



Library & Archives Service

PhotoLibrary User Guide

Introduction

Welcome to PhotoLibrary – the London School of Hygiene & Tropical Medicine's online image database for managing, searching and retrieving images created and held by the School. The images held on PhotoLibrary reflect the School's teaching and research activities, buildings, events and history, they include:

- Up to date images of events, ceremonies, student activities, conferences and day to day life at LSHTM
- Images from the International Centre for Eye Health
- Images of the School's buildings including the new South Courtyard
- Images of London and the Bloomsbury area
- Archive images of the buildings, eminent tropical medicine and public health professionals, overseas expeditions and documents from the collections

Accessing PhotoLibrary

PhotoLibrary is accessible from any workstation connected to the internet via the webpage: <http://www.lshtm.ac.uk/library/archives/photolibrary.html> or direct access is available at: <http://photo.lshtm.ac.uk> (this can be used once staff and students have their logins and passwords).

Staff and student access to PhotoLibrary is controlled by login names and passwords. Passwords can be accessed via the PhotoLibrary webpage (<http://www.lshtm.ac.uk/library/archives/photolibrary.html>), this will direct internal users to a secure passwords page on the intranet.

External users do not need logins or passwords; they can access School owned and copyright cleared of images by clicking on **Search** button on the home page.

There are different levels of access available in PhotoLibrary which enables certain groups such as Units, Departments or Centres to have their own area of PhotoLibrary which only they can access. This is useful for managing resources that may be sensitive or that you do not want to make accessible to a wider audience. Please contact the Archivist & Records Manager for information on creating an area for your group.

Increasing the scope of PhotoLibrary

The Archives team is continuing to enter the backlog of images onto PhotoLibrary but are interested in increasing the scope of images available to staff and students. If you have a set of images that you would be interested in adding to PhotoLibrary, please contact the Archivist & Records Manager.

Copyright and permission

All images are subject to copyright law and their use is restricted accordingly. The images taken by the School photographer are LSHTM copyright and there are a significant number of images on the database which are not the School's copyright or where the copyright is unknown. In these cases, the information regarding ownership and who to contact for permission to use the image is included in the information attached to the image.

For further information on copyright and permission to use images, please contact the Archivist & Records Manager.

Getting started

This section will show you how to log into PhotoLibrary and help you get started using it.

Homepage

The PhotoLibrary homepage is the first screen you see when you access the database at: <http://www.lshtm.ac.uk/library/archives/photolibrary.html>

Logging in

To log into PhotoLibrary please use the relevant username and password which you will require if you are an LSHTM user. This information is available at:

<http://intra.lshtm.ac.uk/library/passwords.html>

If you are accessing the database as an external user then you can begin searching by clicking on **Search** without logging in.

Logging out

PhotoLibrary will automatically log you out after a period of inactivity (around 60 seconds). You can manually log out of PhotoLibrary by pressing the **Logout** button at any time.

Navigation

The PhotoLibrary navigation buttons are displayed horizontally across the screen and include **Home**, **Login** and **Search**. In addition to these navigation buttons, you can also use navigation buttons provided by your web browser such as the back and forward buttons.

Searching for images

Press the **Search** button to go to the Photo Finder page. The page allows you to find photos either by searching text or by browsing photo categories. Photos are displayed as thumbnail images that can be clicked to display the photo and its information.

To find a photo using search text

1. Decide which fields that you want to search in, choose **All** in the **Search** box for the widest possible result as this will find your search term in all searchable fields. The default content for this box is All but other options are Caption, Keyword, Location, Photo ID or Publication.

2. Enter a word in the **For** text box (for example, enter *malaria* for all photos relating to malaria). If you are looking for photos based on more than one criteria, you can use **AND** or **OR** in the search text box (for example to find photos about Ross and malaria, enter *Ross* and *malaria*. To find all photos relating to either Ross or malaria, enter *Ross* or *malaria*).
3. There is the option to view images as either thumbnail images or as a list of photo details. The thumbnail option is the default content of this box.
4. Press the grey **Search** button.
5. The results of your search are displayed on a new page. The number of images found is displayed at the top of the page, for example: *Search found 124 photos on 11 pages*. If there are more than 12 images found then you can scroll through the results using **Next>** and **<Prev** buttons. You can also view up to 36 thumbnails on a single page by selecting from the drop down box.
6. Click on the thumbnail image to display more information and a larger image.

To browse photo categories

1. Click on one of the photo category hyperlinks, for example, buildings or events.
2. The screen will display any sub-categories hyperlinks and the thumbnail images of the photos in the selected category.
3. To browse photos in a sub-category, click on the sub-category hyperlink.

Using Advanced Search

The advanced search button can be found on the Photo Finder page and is displayed as **Adv Search**. Advanced search allows you to perform a precise search based on one or more of the image information fields. The more fields you enter, the more precise the search becomes.

Images are only returned if they satisfy all of the search criteria that you enter. For example, if you enter the word *Manson* into the caption field and *Archival Material* into the category field, the results will be images that have Manson in the caption and that are also within the Archival Material category.

Searching for dates

PhotoLibrary uses the date format: DD-MM-YYYY, which means that only the exact date on which the photo was taken can be entered. For many of the photos on the database, especially the historical images, there is not a precise date but rather a year or an estimated date. Rather than add incorrect dates to the date field, the **Comments** field has been used to add the dates of photos where known. Where the exact date is known, this has been added to the **Date photo taken** field.

There are three ways to search for a date:

1. If you know the exact date of an event, you can search the **Date photo taken** field in Advanced Search in the following format eg 12-04-2008.
2. To find all images that have a date entered into any of the fields including **Caption**, **Comments** or **Date photo taken** fields, select All and the date in the Basic Search.

3. In Advanced Search, search for the date, in year format (YYYY) in the comments field.

If no images are found

There are a number of reasons that your search may return few or no images:

1. There are simply no images that match your search criteria in the database, more images will be added on a regular basis.
2. Try using an alternative search term, widening your search or browsing the categories
3. Your login may only give you access to a selection of images, for example the public access is limited to School owned and copyright cleared images, so there are categories where there appears that there are no images for you to view.

Downloading a preview image

Once you have found a suitable thumbnail image you can download the preview image. The preview image is a low resolution copy of the digital file suitable for displaying on web pages and for the purposes of presentations and other multimedia uses. Permission from the owner of the image needs to be sought for the use of all images downloaded from PhotoLibrary.

To download a photo preview image:

1. Click on the thumbnail to display the preview image and its information.
2. Click on the hyperlink **Download Preview Image** located under Actions on the right hand side of the screen.
3. A download dialog box will be displayed prompting you to decide where to save the preview image file.

Access to high resolution images

High resolution images suitable for print purposes are available on request from the Archivist & Records Manager, unless otherwise stated in the permissions box, some restrictions may apply to the use of images due to copyright and permissions.

My Favourite Photos

In order to provide the widest access possible and and one login for staff and students (unless you are accessing a particular area), it is currently not possible to use the My Favourite Photos function.