digital LCD projectors are **not available** for overnight or weekend checkouts (though rare exceptions may be granted). The digital video cameras are intended for use only in college course projects with faculty/staff approval. Users of AV equipment may be held liable for equipment replacement and repair in the event of loss or breakage.

## PORTFOLIO PHOTOGRAPHY STUDIO

Architecture and Planning students and faculty who wish to use the portfolio studio must reserve time in the room by signing up on the Portfolio Studio Reservation sheets located inside the Visual Resource Center. Reservations are taken days and weeks in

advance and may also be called in. Signing up for the room automatically guarantees the use of camera equipment (digital and analog cameras), though students and faculty may opt to use their own cameras.

The VRC has samples of portfolios created by Architecture and Planning undergraduate and graduate students for review. The VRC checks out books on creating a portfolio which cover portfolio layout, design, and resumes.

## **PORTFOLIO SEMINARS**

All undergraduate students enrolled in the ENVD 2002 media course will take part in mandatory portfolio seminars held each semester. Students will watch a 30 minute video on portfolio photography during class, and small groups of students will use digital cameras to photograph a few pieces of artwork during the “hands-on” portion of the portfolio seminar. Seminars take place during scheduled class time, and are coordinated by VRC staff and the course instructors.

## **DIGITAL IMAGE DATABASES**

Students, faculty and staff of the College of Architecture and Planning have access to two large digital image databases for use in course presentations and research: **Luna Insight and ARTstor**. The Luna Insight collection contains over 42,000 images of architecture, landscape architecture and urban planning which were acquired from a variety of sources including scans from the college’s 35mm slide collection, as well as faculty and student images from around the world. ARTstor contains nearly 700,000 images of art, architecture, and related material culture of interest to a wide range of disciplines.

**LUNA INSIGHT:** The 2006/2007 academic year included the transition to a new digital database called Luna Insight, which is the software platform endorsed by a CU system-wide committee on digital asset management. As with past image databases, end-users may search for digital images by a variety of search terms including: building type, the creator/architect/designer name, location, title of the project, style or period, material, date, medium, and key words.

**ACCESS:** There are currently two ways to access the Insight database. All student computer labs on the Boulder campus have the Insight software or “java client” loaded on the computers. The java client allows end-users full access to search for and download images, as well the ability to create presentations. Insight presentations can easily be converted into PowerPoint presentations or HTML. The second method of access is a web-based version of Luna Insight which is currently ‘read only’ and more limited in functionality. The Insight web browser can be accessed at the following URL: <http://joan.colorado.edu:8081/BrowserInsight>

**NOTE:** For both the Insight java client and web browser, a username and password are required to enter the database. Please call or see staff members in the VRC (room 305) regarding usernames and passwords before using the Luna Insight image collection for the first time.

**ARTstor:** The CU president’s office and the libraries at the three CU campuses provided funding in Fall 2005 for a subscription to ARTstor, which was initiated in 2004 by the Andrew W. Mellon Foundation to provide collections of digital images and associated data for noncommercial and scholarly, non-profit educational use. With ARTstor, end-users are able to search for images online, save groups of images for future use, and create digital image presentations using ARTstor’s proprietary software called the Offline Image Viewer (OIV), which is similar to PowerPoint.

**ACCESS:** To activate an ARTstor account for the first time, end-users must be on one of the three CU campuses so that ARTstor recognizes that you are part of the CU system. Go to the URL [www.artstor.org](http://www.artstor.org) and click on the “Enter ARTstor digital library” button in the top right corner of the screen. Once launched to the second screen, click on the “Log In” button in the upper right hand corner of the screen, and then click on the “Register” button. It will ask for an e-mail address and a password that is created by the end-user. Once registered, users may access ARTstor from any computer, on or off campus, for the next 120 days. Every time a user logs on to ARTstor, it updates their account for another 120 days.

**NOTE:** ARTstor’s “Offline Viewer” (or OIV) must be downloaded to the end-user’s computer’s hard drive (from the ARTstor Tools menu) in order to be able to show ARTstor’s high resolution images in presentations. Because of copyright, ARTstor’s high resolution images cannot be used in PowerPoint or other presentation programs, including Luna Insight. However, images from Luna Insight or from personal or other collections can be loaded into the OIV and used in conjunction with ARTstor images. The only images that can be completely taken out of the ARTstor database are PowerPoint resolution images (1024 pixels on the long side). Therefore, to make the best use of ARTstor’s highest quality images, users must utilize the OIV presentation tool that ARTstor provides for presentations.

## **REQUESTING IMAGE ACQUISITIONS**

For faculty members, we will make digital images out of books or magazines or purchase digital images from commercial vendors for presentations in College of Architecture and Planning courses. However, we need a minimum of 21 days notice and the images will become a part of the college’s permanent Luna Insight image collection. Images may be rejected for reproduction or purchase due to issues of copyright, duplication, budget restrictions, poor quality, or non-relevance to our existing collection.

Additionally, our student employees will scan images from a faculty member’s personal slide collection for use in current Architecture and Planning courses, and the faculty member may keep these images. A limit of 50 digital images per course per semester applies, as well as a turnaround time of 21 days. There is a maximum lifetime limit of 500 personal digital image scans per faculty member.