

**DESCRIPTION OF
POTENTIAL TEXT DIGITIZATION PROJECT**

Selector: JW

Holding Library:

Columbia University Archives-Columbiana Library

Collection Title (Please Provide a Name for this Project):

CUA-CL General Photograph Collection: Buildings & Grounds *Interactive Map?*

1. Nature of Digitization Project

- a. Briefly describe the materials to be digitized, including their subject or discipline-related content, chronological or geographical coverage, languages and character sets, etc.

Photographs depict two former campuses (Park Place, 49th St. and Madison Ave.), Morningside Heights Campus, Health Sciences campus, and other affiliated Columbia buildings and grounds, past and present. Includes construction, dedication, demolition, interior, and exterior views. Dated ca. 1845-present.

- b. *[Optional: Indicate whether the project assumes external funding or should be considered for accomplishing in-house with existing staff resources; indicate too whether the project might be considered a demonstration project for the purposes of attracting funding for a larger project.]*
- c. Describe the priority this project has relative to other possible projects in your area by selecting one of the following options:

Immediate Short-Term Medium-Term Long-Term

2. Scope of Digitization

- a. Specify the types/genres and amount of material to be digitized (e.g., 10 volumes amounting to ca. 1800 pages of text, ca. 100 volumes amounting to ca. 30,000 pages of text with many black and white illustrations, 2 folio volumes of ca. 400 pages with ca. 150 oversized color images)

Approximately 480 oversized photographs, dimensions ranging from 14"x18" to 20" x 24". The number of images 8"x10" or under needs to be determined since collection includes duplication. Using selection criteria, amount will be reduced

from the 12 linear ft. (27 ms boxes) of buildings and grounds visual materials. Ideally, each building would be represented with multiple views, showing the changing landscape of the CU campuses and New York City.

- b. For textual materials, indicate whether they will be also need to be OCR'd and presented as searchable text, or whether page images only are needed.
- c. *[Optional :For other materials, please indicate any requirements or assumptions about the quality of scans, derivatives, indexing, etc.]*

3. Value to Columbia Libraries Collections

- a. How would this project strengthen, complement or otherwise relate to existing paper (etc.) or digital collections at CUL?

There are several virtual campus tours available from the Columbia website. Many highlight certain buildings, so there is no comprehensive map for Morningside. Other Columbia campuses (Health Sciences, Lamont-Doherty) could also participate.

School of General Studies: <http://www.gs.columbia.edu/kevinmap/index.htm>
<http://web.columbia.edu/cu/aboutcolumbia/maps/index.html>

The Office of Student Affairs: <http://www.studentaffairs.columbia.edu/tour/>

Office of Public Affairs:
<http://web.columbia.edu/cu/aboutcolumbia/maps/index.html>
http://www.columbia.edu/acis/tour/no_js/index.html

This same concept could be employed with links to images from this proposed project, as a "Historical Morningside Map". Such a project would fill a void in the dissemination of these materials for visual study of CU/NYC architectural history.

- b. Does this material relate to the collection development policies of the holding library or the Libraries as a whole?
- c. Are there other comparable or related digital collections already available publicly?

I am not aware of any digital exhibits or collections that document the same materials, or those specifically of McKim, Mead & White. The Museum of the City of New York offers several digital exhibits documenting streets and buildings of various New York neighborhoods.

4. Value to Columbia Research & Teaching

- a. How would this project serve current, recognized research, study or curricular needs of Columbia?
- b. Which Columbia faculty members work in the area covered by this project? Have they indicated they would make use of these materials, or materials of this type, in digitized form?

5. Partnerships

- a. Are there other Columbia groups that we can or should partner with in this type of project?

Yes. Digitization of architectural drawings, campus maps and plans from Avery Library. Reports from the Committee of Buildings and Grounds regarding Morningside and other buildings can be included. More extensive visual documentation of Park Place campus can be supplemented with drawings and other prints at CUA-CL.

- b. Are there other institutions that are particularly strong in these or related materials that we can or should partner with?

6. Scope of Cataloging

- a. Have these materials been cataloged, described in a finding aid, or have another kind of metadata? Please describe and include links to cataloging or finding aids if available.

Folder-level inventory available in 210 Low. MARC record for General Photograph Collection in CLIO.

- b. *[Optional: If not, please give details of type and amount of cataloging / description being proposed within the context of this grant and how it would be accomplished.]*

Currently, we track digital scans numerically, recording folder location, file number and title, size, photographer, caption, description, dpi captured, mode (grayscale, RGB, etc.) captured, and date scanned. This would serve as the minimum amount of meta-data fields for proposed project.

7. Rights / Permissions

- a. Identify copyright issues and other potential restrictions. Are these materials in the public domain? Does Columbia hold rights for copying and dissemination?

(If you are not sure of the answers to the preceding, what percentage of the material was published prior to 1923? What percentage between 1923 and 1963?)

Needs to be determined for some items—need to be dated more exactly or research to establish “work for hire”.

- b. *[Optional: Describe approach to resolving or managing these restrictions within the context of the project.]*

See attached copyright worksheet for method.

8. Physical Condition

- a. Are the physical items intact, in good condition, and playable (where appropriate, e.g. videotapes)?
- b. *[Optional: If not, describe in general terms what types of physical problems are present.]*
- c. Are the materials appropriately housed, or will rehousing be part of the project?
- d. *[Optional: Will any conservation treatment or other physical work be needed to enable the materials to be digitized? For instance, it may not be possible to digitize a book that is tightly bound and has narrow margins without disbinding it.]*
- e. For archival and manuscript collections, have the materials been fully processed and arranged?

COPYRIGHT STATUS WORKSHEET

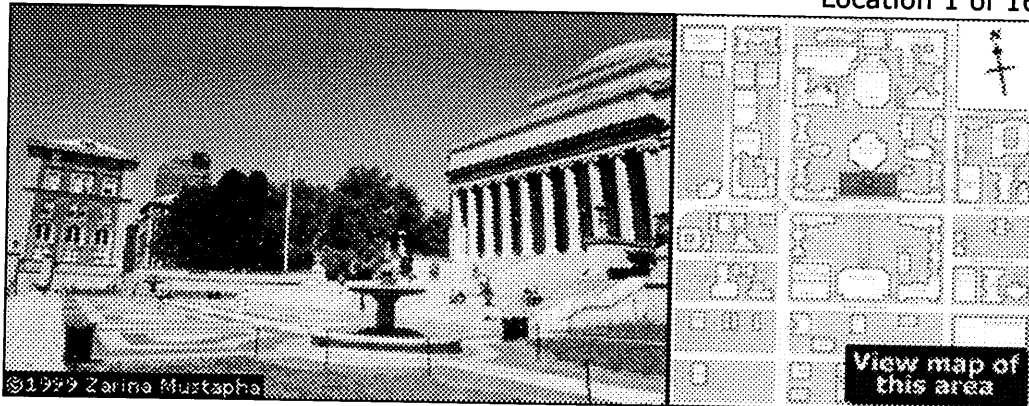
Please refer to document, "Steps for Determining Copyright" to aid research.

Copyright Status #	E-001	Accession #			
Collection:					
Box/folder					
Item Description					
(check one)	Photographer	Painter	Sculptor	Engraver	Other :
Name:					Date:
Columbia Photographer?	Yes	No	If yes, name:		
Copyright notice?	Yes	No	If yes, name & address:		
Work for hire?	Yes	No	Source of information:	Date:	
Published or Registered?	Yes	No	If yes, publication:	Date:	
Registered in Catalog of Copyright Entries (CCE)?	Yes	No	Registration no.		
Claimant					
Checked Portrait index	Yes	No	Searched other sources for ownership		
Questions to Help Establish Copyright Status					
Published or Registered before January 1, 1923?	Yes	No			
Unpublished/not registered and creator died before 1933?	Yes	No			
Unpublished anonymous work and work-for-hire before 1883?	Yes	No			
Unpublished before 1978 and published after Dec. 31, 2002	Yes	No			
If yes, work fall into the Public Domain.					
Unpublished before 1978 and published before Jan. 1, 2003 and creator died before 1933	Yes	No			
Unpublished with creator death date unknown, created before 1883	Yes	No			
If yes, still protected by copyright.					
Unpublished Works: Death date of creator _____ + 71 years = _____ enters PUBLIC DOMAIN					
Notes:					
Recorded by					Date:

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LOW PLAZA

Location 1 of 16



Low Plaza has been described as one of the great urban spaces in America. It was built to resemble a Greek amphitheater and is ideal for outdoor events, including concerts, theatrical performances and fairs. Students flock to the plaza steps to sunbathe, socialize and study, making it, in the words of a leading architect, a true "urban beach." Watching over the plaza is *Alma Mater*, a bronze sculpture by Daniel Chester French, famous for his statue of *Abraham Lincoln* at the Lincoln Memorial in Washington, D.C.



School of Mines , 49th St. + Madison Ave. Campus



Columbia College Demolition , Park Place, ca 1858