

University of Colorado Denver
College of Architecture & Planning
Visual Resource Center
(Digital Image Library, Portfolio Studio, & Equipment)
Fall 2010 - Spring 2011

Location: CU Denver Building: **Visual Resource Center –Room 490A**; Portfolio Studio--Room 420

Phone: 303-315-2425 **E-Mail:** src@colorado.edu or Jennifer.Kirschke@colorado.edu

Staff: Lynn Lickteig (Director), Jennifer Kirschke (Asst. Director), and Student Employees
(To contact Lynn, please call the Visual Resource Center in Boulder at 303-492-2808)

Hours: Visual Resource Center – 8 a.m. to 5 p.m., Monday through Friday
Portfolio Studio - 24 hour access via a key checked out from the Visual Resource Center (490A)

Only graduate students, PhD students, and faculty and staff of the College of Architecture & Planning may use the equipment, facilities and resources listed, with the exception of the Luna Insight and ARTstor image databases.

CAMERA & AUDIO VISUAL EQUIPMENT CHECKOUTS Room 490A

VRC staff members check out a variety of equipment for educational use to College of Architecture & Planning graduate and PhD students and faculty members. Available equipment includes digital cameras, digital video cameras, tripods, digital voice recorders, a mobile TV/DVD/VCR unit, and day-lighting light meters.

Equipment checked out on any given day (Monday through Thursday) is due back in the VRC the next morning by 10:00 a.m. Friday checkouts are due back the following Monday morning by 10:00 a.m. The TV/DVD/VCR unit is not available for overnight or weekend checkouts (though rare exceptions may be granted). Equipment may be reserved in advance to ensure availability. Call or stop by the VRC to make reservations.

Equipment checkouts are free, but a \$25 per day late fee may be charged to students if the equipment is excessively overdue, or if another student or faculty member is kept from using the equipment due to someone's tardiness in returning the equipment. Users of camera and AV equipment may also be held liable for equipment replacement and/or repair in the event of loss or breakage.

PORTFOLIO PHOTOGRAPHY STUDIO Room 420

Architecture and Planning students and faculty members who wish to photograph their 2-D and 3-D artwork must reserve the portfolio studio on the reservation sheet in the VRC (room 490A); reservations are also taken over the phone by calling the VRC staff members at 303-315-2425. **You must pick up the portfolio studio's room key & a camera prior to 5 p.m. M-F if using the room evenings after 5 p.m. or on weekends.**

A camera is not automatically reserved when the portfolio studio is reserved, although studio lights, backdrops, and a tripod are always provided in room 420. If you need to use a VRC digital camera when taking pictures in the portfolio studio, a separate camera reservation must also be made.

VRC staff members are available for one-on-one assistance in the portfolio studio during M-F office hours, although a prior appointment should be made, if possible. VRC staff members can make recommendations on proper lighting techniques, camera settings, image resolution, and digital file size, type, or storage issues.

Several sample portfolios created by Architecture and Planning students, as well as books on creating portfolios, are available for review in the VRC (490A). These are not for check-out but can be reviewed during regular office hours.

DIGITAL IMAGE DATABASES

Students and faculty members at the University of Colorado have access to **two large digital image databases** for use in course presentations and research: **Luna Insight** and **ARTstor**. Luna Insight is the college's digital image library and contains over 45,000 images of architecture, landscape architecture and urban planning which were acquired from a variety of sources including scans from the College of Architecture and Planning's 35mm slide collection, as well as images taken by faculty and students from around the world. ARTstor contains over one million images of art, architecture, and related material of interest to a wide range of disciplines.

LUNA INSIGHT: The 2006/2007 academic year included the transition to a digital database using a software system called Luna Insight, which is the software platform endorsed by a CU system-wide committee on digital asset management. End-users may search for digital images or videos 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 keywords.

ACCESS: There are currently two ways to access the Insight database. The college computer lab in room 460 has the Insight software or "java client" loaded on all its 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 or Keynote presentations or HTML. The second method of access is a web-based version of Luna Insight which is currently 'read only' called LUNA. The web-based Architecture and Planning Collection can be accessed at the following URL:

<https://www.cu.edu/digitallibrary/>

NOTE: Because of copyright issues, to access either the Luna Insight java client or the LUNA web browser, a username and password are required to enter the database. **The user name and password is denver/denver** when accessing Luna from the college computers in room 460 or when using the web browser off campus. However, if accessing the web browser from an off campus site, due to copyright issues end-users must enter the Luna Insight database using VPN software which can be downloaded by going to the following web site: <https://admin.cudenver.edu/vpn/>

The VRC also sponsors a public web site featuring images of Colorado Architecture, Landscape and Planning sites around the state photographed by ENVD undergraduates, college staff, & donors at: <http://vrc.colorado.edu/>

ARTstor: The CU President's office and the libraries at the three CU campuses provided funding in Fall 2005 for a yearly subscription to ARTstor, which is an image database initiated 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 or Keynote.

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 and click on the "Enter ARTstor digital library" button in the top right corner of the screen. Once launched to the second box, click on the "Not Registered?" link. 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 highest 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 quality images, users must utilize the OIV presentation tool that ARTstor provides for presentations.

REQUESTING IMAGE ACQUISITIONS

We will make digital images out of publications (as allowed by copyright laws) or purchase digital images from commercial vendors for presentations in College of Architecture and Planning courses. A limit of 50 digital images per course per semester applies, with a minimum of 21 days notice. The images become part of the college's Luna Insight Digital Image Library. 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. The VRC student employees will also scan images from a faculty member's personal image collection for use in current Architecture and Planning courses—also limited to 50 images per course per semester with 21 days notice.