

Photo Library Survey

Photo Library: Department of Image Collections,
National Gallery of Art Library

Host Institution: National Gallery of Art

Location Address: 4th Street and Constitution Avenue NW
Washington, DC, USA

Mailing Address: 2000-B South Club Drive
Landover, MD 20785 USA

Website: <http://www.nga.gov/resources/dlidesc.shtm>

Head of Photo Library: Gregory P. J. Most, Chief

Founding of the host Institution: 1937

Founding of the Photo Library: 1943

Status (public/private/other): Public: U.S.A. Government Agency

Number of employees and their roles:

10 professional staff: Chief, Department of Image Collections; 9 Image specialists for American and British Art, Northern European Art, Italian Art, Spanish Art, French Art, Modern and Contemporary Art, Architecture, Antiquities and Special Projects; Photograph conservator

3 support staff: Office manager, circulation assistant, clerk.

2 contract staff: Image specialist for Kress Collection, and digital imaging technician

2 interns (full-time, paid positions)

Photographers: Photography services provided by NGA's Department of Imaging and Visual Services and by staff.

IT support: IT support provided by NGA Library's systems manager and by the NGA's Data Processing Department

IT providers: The Library's online catalogue utilizes Endeavor's (now Ex Libris) Voyager software. Digital assets are currently managed with Ex Libris' Digitool software.

Legal consultancy for copyright and licensing: Legal advice and guidance provided by NGA's Office of the Secretary and General Counsel

Archive Holdings

<u>Number of photographic prints:</u>	over 6.3 million
<u>Number of negatives:</u>	500,000+ (estimate)
<u>Number of microform images:</u>	7 million+
<u>Number of 35mm slides:</u>	300,000+
<u>Number of rare photographic albums:</u>	600
<u>Number of digital images:</u>	150,000+

Technical characteristics of the digital images:

Images are scanned and an 'archival' .TIF is created at a minimum of 20MB and at least 3000 pixels on the long side, minimum of 300 dpi. Sometimes a detail .TIF will be also be made. The target area of the image will be rescanned with the same specifications. From archival scans, a corrected scan will be made. Thumbnails are created from the corrected scans and then the Digitool software will make JPEG 2000 files for the database.

Used storage space: 4TB

Acquisitions (sources and types, i.e. digital or photographs):

The Department collects all types of visual images from daguerreotypes to digital. Slides are no longer purchased or made and rarely accepted as gifts unless part of a larger archive. The reproductive print collection (20,000+ prints in all processes dating from the 17th to early 19th century) is only augmented by donations of material. Rare photographs and albums are acquired by purchase through dealers and auction and by gift. Copy photographs are purchased from photographers and scholars and received as gifts. Digital images are licensed through commercial vendors, created in-house, and received as gifts from scholars and photographers. Digital images are also derived from the holdings of the Department.

Catalogue: <http://library.nga.gov> select « IMAGES »

Photographic campaigns:

The National Gallery of Art partnered with Dumbarton Oaks Research Library from 1974-79 to document the Basilica di San Marco, Venice.

Acquisitions policy:

The Department's collection development policy mirrors that of the National Gallery of Art itself and collects images of Western art and architecture from the Medieval period to the present. The holdings are particularly strong in the areas of architecture, and the art of Italy, France, Britain, the Netherlands, and the United States. To better serve the fellows and visiting scholars at the National Gallery's research institute, The Center for Advanced Study in the Visual Arts, many of whom study ancient or non-Western art, the Department has begun to build some depth in these areas as well. The department focuses on collecting rare or unique research materials, as well as contemporary images of art and architecture to further the National Gallery of Art's mission as a research center for the study of the visual arts.

Workflow:

Images are catalogued in the MARC format by the Image Specialist for that subject area in the online catalogue. Data is reviewed and approved by the Chief and the information is released to the database. Images that are not licensed from commercial vendors or are born digital are scanned by the specialist or technician to Gallery standards. Scans are linked and uploaded to text record.

Other digitalization projects:

Currently digitizing the historic negatives of the Samuel H. Kress Collection (6000+ negatives). Staff are systematically scanning and cataloging the rare collections.

Other related digital projects:

Planned digital projects include the digitization of the Department's extensive collection of negatives, particularly the Gramstorff Archive, the Georg Piltz Archive, negatives from the archives of the many commercial art galleries owned by the NGA, and the negatives of the Parke-Bernet auction house and other special collections.

GPJM

November 17, 2009