



DIGITAL ARCHIVE

Welcome to
THE RIVERSIDE CHURCH
DIGITAL ARCHIVE

Search



Digital Archive Public User Guide

The Riverside Church Archives
February 2023



THE RIVERSIDE CHURCH
IN THE CITY OF NEW YORK

Table of Contents

Chapter 1: Intro to the Digital Archive

- 1.1 The Digital Archive
- 1.2 User Access Guidelines
- 1.3 Registering for an Account
- 1.4 Logging In
- 1.5 Navigation

Chapter 2: Browse and Search

- 2.1 Searching
- 2.2 The Results Screen
- 2.3 Browsing and Facets
- 2.4 Display Options
- 2.5 Organizing and Exporting Results

Chapter 3: The Object Detail Page

- 3.1 Basic Information
- 3.2 The Media Viewer
- 3.3 Media Download
- 3.4 Inquire Form
- 3.5 Navigation Options

Chapter 4: Events & Entities Detail Pages

- 4.1 Events
- 4.2 People & Organizations

Chapter 5: Collections

- 5.1 The Collection View
- 5.2 Items Within Collections
- 5.3 Downloading Finding Aids

Chapter 6: Galleries

- 6.1 Slideshows
- 6.2 Timelines

Chapter 7: Using Lightboxes

- 7.1 What are Lightboxes?
- 7.2 Creating a Lightbox and Adding Items
- 7.3 Managing Lightboxes
- 7.4 The Individual Lightbox Screen

Chapter 8: About Pages

- 8.1 About the Collection
- 8.2 Resources
- 8.3 Policies
- 8.4 Support Riverside
- 8.5 Research Appointments
- 8.6 Contact



Chapter 1: Intro to the Digital Archive

1.1 The Digital Archive

The [Digital Archive](#) is a web-based collections management system that provides quick and easy access to The Riverside Church's ("TRC") archival, library, and art collections. It provides users with a wide range of tools to explore the collections, view interactive finding aids, and access and download digitized materials and born-digital objects. The Digital Archive is accessible through any modern web browser (Chrome, Safari, Firefox, Internet Explorer).

1.2 User Access Guidelines

The Digital Archive is accessible to the public. Users may choose to create an account, which offers the option to create groups of items that can be printed, shared, or downloaded.

If Riverside staff members make an account, they may gain the added functionality of viewing restricted materials and downloading media in high resolution. Permission for these actions is granted by the Director of the Archives, who is the administrator of the site. Staff users should not share their logins with anyone outside of the organization.

1.3 Registering for an Account

If you decide to create an account, click on the profile icon in the top right corner of the [homepage](#) (figure 1.1). Select "Register."

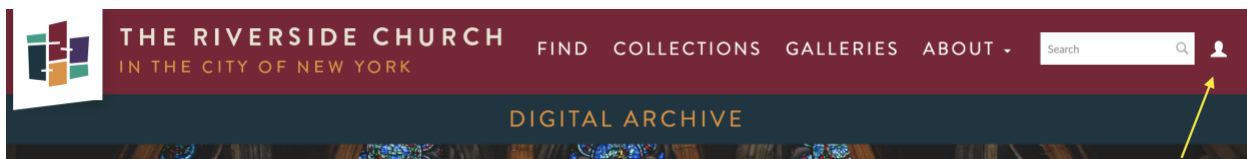


Figure 1.1 Global Navigation Bar and Profile Icon

Complete the fields on the pop-up registration form (figure 1.2). All accounts are automatically activated upon registration and a confirmation email will be sent to the email address you provided.

Riverside staff members must use their Riverside email address when registering. If you would like to request permission to gain additional access as outlined in Section 1.2, please [contact](#) the archives staff.



THE RIVERSIDE CHURCH
IN THE CITY OF NEW YORK

1.4 Logging In

Once you complete the registration process, you will be automatically signed into the site. Each time you revisit the site, login by clicking the icon in the top right corner and selecting “Login.” If you forget your password, you can reset it by clicking “Forgot your password?” You will be asked to provide your login email. Instructions to reset your password will be sent to the email address.

1.5 Navigation

The basic navigation for the Digital Archive is the global navigation bar in the page header (fig. 1.1). It provides the following options:

Logo: Click on The Riverside Church logo at any time to get back to the Digital Archive homepage.

Search Bar: Terms entered here search the entire collection. Terms can include Boolean operators. See Chapter 2 for further details.

Profile Icon: Allows users to Register, Login, Logout, View User Profile, and access Lightboxes (see Chapter 7 for more details).

Find: Search all objects in the collection as well as events and entities associated with The Riverside Church. All listed items can be narrowed and organized by using different browse facets and filters.

Collections: A view of all the archival, library, and art collections, with a brief high-level description of each. Clicking on an individual collection reveals the archival hierarchical arrangement of each unit within the collection. This section of the site functions as interactive finding aids for seasoned researchers to locate all files and items included in a specific collection or division of a collection. See Chapter 5 for further details.

Galleries: Curated slideshows and timelines featuring collection objects as well as events and entities related to The Riverside Church. This section of the site is a good starting point for users who are new to research and are interested in exploring the collection and Riverside’s history. See Chapter 6.

About: A series of pages about the collection and The Riverside Church Archives. See Chapter 7 for further details.

REGISTER

FIRST NAME

LAST NAME

E-MAIL

SECURITY QUESTION 5 + 6 =

PASSWORD

RE-TYPE PASSWORD

GROUP CODE (OPTIONAL)

REGISTER

Figure 1.2. Registration Form



THE RIVERSIDE CHURCH
IN THE CITY OF NEW YORK

In addition to the global navigation bar, the homepage also allows for navigation to each of the site's sections. The **Search Bar** appears in the center, under the "Welcome to the Riverside Church Digital Archive" message.

Scrolling down, the section entitled "Explore the Archive" contains tiles that when clicked on, lead you to find **Objects, Events, People & Organizations, Collections, Galleries, and WRVR-FM Recordings** (figure 1.3).

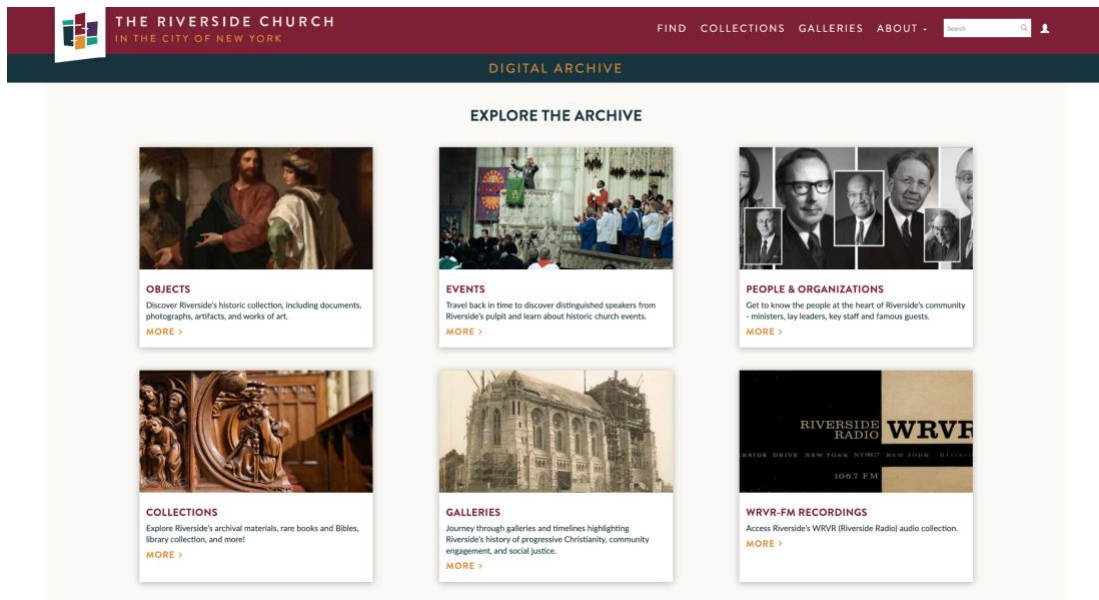


Figure 1.3 Explore the Archive Tiles



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Chapter 2: Browse and Search

The two main options for locating and accessing items in the collections are the Search and Browse functions available in the global navigation bar.

2.1 Searching

The **Search Bar** is available on all pages of the site, in the upper right corner of the page. This option searches both the metadata in each item's catalog record and any digital documents with OCR/searchable text. Searches can use keywords, as well as the following Boolean operators for more targeted results:

1. **AND** – Allows for multiple search terms at once. This operator will provide items matching both (or all) terms, creating a narrow search results list. As an example, the search string *Forman AND Manifesto* will yield a result list of all items that have both of the terms “Forman” and “Manifesto.”
2. **OR** – Allows for multiple search terms at once, particularly for similar concepts. This operator will provide items matching either (or any) of the terms. As an example, the search string “*South Africa*” OR *Apartheid* will yield a result of all items that have either the term “South Africa,” or the term “Apartheid.” This yields a much broader search.
3. **NOT** – Allows for the exclusion of specific words in your search, allowing for a narrower search. An example is *Portrait NOT Photograph*, which would yield results with the term “Portrait,” but only if the items exclude the term “Photograph.”
4. **Asterisk*** - Provides search results containing variations of a root word. An example is *Hispan**, which will yield results with the terms “Hispanic” and “Hispano.” **Note:** In the Riverside Digital Archive, the entering the Asterisk alone in the search bar will provide a result list of every item cataloged in the system.
5. **Quotation Marks** – Provides search with an exact text match to the phrase inside the quotation marks. An example is “Martin Luther King, Jr.,” which will provide a narrower and more specific result list.
6. **Parenthesis ()** – Used in a search phrase with a combination of operators, parenthesis allows keywords to be grouped together and the order in which the terms are searched to be controlled. The phrase inside the parenthesis is searched first, followed by the keywords not in the parenthesis. An example is (Disarmament OR Conference) and Sermon.



THE RIVERSIDE CHURCH
IN THE CITY OF NEW YORK

2.2 The Results Screen

When conducting a search using the **Search Bar**, users will be taken to the **Results Screen**, displaying all of the items that match their search. The results are divided into the following types (figure 2.1):

1. **Objects** – individual items in the collections.
2. **People & Organizations** – entities related to Riverside.
3. **Events** – events related to Riverside.
4. **Collections** – specific collections or divisions of collections.

THE RIVERSIDE CHURCH
IN THE CITY OF NEW YORK

FIND COLLECTIONS GALLERIES ABOUT Search

DIGITAL ARCHIVE

SEARCH RESULTS FOR "HARRY EMERSON FOSDICK"

Objects (1116) | People & Organizations (11) | Events & Broadcasts (9) | Collections (30)

Opens Browse Screen → FULL RESULTS | sort by: Relevance

People & Organizations (11)

Woolfkin, Cornelius, 1859-1928 | Forbes, James A., Jr. | Eddy, Katherine Willard | First Presbyterian Church, New York | Fosdick, Dorothy

Events & Broadcasts (9)

Harry Emerson Fosdick: Man of God In Conflict And Calm | Memorial Service for Mrs. Harry Emerson Fosdick | Mrs. Harry Emerson Fosdick Memorial Service, 1964-11-18 | Harry Emerson Fosdick Preaches "Shall the Fundamentalists Win?" | Rev. Dr. Harry Emerson Fosdick Becomes Senior Minister

Collections (30)

Library Collection | The Riverside Church Hymnals | Music at Riverside Records | Maranatha: Riversiders for Lesbian/Gay Concerns | Sunday Calendars/Bulletins | Church Monthly, 1926-1958 | Correspondence Between Fosdick and Harry Emerson Fosdick

Fig 2.1 The Search Results Screen

On this screen users can choose to manipulate the results by clicking on the side arrows to scroll to see more items or by sorting the results according to different criteria (see figure 2.1).

From the **Results Screen**, users may choose to directly select the individual object, entity, event, or collection they want to view by clicking on the appropriate tile. This will bring the user directly to the item's **Detail Page**. See Chapters 3 and 4 for more information. Users may also click on Full Results, which opens up the **Browse Screen**, allowing for further refining and filtering of the results (see figure 2.1).



THE RIVERSIDE CHURCH
IN THE CITY OF NEW YORK

2.3 Browsing and Facets

Users can access the **Browse Screen** in one of two ways. The first is by conducting a search in the **Search Bar** and navigating to it via the **Results Screen**, as discussed in Section 2.2. The second method is by clicking the **Find** option in the global navigation bar and selecting from Objects, Events, or People & Organizations. This will yield a result of all the items in the system within the chosen category.

Objects

The **Browse Screen** for objects provides an array of options for further refining the returned results as well as for configuring how the results are displayed, organized, and exporting from the system. The right column provides options for narrowing the current set of results by selecting from a number of “facets,” or specific attributes (figure 2.2). The facet types include **Object Type** (e.g., photograph, library material, document, recording, etc.), **Person/Organization**, **Decade**, **Local Keyword**, **Subject**, **Event**, **Collection**, and **Has Media**.

The screenshot displays the 'DIGITAL ARCHIVE' interface. At the top, a dark red header contains the church's logo and name, navigation links (FIND, COLLECTIONS, GALLERIES, ABOUT), a search bar, and a user icon. Below the header, a dark blue bar shows '1116 OBJECT RESULTS' with a gear icon for 'Organize and Export Results' and a grid icon for 'Display Options'. The main content area features a grid of eight photo thumbnails. The first row includes: a portrait of Harry Emerson Fosdick (PHOTO.784), a negative of the same portrait (PHOTO.794), another portrait (PHOTO.795), and Fosdick in clerical robes (PHOTO.799). The second row includes: another portrait (PHOTO.800), a negative (PHOTO.801), another portrait (PHOTO.802), and another portrait (PHOTO.803). To the right, a 'FILTER BY' sidebar is active, showing a search filter for '*HARRY EMERSON FOSDI...'. The sidebar lists facet categories: OBJECT TYPE (with sub-options like Analog audio recording, Artwork and Architectural Elements, Digital audio recording, Documents, Library Materials, Photographs), PERSON/ORGANIZATION (LOCAL), PERSON/ORGANIZATION (LIBRARY OF CONGRESS), DECADE, LOCAL KEYWORD, SUBJECT, EVENT, COLLECTION, and HAS MEDIA.

Fig 2.2 The Browse Screen with Facets



THE RIVERSIDE CHURCH
IN THE CITY OF NEW YORK

The **Decade** facet, when selected, will bring up an additional facet of **Years** within that decade, allowing for finer filtering of returned items by a particular year. The **Has Media** facet filters results for items that have or do not have a related image or file. The **Person/Organization** facet is divided into two types: Local and Library of Congress. The **Local** type draws from Riverside’s local authority record and contains entities that are specific to Riverside history. The **Library of Congress** type draws from the Library of Congress Name Authority File, which is more general in nature and is not specific to Riverside entities. The **Local Keyword** and **Subject** facets work in the same way, with **Local Keywords** containing terms from Riverside’s local controlled vocabulary, such as “Black Christian Caucus,” while **Subjects** draws from the more generalized Library of Congress Subject Headings.

This facet tool is useful for taking broad search results or a general browse of all items and narrowing them down to more specific categories and criteria. To apply a facet, click on the facet type and a list of terms will appear. Select the appropriate term and click “apply” (figure 2.3). Filters can be used in any combination and can be removed at any point to broaden results. This can be done by clicking the “x” next to the selected facet in the right column. Users may also remove all facets when more than one is applied by clicking the “x” next to “Clear All Filters.”

FILTER BY

FOSDICK

OBJECT TYPE

- Analog audio recording
- Artwork and Architectural Elements
- + Digital audio recording
- Documents
- Library Materials
- Photographs

Apply

Fig 2.3 Applying a Filter

Another feature of the **Browse Screen** is to conduct a keyword or Boolean search within the current set of results. This can be done at any point, with any number of facets applied, by using the search bar entitled **Search within...** at the top of the right column. Users may also opt to conduct an advanced search by clicking on the “Advanced Search” link, which opens up a new page containing a form with specific search fields (figure 2.4)

OBJECTS ADVANCED SEARCH

Enter your search terms in the fields below.

KEYWORD

TITLE

CREATOR

IDENTIFIER

DATE RANGE (E.G. 1970-1979)

TYPE

COLLECTION

RESET SEARCH

Figure 2.4 Advanced Search Form



Events

The **Browse Screen** for events allows users to explore events specific to Riverside history. It provides similar options for filtering, with facet types including **Type**, **Event Decade**, **Keyword/Subject**, and **Speaker/Performer**. Users also have the option to conduct a **Search Within** the filtered results but cannot perform an advanced search.

People & Organizations

The **Browse Screen** for people & organizations allows users to explore Riverside entities that are cataloged in Riverside's local authority file. It provides similar filtering functionality, with facets including **Type** and **Church Role**. Users also have the option to conduct a **Search Within** the filtered results but cannot perform an advanced search.

2.4 Display Options

Search and Browse results for objects can be displayed in two formats by selecting one of the options in the upper right corner of the results screen. The default (seen in figure 2.2) is the **Grid View**, which displays a large thumbnail for each object, along with its unique identifier and title. The thumbnail also includes a small folder icon, which allows users with an account to add the object to their Lightbox (see Chapter 7 for more information). If the object has associated media, the thumbnail includes the image. If the object does not have associated media, the thumbnail is blank (see figure 2.2 for examples).

The second option is the **List View**, which displays each result in a smaller box and in a vertical layout (figure 2.5). As with the Grid View, the functionality is the same, with a small thumbnail, unique identifier, title, and Lightbox icon. Each item can be clicked on to open the object's **Detail Page**.

Search and Browse results for events and people & organizations only have the **List View** as a display option, with the name of the entity or event accompanied by a small thumbnail image if there is any related media.

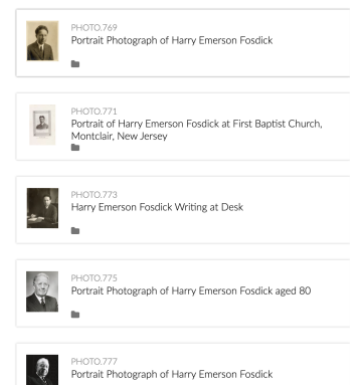


Fig 2.5 List View

2.5 Organizing and Exporting Results

The returned results of a Search or Browse for objects can be sorted and organized in a variety of ways. The options for sorting are available through the gear icon next to the count of returned items at the top of the screen (see figure 2.2). The gear brings up a drop-down menu with the following options (figure 2.6):



THE RIVERSIDE CHURCH
IN THE CITY OF NEW YORK

93 OBJECT RESULTS ⚙

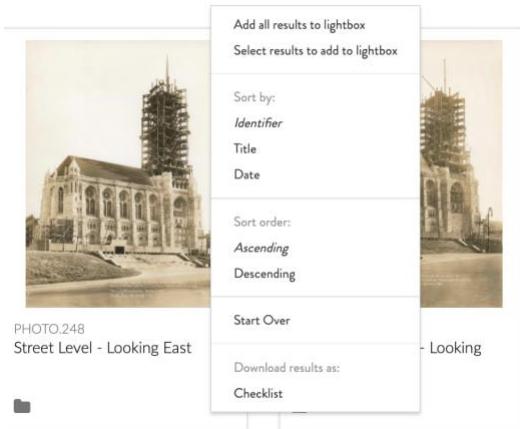


Fig 2.6 Sorting and Export Drop-down

Add all results to lightbox & Select results to add to lightbox:

Allows for all items in the results list to be added to a new or existing Lightbox (see Chapter 7). Selecting “select results to add to lightbox” will add a checkbox to the bottom left corner of each item in the result set as well as a button to add the selected items to a Lightbox.

Sort by: Allows for the returned results to be sorted by Identifier, Title, or Date. The default is Identifier.

Sort Order: Sorts the returned results in Ascending or Descending order. The default is Ascending.

Start Over: Clears all selected Browse facets from the result set.

Download results as: Exports the results list as a PDF in **Checklist** format, with a single column of small thumbnail images and basic identifying fields.

The returned results of a Search or Browse for events can be similarly sorted by **Name** and **Date** and in **Ascending** or **Descending** order. People & organizations can be sorted in **Ascending** or **Descending** order, but by **Name** only. Neither have the option to assign the record to a Lightbox or download the list as a checklist in PDF format.



THE RIVERSIDE CHURCH IN THE CITY OF NEW YORK

Chapter 3: The Object Detail Page

3.1 Basic Information

The **Object Detail Page** provides more information about each object in the collection as well as options for downloading associated media and submitting inquiries to Riverside Archives staff (figure 3.1). To get to a **Detail Page**, click on the item from the Search/Browse results.

The layout of the page consists of a large image or audio/video player (if available) along with descriptive information and rights & restrictions pertaining to the object and/or digital image. Each object is assigned subject headings and keywords, which are great access points for users. Clicking on a subject term opens a new page of search results consisting of all objects cataloged under that particular subject.

Fig 3.1 The Object Detail Page

Each object record is related to Riverside entities, events, and collections, which can be accessed by clicking the links in the description box. Related objects, which appear as tiles below the description box, can be clicked on to bring the user to that object's **Detail Page** (figure 3.2).

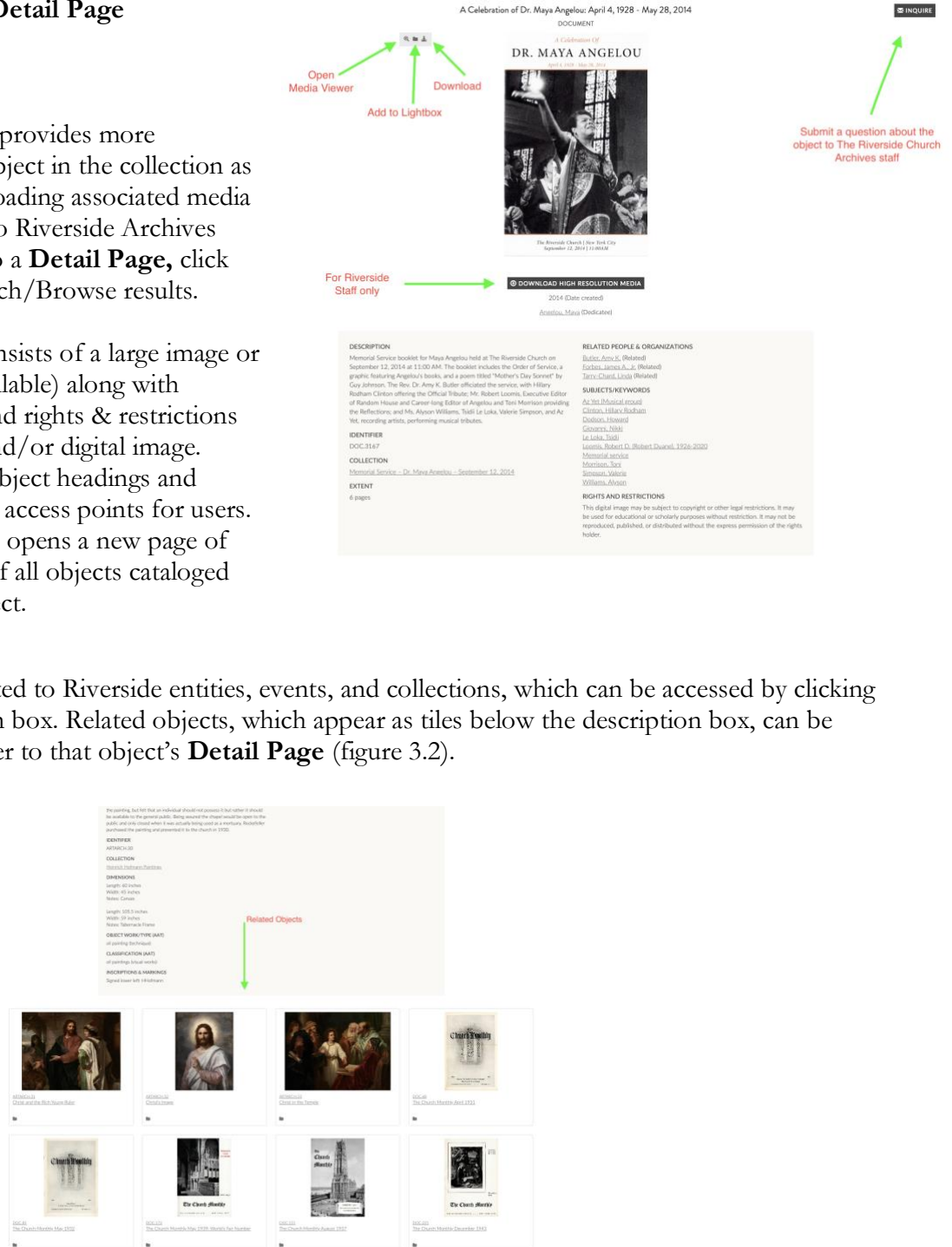


Figure 3.2 Related Objects on Detail Page



3.2 The Media Viewer

Images

Clicking the image from the **Detail Page** brings up the full-screen media viewer, which provides options for zooming in and scrolling as well as adding notes and comments to specific points on the image (figure 3.3). Note this viewer is only available for static images, not for audio/video files.

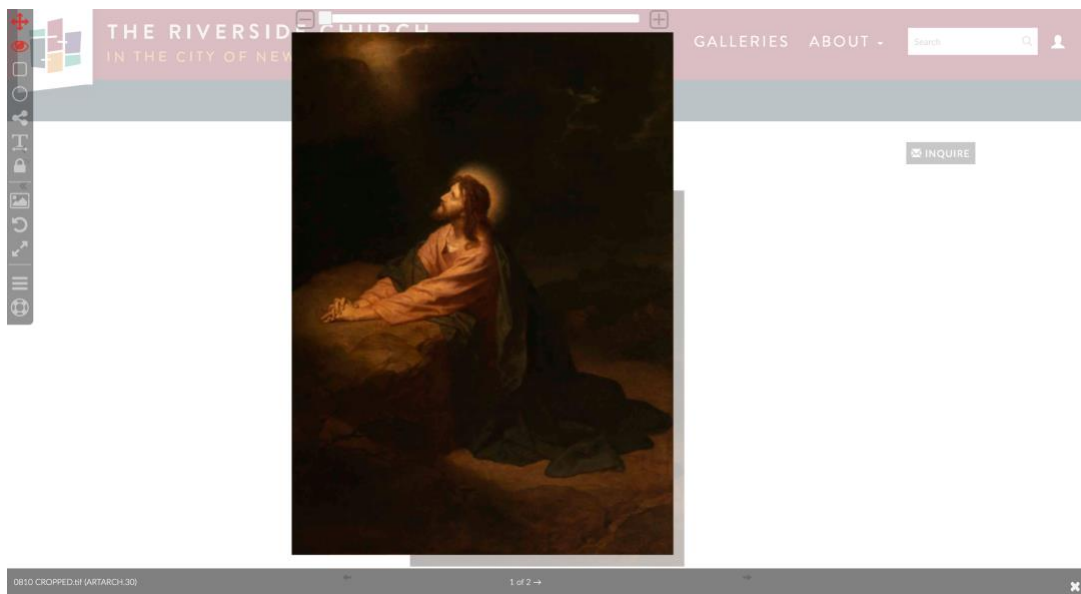


Figure 3.3 The Media Viewer

Scroll: Zooms in/out on the image towards the cursor (e.g., to zoom towards the top right corner, position the cursor there and scroll in. You may also use the bar at the top with the plus and minus at each end to zoom in and out.

Click-and Drag: Moves the image.

Annotation Tools: These tools allow users to draw shapes on the image and make comments on specific areas of the image. Annotations can be made to a point (circle icon in the left bar), a rectangle (square icon), or a polygon (branch icon). Clicking the image with the selected tool adds the annotation, which can be resized by dragging. The polygon can be created by clicking on the image multiple times to create the desired shape. Once added, a text box appears, allowing for a description to be added. These annotations are only visible to the user who created them.



Show/Hide Annotations: This tool (eye icon) adjusts the visibility of all added annotations.

Show/Hide Image Overview: When selected, this tool displays a small thumbnail in the lower right corner. When zoomed in, click on the thumbnail to jump to various parts of the image.

Rotate Image: Rotates the image.

Show/Hide Annotation Sidebar: When selected this tool opens a list view of all annotations.

Help: Opens a screen with an explanation of the annotation tools and keyboard shortcuts. Click the icon again to close the help screen.

Click the “x” in the lower right corner of the screen to exit the media viewer.

Documents/Multi-paged Files

Clicking the image from the **Detail Page** brings up the full-screen media viewer, which provides options for viewing, zooming, and searching documents (Figure 3.4). Note this viewer is only available for documents such as PDFs, not for audio/video files.

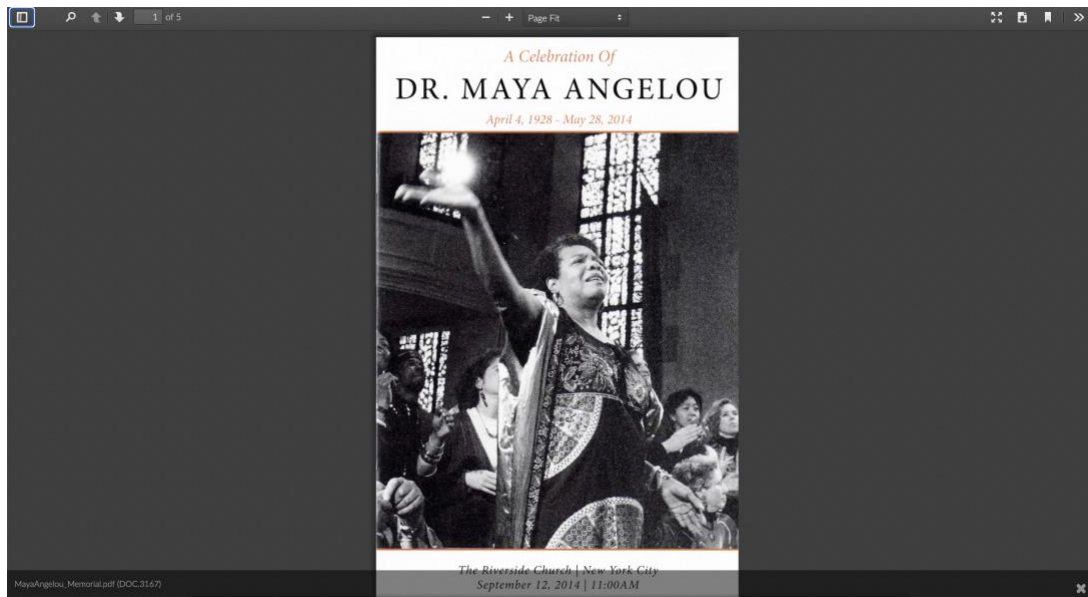


Figure 3.4 The Media Viewer for Documents



Scrolling: Scroll down to see more pages. Users may also use the up and down arrows in the command bar at the top.

Zoom: Zoom in and out with the plus or minus signs or select the percentage from a drop-down menu.

Search: Select the magnifying glass icon to perform keyword searches of the document's text.

Page View: Select to view the pages as a list in a column on the left.

Download: Select the button to download the document as a PDF.

Tools: Selecting the double arrows icons opens a drop-down menu of tools allowing users to jump to different pages in the document, rotate the pages, select text, scroll in various directions, view the pages in spreads, and see the document's properties.

Click the “x” in the lower right corner of the screen to exit the media viewer.

Audio/Video Files

Audio and video files cannot be opened in a media viewer. They can, however, be accessed and streamed directly from the **Object Detail Page**. In lieu of an image is an media player, which allows for playing, stopping, jumping forward and back to specific points, and volume control (figure 3.5)

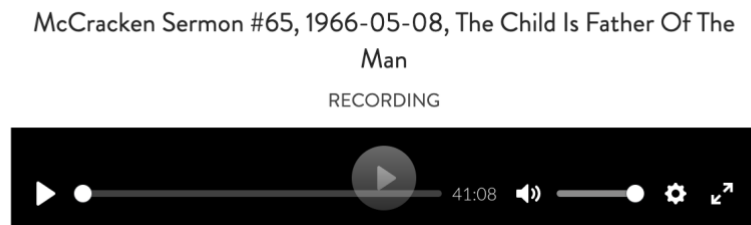


Figure 3.5 Audio/Video Player on Detail Page



3.3 Media Download

The **Object Detail Page** allows users to download a standard resolution copy of the associated media by selecting the download icon that appears in the upper left corner when hovering over the image (see figure 3.1). The ability to download full resolution images is available to Riverside staff users who have been granted access, which can be obtained by contacting The Riverside Church Archives staff. When enabled, a link to download a high-resolution file will be available underneath the preview image (see figure 3.1).

3.5 Inquire Form

Users can submit questions regarding a specific item through the **Inquire** link in the upper right corner of the **Object Detail Page** (see figure 3.1). This opens a contact form including the details of the item, which will be sent directly to The Riverside Church Archives staff. Type your name, email address, and message and click “Send.”

3.6 Navigation Options

From the **Object Detail Page** there are several navigation options. The < Prev and Next > arrows at the upper left and right corners of the screen allow users to view the previous and next items in the Search/Browse results list. The <<Back arrow brings users back to the **Results Screen** or **Browse Screen**.



THE RIVERSIDE CHURCH
IN THE CITY OF NEW YORK

Chapter 4: Events & Entities Detail Pages

4.1 Events

Historic events at The Riverside Church are cataloged as authority records in the Digital Archive. **Event Detail Pages** contain basic information and subjects/keywords describing the event and link it to related objects, collections, and entities (figure 4.1). To get to a **Detail Page**, click on the item from the Search/Browse results.

As with **Object Detail Pages**, users can navigate to the previous or next event from the results list or go back to the **Results Screen** or **Browse Screen**. The option to submit inquiries to Riverside Archives staff about the event is also available via the **Inquire** button.

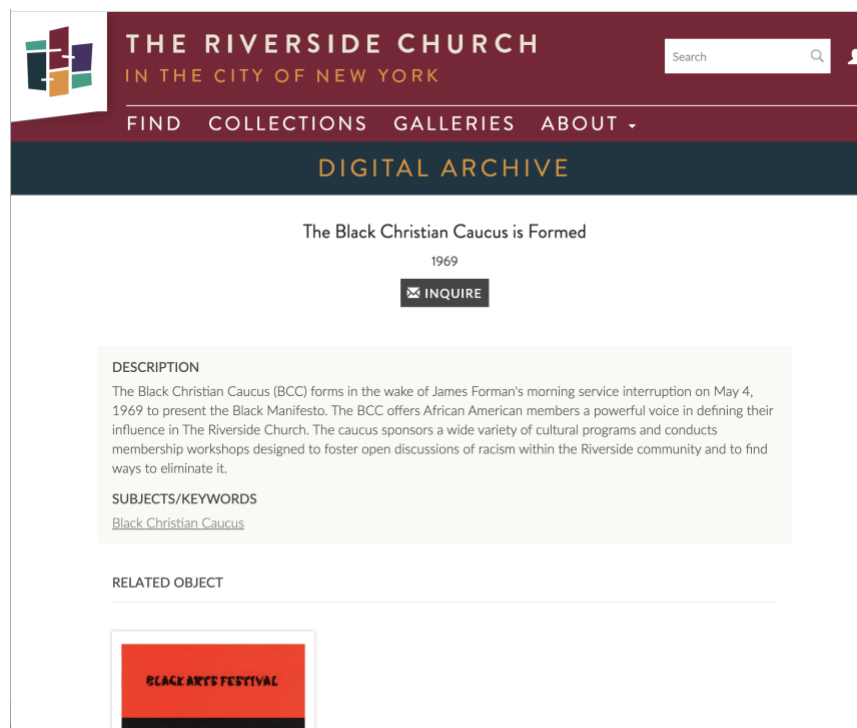


Figure 4.1 Event Detail Page



THE RIVERSIDE CHURCH
IN THE CITY OF NEW YORK

4.2 People & Organizations

People and organizations related to The Riverside Church are cataloged as authority records in the Digital Archive. **Entity Detail Pages** contain information about the person or organization including an image, their role and position at Riverside, their lifetime and active dates, and a biographical narrative (figure 4.2). Entities are related to events, collections, and other entities through active links. Related objects are displayed in thumbnail format beneath the descriptive information and when clicked, bring the user to the **Object Detail Page**.

Associated images can be opened in the Media Viewer (see Section 3.2).

As with **Object Detail Pages**, users can navigate to the previous or next event from the results list or go back to the **Results Screen** or **Browse Screen**. The option to submit inquiries to Riverside Archives staff about the entity is also available via the **Inquire** button.

THE RIVERSIDE CHURCH
IN THE CITY OF NEW YORK

FIND COLLECTIONS GALLERIES ABOUT - Search

DIGITAL ARCHIVE

Cotto, Pablo
INDIVIDUAL

INQUIRE

CHURCH ROLE
Ministers

LIFETIME
after October 7 1910

ACTIVE DATES
February 1, 1960 - November 15, 1970

POSITION
Minister, Hispano-American Ministry

BIOGRAPHY
Pablo Cotto served as the Hispano-American minister at The Riverside Church from 1960 to 1970. Born in Aguas Buenas, Puerto Rico and educated largely in the United States, Cotto attended City College of New York as an undergraduate. He then graduated from Eastern Baptist Theological Seminary in Philadelphia and the former Biblical Seminary in New York, later called New York Theological Seminary. He was an ordained minister of the Disciples of Christ.

Mr. Cotto's ministry at Riverside focused on religious, cultural, and educational emphases. His responsibilities included, in addition to serving as one of the ministers of the church, the Sunday morning services of worship for the Spanish-speaking congregation, the Spanish adult Bible Class, the English-Spanish classes for adults and children, and cultural programs and classes. He participated in the leadership of the monthly communion services and in pastoral services, especially to the Spanish-speaking congregation.

Active in Community and Area Work, Mr. Cotto worked as a consultant, teacher, translator and leader in a wide variety of secular and religious organizations in New York City and beyond. He was active in an ecumenical committee of Religious Leaders Against Drug Abuse, which was a state-sponsored group. He also participated in MAN, Ministers Against Narcotics.

He served as a consultant to the Conference on Brown Power held by the Protestant Episcopal denomination in Seymour, New York. He also directed a seminar at the University of Puerto Rico for teachers from the states who were studying the Caribbean culture.

Mr. Cotto published a number of articles in both English and Spanish. His book "Corazon Adentro" on civil rights was published in Spanish in 1966 and in English in 1967.

Carillon Bulletin, October 24, 1970.

RELATED EVENTS
[8 | Un Mensaje Para Ustedes](#)

Figure 4.2 Entity Detail Page



THE RIVERSIDE CHURCH
IN THE CITY OF NEW YORK

Chapter 5: Collections

The Collections section of the Digital Archive documents the hierarchical arrangement and organization of the archival, library, and art collections. This section acts as interactive finding aids, allowing researchers to view items in their original context as well as related items and similar collections. This section is particularly useful for patrons intending to conduct in-person research in The Riverside Church Archives Reading Room, as they can drill down the file level in many cases and therefore request specific materials to be pulled for their visit. On all screens in the Collections section the **Inquire** link is in header, which opens a question submission form directly pertaining to the collection-level currently being viewed.

When selecting “Collections” from the global navigation bar, the user will be brought to a page listing all the collections with a brief description (figure 5.1). Clicking on any one of the tiles brings the user to that particular collection’s **Collection View**.

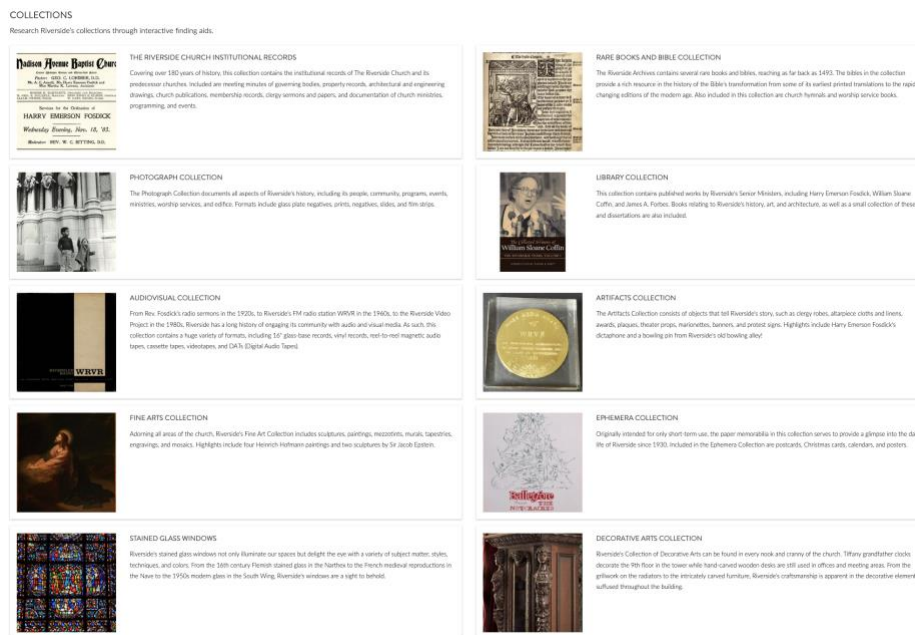


Figure 5.1 Collections List

5.1 Collections View

The Collections are organized hierarchically and can be navigated by selecting specific components of a Collection. The components are called collection-levels and are nested within each other, starting from the general and narrowing to the specific: Collection, Record Group, Series, Sub-series, Sub-subseries, Folder, and Item. The various collection-levels can be browsed in the hierarchical viewer (figure 5.2), allowing the user to drill down to the sub-subseries level. From this screen a nested collection-level can be selected to view more information.



THE RIVERSIDE CHURCH IN THE CITY OF NEW YORK

The Riverside Church Institutional Records

COLLECTION, 1

■ DOWNLOAD AS PDF

COVERAGE DATES

1841-present

CREATORS

[The Riverside Church \(New York, NY\)](#)

Collection Contents

[Board of Deacons](#)

[Joint Committee](#)

[Board of Trustees](#)

[Administration and Finance](#)

[Riverside Church Ministries](#)

[Worship](#)

[Education](#)

[Membership/Parish Life](#)

[Mission/Social Justice](#)

[Stewardship and Communications](#)

[Operations/Building Use/Building](#)

[Christian Social Relations](#)

[Periodicals and Publications](#)

Riverside Church Ministries [↗](#)

Record group

[Riverside Church Ministers: Senior Ministers](#) [↗](#)

Series

[Fosdick, Harry Emerson, Rev. Dr., May 1925-May 26, 1946](#) [↗](#)

Sub-series

[Sermons](#) [↗](#)

Subsubseries

[Administrative Records, The Riverside Church](#) [↗](#)

Subsubseries

[Fundamentalist Controversy](#) [↗](#)

Subsubseries

[Early Ministry, Pre-Riverside](#) [↗](#)

Subsubseries

[Correspondence](#) [↗](#)

Subsubseries

[World War I Diary and Medal; Palestine Diary, 1912](#) [↗](#)

Subsubseries

[News Clippings and Publications](#) [↗](#)

Figure 5.2 Main Hierarchical Viewer

Any of the collection-levels in this main hierarchical viewer can be examined in their own right by clicking on the arrow next to the title (see figure 5.2). This opens up a new page with descriptive information at the top and the rest of the nested contents below. Depending on the collection-level selected, the contents will appear in either in another hierarchical viewer (figure 5.3) or as a list of folders. A breadcrumb trail of the various collection-levels appears at the top, allowing easy navigation between the parent and child levels.

Riverside Church Ministers: Senior Ministers

[INQUIRE](#)

SERIES, 51

Part of: [The Riverside Church Institutional Records](#) > [Riverside Church Ministries](#) > [Riverside Church Ministers: Senior Ministers](#)

■ DOWNLOAD AS PDF

COVERAGE DATES

1925 - present

SYSTEM OF ARRANGEMENT

This series is arranged into 12 subseries, by chronological order of service.

5.1.1 Fosdick, Harry Emerson, Rev. Dr., May 1925-May 26, 1946

5.1.2 McCracken, Robert James, Rev. Dr., 1946-1967

5.1.3 Campbell, Ernest T., Rev. Dr., September 1, 1968-September 4, 1976

5.1.4 Morkawa, Jitsuo, Rev. Dr., November 1, 1976-October 30, 1977 (Interim)

5.1.5 Coffin, William Sloane Jr., Rev. Dr., 1977-1987

5.1.6 Hill, George W., Rev. Dr., 1987-1988 (Interim)

5.1.7 Forbes, James Alexander, Rev. Dr., 1989 - 2007

5.1.8 Stiers, Tom, Dr., January 2007-October 2008 (Interim)

5.1.9 Braxton, Brad R., Rev. Dr., October 2008-August 2009 (Interim)

5.1.10 Phelps, Stephen H., Rev., January 2011 (Interim)

5.1.11 Amy Butler, Rev. Dr.

5.1.12 Michael Livingston (Interim)

[Show/Hide Collection Browser](#)

Series Contents

[Fosdick, Harry Emerson, Rev. Dr., May 1925-May 26, 1946](#)

[McCracken, Robert James, Rev. Dr., 1946-1967](#)

[Campbell, Ernest T., Rev. Dr., September 1, 1968-September 4, 1976](#)

[Morkawa, Jitsuo, Rev. Dr., November 1, 1976-October 30, 1977](#)

[Fosdick, Harry Emerson, Rev. Dr., May 1925-May 26, 1946](#) [↗](#)

Sub-series

[Sermons](#) [↗](#)

Subsubseries

[Administrative Records, The Riverside Church](#) [↗](#)

Subsubseries

[Fundamentalist Controversy](#) [↗](#)

Subsubseries

[Early Ministry, Pre-Riverside](#) [↗](#)

Figure 5.3 Page for a “Series” collection-level



THE RIVERSIDE CHURCH IN THE CITY OF NEW YORK

Subseries Contents

- [Printed Sermons – The Aposol of Our Ancestors – 1st Presbyterian Church](#) (1 record)
- [Printed Sermons – Are Christian Missions in the Far East Worth While? – 1st Presbyterian Church](#) (1 record)
- [Printed Sermons – A Christian Crusade Against War – 1st Presbyterian Church](#) (1 record)
- [Printed Sermons – The Church's Message to the Nation – The Religious Outlook](#) (1 record)
- [Printed Sermons – The Corner Stone of Christianity – First Baptist Church, Montclair, NJ](#) (2 records)
- [Printed Sermons – The Divinity of Jesus – 1st Presbyterian Church](#) (1 record)
- [Printed Sermons – Do We Want War in the Far East? – 1st Presbyterian Church](#) (2 records)
- [Printed Sermons – Does Our Western Christianity Need Reformation? – 1st Presbyterian Church](#) (1 record)

Figure 5.4 Folder List

The folder levels can be viewed by drilling down as far as possible in the hierarchical viewer, until the list of folders appears. Note: in the main hierarchical viewer (for the highest level – Collection) the user can only drill down to either the series, subseries, or subs-subseries level (not all collections actually go down to the sub-subseries level). When the user cannot click anymore, selecting the arrow icon opens that collection-level's page. Descriptive information will be shown at the top, with the contents below – in this case, it will be a folder list with a count of the items within that folder (figure 5.4).

5.2 Items within Collections

At the lowest level of the Collections hierarchy, users can view the items that are included in a folder. When arriving on the folder list, clicking on the folder name and/or arrow will open a new page with a general description of the folder's contents. If the items within that folder have been individually cataloged, they will appear as tiles beneath the description (figure 5.5). Users may add the item to their lightbox from this page by clicking on the folder icon in the lower left corner of the tile. Clicking on the tile itself bring the user to that item's **Object Detail Page**.

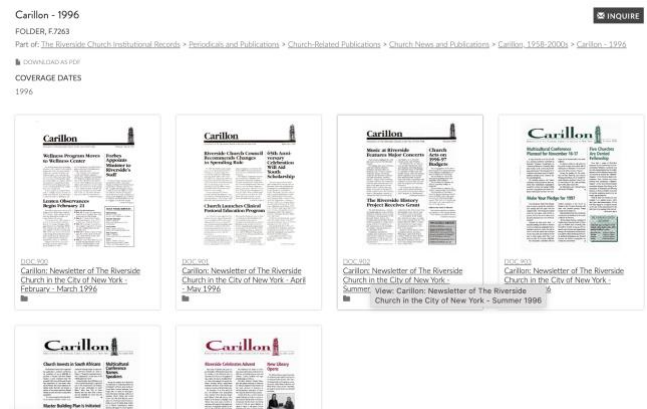


Figure 5.5 Items Displayed Within a Folder

3.2 Downloading Finding Aids

Seasoned researchers may recognize that the **Collections View** and hierarchical tables are in actuality interactive archival finding aids. These finding aids can be downloaded either at the Collection level (the highest in the hierarchy) or at any of the lower levels. Each collections-level page contains the option to “Download as PDF.”



THE RIVERSIDE CHURCH
IN THE CITY OF NEW YORK

Chapter 6: Galleries

Galleries in the Digital Archive are curated slideshows and timelines featuring collection objects as well as events and entities related to The Riverside Church. The galleries often center around a specific theme or subject, such as Riverside’s Senior Ministers, the construction of the building in the 1930s, and famous sermons. The galleries are good starting point for users who are new to research and are interested in exploring the collection and Riverside’s history.

6.1 Slideshows

Slideshow galleries allow users to browse collection highlights and important items in a set. Each item contains an image of the object, entity, or event accompanied by a descriptive caption (figure 6.1). By hovering over the image, users can click one of three icons to open the **Media Viewer**, add the item to a **Lightbox**, or **Download** the image. For more information, select the “View Record” button, which opens the item’s **Detail Page**.

Scroll through the slideshow by clicking the arrows on either side of the image or jump to another item directly by selecting its thumbnail from the preview section near the bottom of the page.

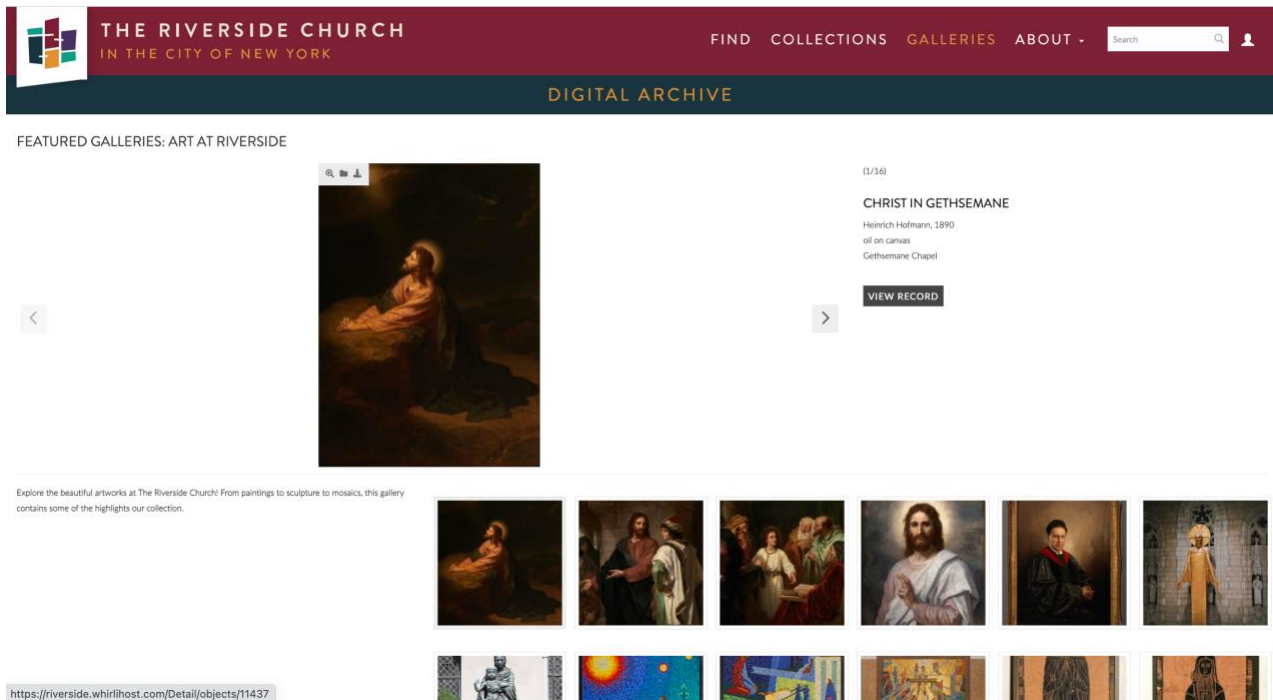
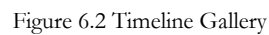


Figure 6.1 Slideshow Gallery



Timeline galleries display objects or events surrounding a particular theme in chronological order (figure 6.2). Each item can be viewed by using the arrows on either side of the screen to move forward or backward in the timeline. Items can also be directly selected on the timeline itself, which appears towards the bottom of the screen. As each item is selected, an image appears with a date and descriptive caption. To learn more information, click on the item's **Title** in the caption to view the item's **Detail Page**.



Chapter 7: Using Lightboxes

7.1 What are Lightboxes?

Lightboxes are user-created groupings of items that can be used personally, shared with other users, or exported. They are helpful in organizing objects during research and projects and for saving items for future use. Note that Lightboxes are only accessible to users with a registered account.

The Lightbox functionality allow items to be easily added and removed from Lightboxes, providing a set of tools that can be used to track, save, and organize items in a way that is useful to a user's workflow.

7.2 Creating a Lightbox and Adding Items

Creating a new Lightbox can be done in one of four ways:

1. Click on the profile icon in the global navigation bar and select "Lightbox." On the main **Lightbox Screen** (figure 7.1), click the gear icon to the right and select "New Lightbox." If users have never created a Lightbox before, another option is to click on the displayed tile with the heading "Create Your First Lightbox."
2. On the Search **Results Screen** or **Browse Screen** users may add items to a new or existing Lightbox by clicking the folder icon in the bottom left corner of an item's thumbnail or by clicking the gear icon next to the page's title, which is the count of the returned items (see figure 2.6 above). This gear brings up the option to select items to add to the Lightbox or to add all results at once (described in Section 2.5).
3. On the **Folder collection-level page**, users may add items within that folder to a new or existing Lightbox by clicking the folder icon in the bottom left corner of an item's thumbnail (figure 5.5. above).
4. On an **Object Detail Page**, hover over the preview image and click on the folder icon (the second of three icons).

In the **Results Screen**, **Browse Screen**, **Folder collection-level page**, and **Object Detail Page**, a pop-up window appears with a brief form, allowing the selected items to be added to an existing or newly created Lightbox (figure 7.2). Creating the Lightbox here will automatically add the selected item(s).

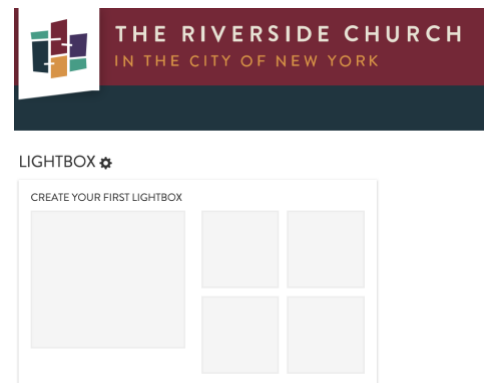


Figure 7.1 Creating a New Lightbox

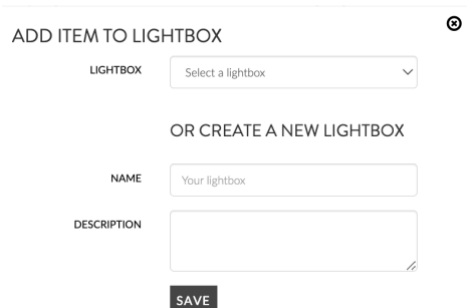


Figure 7.2 Add Item to Lightbox Window



THE RIVERSIDE CHURCH
IN THE CITY OF NEW YORK

7.3 Managing Lightboxes

Once created and populated with items, Lightboxes can be managed from the **Lightboxes Screen**, which displays all of the Lightboxes a user has created and has to access to, as well as their recent activity (figure 7.3).

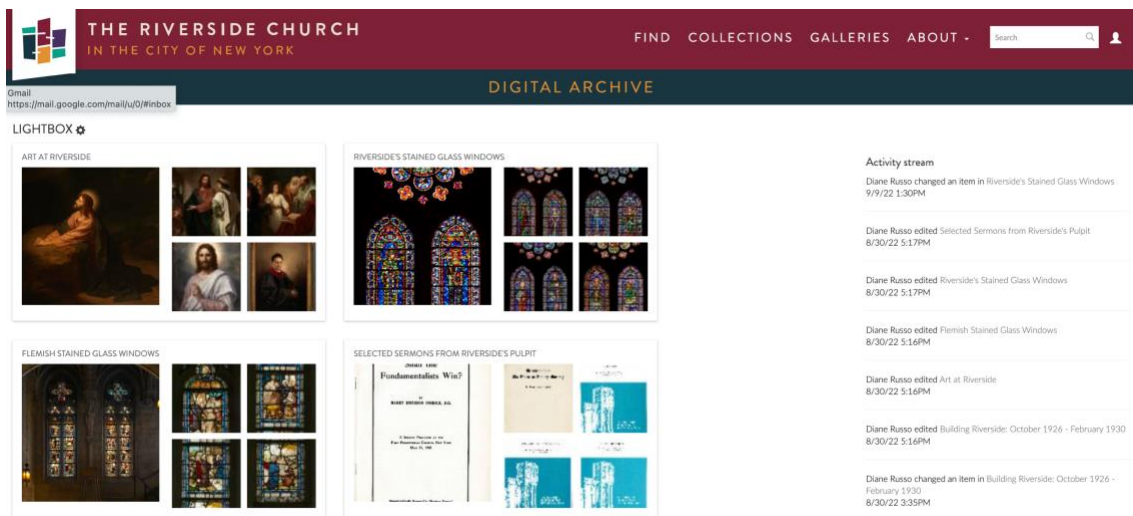


Figure 7.3 The Main Lightbox Screen

From this screen, users have several options. The gear icon next to the page's title provide the options to create a new Lightbox (covered above) and to create and manage **User Groups**. These groups consist of users who can be granted access to view or edit specific Lightboxes.

YOUR USER GROUPS

TRC Archives Staff

Description

Staff members of Riverside's Archives department.

Url to join group

riverside.whirlpoolhost.com/LoginReg/joinGroup/group_id/4

Users

Diane Russo, drusso@trcnyc.org

- Once created, these groups are managed through the “Manage Your User Groups” option from the same menu. Selecting this retrieves a list of available **User Groups**. Selecting a group from the list brings up information about that group, including the name, description, users currently in the group, and a link to “join” the group, which can be sent to any user with an account in the Digital Archive (figure 7.4)

Figure 7.4 Managing a User Group

Further actions are available by hovering over a tile featuring an individual Lightbox (figure 7.5). Clicking this box will take the user to the **Lightbox Detail Screen** (discussed below) but several options become available when hovering over it:

The **Speech Bubble** icon allows a comment to be added directly to the Lightbox from this screen.



THE RIVERSIDE CHURCH
IN THE CITY OF NEW YORK

The **Editing** icon opens a window where the title and description of the Lightbox can be edited.

The **Trashcan** icon will delete the Lightbox.

7.4 The Individual Lightbox Screen

Clicking on an individual Lightbox brings the user to a screen featuring all the items in the Lightbox, as well as tools for managing, sharing, and displaying the Lightbox.

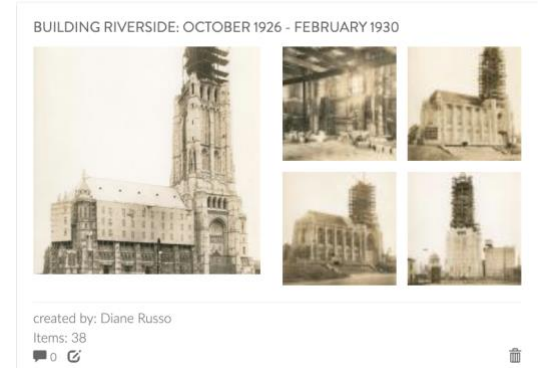


Figure 7.5 Lightbox Feature Options

The main view is similar to the Browse/Search results screen (figure 7.6), with facets available in the right column for further filtering the objects within the Lightbox (for example, to locate or remove a specific item).

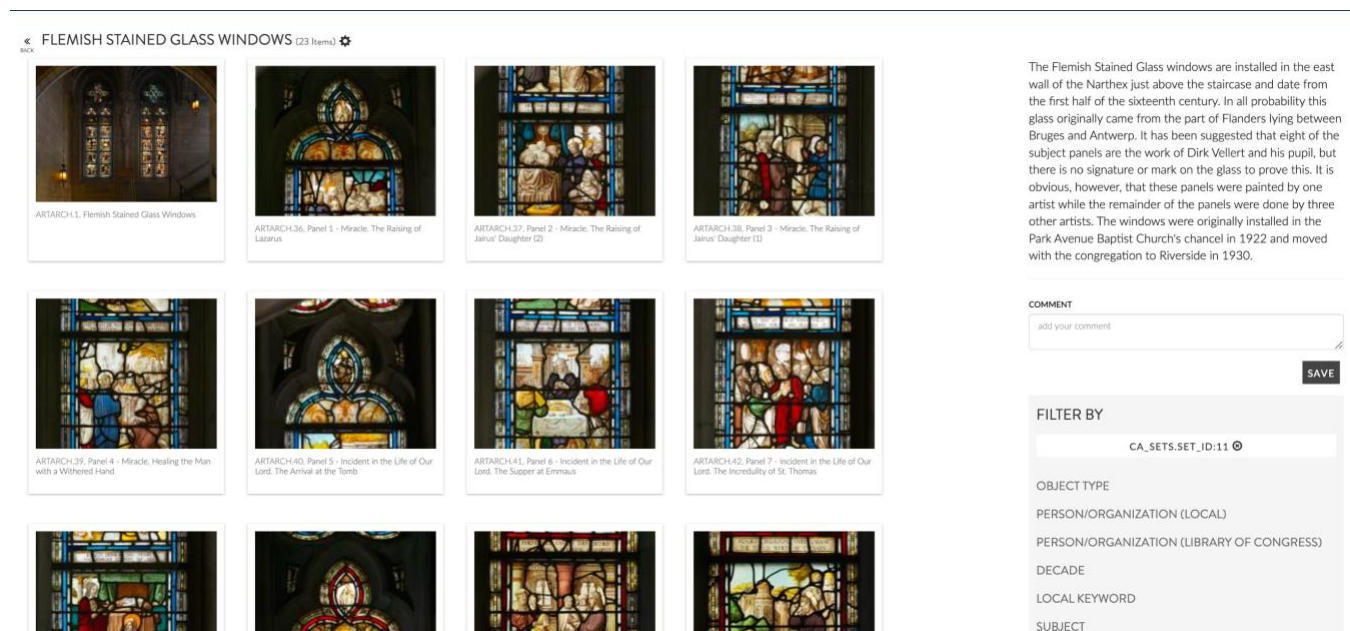


Figure 7.6 The Lightbox Detail Page

Several additional options are available from this screen. The description of Lightbox appears in the top of the right column, followed by a text box where comments can be added. Comments are only visible to users with access to the Lightbox. The items can also be re-ordered by selecting on the item's thumbnail and dragging and dropping it to the desired location.



Additional options are available from the gear icon to the right of the Lightbox title:

Sort by and Sort order: Sorts items by **Identifier**, **Title**, or **Set Order** (order in which they were added or were placed by the user by dragging and dropping) and in ascending or descending order.

All lightboxes: Returns the user to the main Lightbox screen. The <<Back button to the left of the Lightbox title also does this.

Edit Name/Description: Allows the user to change the name and description of the Lightbox.

Share Lightbox: Provides options to share the Lightbox with a pre-defined **User Group** or with a specific Digital Archive user through their email address. The level of access can be set to *Can Read*, which restricts the user(s) to viewing only, or *Can Edit*, which grants the user(s) the ability to edit the Lightbox.

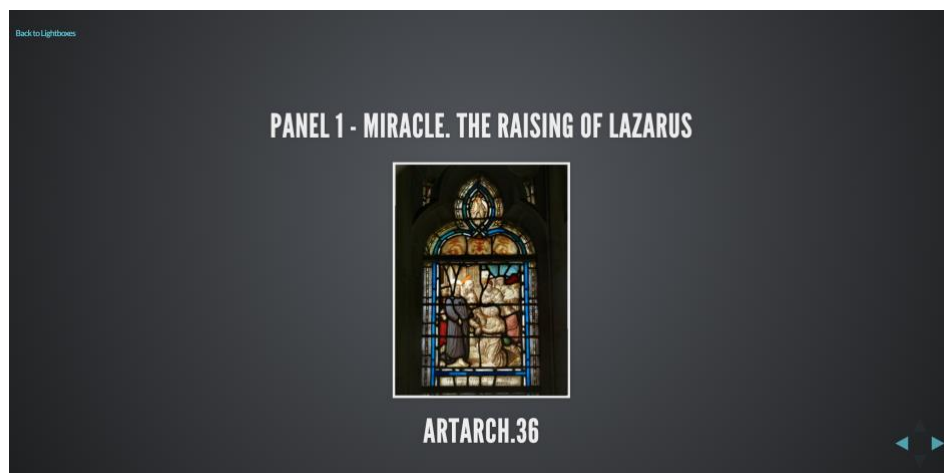


Figure 7.7 Lightbox Presentation View

Manage Lightbox Access: Provides a list of users with access and the ability to change or remove user permissions.

Start Presentation: Opens the items in a “carousel” type full-screen presentation (Figure 7.7). This is a useful tool for quickly creating and displaying a presentation of the items in the Lightbox.

Download As: Provides the option to downloading the items as a PDF Checklist.

New Lightbox: Creates a new, independent Lightbox.

New User Group and Manage User Groups: Tools for creating and managing **User Groups** and their members. These options function in the same manner as the tools on the main **Lightbox Screen**.



THE RIVERSIDE CHURCH
IN THE CITY OF NEW YORK

Further options are available when hovering over the individual item thumbnails in the individual Lightbox screen (figure 7.8):

Page Icon: Opens the **Object Detail Page** for the selected item.

Magnifying Glass: Opens the Media Viewer (clicking on the thumbnail also does this)

Speech Bubble: Adds comment to the item within the Lightbox. These comments are only visible by the user and those who have access to the Lightbox.

Trash Bin: Removes the item from the Lightbox but does NOT delete the item from the Digital Archive.



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Chapter 8: About Pages

8.1 About the Collection

Brings the user to the History & Archives section of The Riverside Church's main website. Users can read about Riverside's History & Architecture, the Riverside Archives, the WRVR Digital Collection, Riverside's Senior Ministers, and History & Archives News, as well as take a Virtual Tower Tour.

8.2 Resources

Users can learn about and access Riverside's archival collections on other digital platforms:

1. WRVR-FM (Riverside Radio) Collection on the American Archive of Public Broadcasting (AAPB)
2. Help Edit WRVR Transcripts with AAPB
3. Online Exhibit: WRVR Riverside Radio: A Pioneering Noncommercial Station on AAPB
4. Riverside Membership and Genealogical Records on Ancestry.com

8.3 Policies

Provides access to The Riverside Church Archives policies, including the **Terms Governing Access to Digital Archive**, the **Collections Management Policy**, the **Research and Access Policy**, and our **Fee Schedule** for Researcher Services and Licensing Program.

8.4 Support Riverside

Brings the user to the Giving section of The Riverside Church's main website.

8.5 Research Appointments

Provides instructions for patrons who wish to research archival materials in person in The Riverside Church Archives Reading Room.

8.6 Contact

Directs users to The Riverside Church Archives' **Ask an Archivist** page, which is the main portal for research and reference services. **Ask An Archivist** contains searchable frequently asked questions and provides various methods of contacting the Riverside Archives staff.