International Office:
Digital Asset Management System Guidelines

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Introduction

A Digital Asset Management System (DAMS) is a centralized repository that aids in the effective management and distribution of large collections of digital materials. The DAMS enables the retrieval, curation, and long-term preservation of digital materials. Benefits for implementing a DAMS include:

- Central storage location for the assets
- Facilitates consistent branding
- Quick search, retrieval, and access
- Dynamic sharing of assets
- Improved workflow efficiency
- Facilitates making use of existing content, saving time and resources

Coordinating with University Marketing and Creative Services (UMCS), the International Office (IO) will implement a DAMS to house their digital assets, namely digital images and videos. The DAMS will aid in the department's activities, enabling employees to quickly and efficiently locate and employ content they have already created for use.

The following guidelines have been created based on digital preservation best practices and the particular needs of the International Office.

Any questions should be sent to Rachel Appel, Digital Asset Manager (rappel@austin.utexas.edu, 512-232-2324).

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Assessment

Location: https://webdav.austin.utexas.edu/io/graphics/Photos/

Most digital assets are in the above Photos directory on the shared server. Several staff members have photos in various other locations, but those that are considered to be high-quality or to have any intended future use are moved to the shared Photos directory. The directory consists of a large number of folders, 24 in total, and several files that are not contained within any folder (i.e. loose within the top-level Photos directory). Four of these folders are empty and several contain less than 5 digital images (examples: IO Office, International Students, ESL). There are additional levels of folders, although most are redundant. An exception to this is Texas Excursions which contains the folder Nasa Kemah 2013. Most folders contain between 10 and 20 images, but Student Life contains several hundred images covering a variety of subjects. These inconsistencies reveal an organization that is not well-defined and results in confusion regarding where to place new images. (See Appendix 1 for full listing of original folder structure)

The International Office intends to only put selected photos on the DAMS, rather than to have all photos taken by staff on the DAMS. This will be beneficial for the International Office (IO), as it will encourage staff to weed images that are blurry, repetitive, or otherwise lacking value. A selection/appraisal workflow should be established to ensure that only quality digital assets are incorporated into the DAMS.

Origin of photos:

All photos are taken by the staff or by students, not by a professional photographer. Photographs from students are acquired directly from students submitting to their photography contest, sharing images from their study abroad experiences. These images are curated through uploaded images to the IO's Flickr account (http://www.flickr.com/people/bevoabroad/). These are of varying quality and only a few high-quality images are transferred to the server for promotional use. There is a need to assess copyright issues in using photos uploaded and sent by students, as well as using images that contain images of students themselves and ensuring that model release forms are used when appropriate. The most recent Flickr contest for 2012 uses this language: "Publication: If you submit a photo, it may be used in future ISSS publications and promotions. Please let us know if you DO NOT want us to use your photos for print and/or web publications."

Technical assessment of assets:

File types are all images and include JPEG, TIFF, PSD (Photoshop), and NEF (RAW format from Nikon). No videos are in the current folder, but a place will be made in the catalog for videos and naming conventions and guidelines will be included for future inclusion of video files. Some metadata exists in the form of XMP files (Adobe Extensible Metadata Platform). All of these file types are supported in the DAMS. The current server has approximately 51 GB of images and a total capacity of 100 GB. Despite being only half full, the staff has complained of a slow server speed. The photos directory only contains a little under 6 GB of files. This issue makes both managing and utilizing digital assets cumbersome, creating additional incentive to utilize the DAMS.
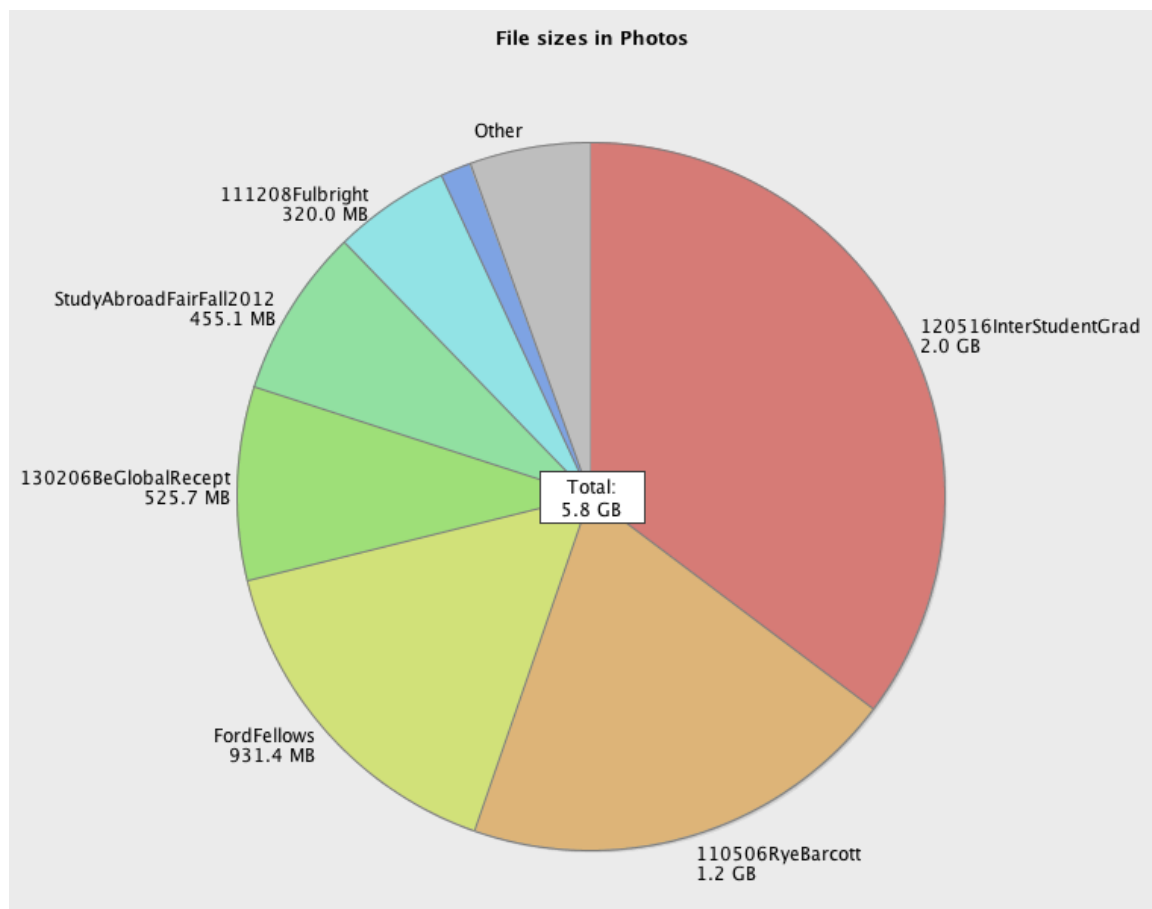
File sizes in Photos

Other

111208Fulbright
320.0 MB

StudyAbroadFairFall2012
455.1 MB

130206BeGlobalRecept
525.7 MB

120516InterStudentGrad
2.0 GB

Total:
5.8 GB

FordFellows
931.4 MB

110506RyeBarcott
1.2 GB

Figure 1: Largest folders by file size

Distribution of modification dates in Photos

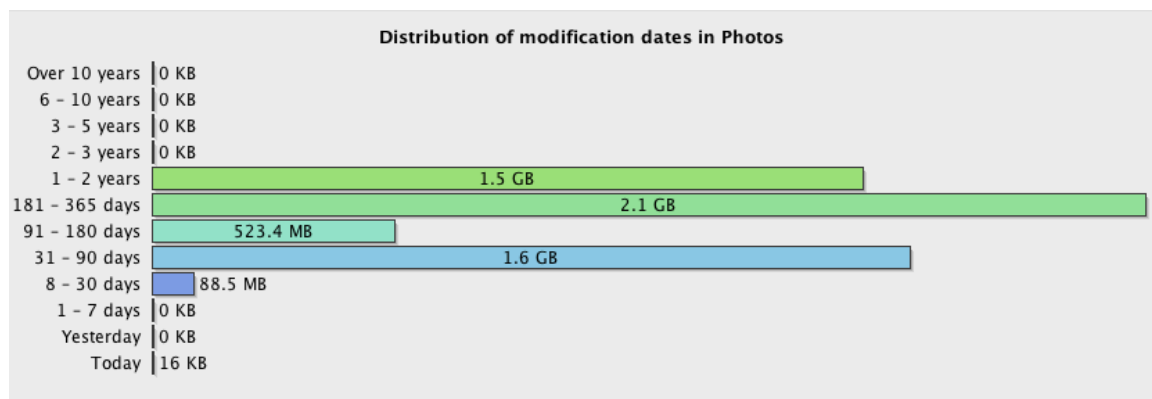|	
Over 10 years	0 KB
6 – 10 years	0 KB
3 – 5 years	0 KB
2 – 3 years	0 KB
1 – 2 years	1.5 GB
181 – 365 days	2.1 GB
91 – 180 days	523.4 MB
31 – 90 days	1.6 GB
8 – 30 days	88.5 MB
1 – 7 days	0 KB
Yesterday	0 KB
Today	16 KB

Figure 2: Distribution of files' 'last modified' dates. This gives an idea of when assets were created or last used.

Existing naming conventions:

Some files are named with YYYYMMDD-##, and some include the initials of the creator. This is good, but uses a dash and is not used consistently. Other naming conventions are sporadic, using names, dates, subjects, and often include dashes and spaces and other characters. Many files have not been renamed and retain the automatically generated naming from the camera. Standardized naming conventions should be implemented in order to ensure that file names only include stable characters and are not duplicated.

Catalog & Folder Taxonomy

Catalog 1: IO Images

Central Administration
↳ Year
    ↳ External Relations
       ↳ Portraits
    ↳ BE Global
    ↳ Global Initiatives
       ↳ PUC
       ↳ Global Professional Training

ESL
↳ Year
    ↳ Social Events
    ↳ Reception
    ↳ Scholarship Recipients

ISSS
↳ Year
    ↳ Events
    ↳ Photo contest
    ↳ Graduate Reception
    ↳ Texas Excursions
    ↳ Staff Profiles
    ↳ Scholarship Programs
       ↳ BAPCO
       ↳ Ford Fellows
       ↳ Fulbright
       ↳ SABIC

Study Abroad
↳ Year
    ↳ Study Abroad Fair
    ↳ Photo Contest
↳ General Abroad

Video
↳ Year

Catalog 2: IO Processing [private]

Note: This catalog will be set up to exactly mirror the above public catalog. All assets will first be migrated here, allowing time to verify any privacy/copyright issues before making them available to others. You can also use the private Portfolio catalog to select images to retain and to better organize and catalog them before moving assets to the primary, public catalog. After this initial migration, you can decide if you want to keep this as part of your workflow going forward. You may find that it is simpler to have just one catalog, and process (select and catalog) images as you upload them.

Naming Conventions

YEAR_######.extension   (Example: 2013_000001.jpg)

All digital assets will be named with the year in 4-digit format, underscore, and a 6-digit incremental identifier. This means that digital assets for each year will begin with 000001 and can go up to 999999. At the beginning of the next year, the incremental identifier number can start over.

The original filenames will be transferred to the metadata field, "Identifier: Legacy." This means that the original, meaningful names will be kept with the asset and can be searched for within Portfolio. In addition, the new folder taxonomy and any added cataloged metadata will help everyone easily find the assets.

Why naming conventions?

As mentioned in the Assessment, the file names for the assets do not follow a single standardized naming convention. File names need to be standardized for several reasons:

- Unique names: Each asset must have a unique name to prevent duplication. While your computer may allow you to use the same name for files in different folders, this will cause problems when the files are removed from their folder structure.
- Digital preservation: Certain characters can cause problems with some programs and systems, and pose a risk to the long-term preservation of the digital asset.
- Efficiency: If all assets use the same naming convention, this will limit confusion over assigning files names to digital assets as well as streamline the ability to rename assets using batch processing. No more manual renaming!

General file name guidelines

- Use only alpha and numeric characters. Characters that require the shift key (examples: ? [ ] / \ = + < > : ; ") can cause problems in some systems.
- To make file names more legible, use capital letters or underscores. **Avoid spaces**.
- If you include the date, keep it simple. A year will generally be sufficient, or a date can be represented like this: 20130104 (January 4, 2013)
- Be consistent and be sure that file names are **unique**.

Responsibilities

Responsibilities have been divided by role to ensure a clear understanding of accountability for the DAMS and encourage accurate and consistent cataloging, management, and system maintenance.

Digital Asset Manager (Rachel Appel)

- Oversees entire DAMS as custodian
- Responsible for the supervision and assistance for cataloging and developing metadata
- Acts as liaison between the International Office and the centralized DAMS at UM&CS
- Develops appraisal and retention schedule for digital assets
- Troubleshoots as necessary with IT staff
- Perform searches for users
- Maintains rights

Asset Creators (photographers, International Office staff)

- Uploads materials to DAMS as they are created
- Catalogs and develops descriptive, clear, and consistent metadata for each digital asset using metadata schema
- Updates digital assets as necessary

International Office Content Creators

- Uses the DAMS to search for and retrieve images relevant to their developed content
- Updates the metadata with new information such as when the asset was last used

Information Technology Services

- Troubleshoots technical problems with Digital Asset Manager
- Provides backend maintenance as needed

Supervisor (Darcy McGillicuddy)

- Communicates and develops goals with Digital Asset Manager
- Troubleshoots curatorial problems with Digital Asset Manager
- Oversees long-term implementation with Digital Asset Manager

Copyright Guidelines

Users will adhere to the University Copyright Guidelines when selecting and using assets. Each user will need to agree to and sign the Digital Asset Copyright Permissions request forms.

Terms of the agreement for internal requests:

- The images in the Portfolio database may be downloaded and used for university purposes only.
- Unless otherwise stated, all images within the database are the property of The University of Texas at Austin.
- These images may not be shared with other individuals or entities without written permission prior to distribution electronically or in print.
- Any unauthorized commercial use of the photos is subject to applicable state and federal laws.

Terms of agreement for external requests:

- The University of Texas at Austin's visual assets are protected by copyright (All rights reserved. The University of Texas at Austin) and may not be used without permission.
- When requesting permission, please fill out the Digital Asset Copyright Permissions form and indicate how the asset will specifically be used.
- In most cases, if permission is granted it is done so on a one-time use only basis specifically for the purpose requested in writing.
- University Marketing and Creative Services reserves the right to deny the use of any visual asset based on the assessment of the requests.
- Any unauthorized commercial use of the photos is subject to applicable state and federal laws.

What should the IO do to ensure compliance with Copyright Guidelines?

- See the following section on Security and Access for protocols for using assets, both for internal and external requests.
- Rights metadata should be entered into the DAMS when assets are cataloged (See "dc.Rights" page 15). For most assets, the language will be the same and they can be batch processed.
- When selecting assets for publication usage, check the rights metadata field for any particular restrictions. Images from professional photographers may have differing copyright limitations.
- With regard to the privacy of students, the university is bound by FERPA, a federal law that requires that we have a student's written permission to use his or her image. Photos of students, like other academic records, are considered private and restricted. The Office of Legal Affairs model release is **on the UMCS Digital Asset Management Wiki.**

Security & Access

The DAMS serves as secure, centralized storage for the assets. The DAMS will grant IO access to other UT Austin catalogs and allow IO's assets to be shared with other registered users across campus.

There will be 4 registered IO users with access to the DAMS:

- Darcy McGillicuddy, Director, External Relations
- Mike Andrick, Creative Director
- Sara Vahle, Graphic Designer
- Student employee

If non-UT employees request assets, the IO user will identify the item(s), download them, and send them via email or disk/drive. They will need to submit a Digital Asset Copyright Permissions – External Request form.

If UT employees request the assets, the IO user will follow the same protocol, identifying, downloading, and sending the assets along. They will need to submit a Digital Asset Copyright Permissions – Internal Request form.

All user accounts will be created by the Digital Asset Manager. Permissions will depend upon user needs.

Access Levels

Catalog Administrator: This level allows access to all functionality available. Catalog Administrators have access to advanced operations in the Portfolio Desktop Client, like editing custom fields, metadata mappings, and AutoSync folder settings. Catalog Administrator access should not to be confused with the Portfolio Server Administrator, who has access to all server settings.

Publisher: Publishers are able to upload and delete items from a catalog as well as update all metadata for files in the catalog. Publishers can also create galleries.

Editor: Editors are able to modify metadata, such as entering keywords and custom field values. Editor level and above can batch process or download files to their computer.

Reader: Readers may only view items in the catalog and download files. They cannot add or remove items or edit metadata.

Metadata Overview

"Without the requisite metadata to accompany each digital asset, the DAMS would be reduced to an unorganized storage system filled with millions of files but no efficient way to search on or to retrieve assets."[1]

"Metadata not only identifies and describes an information object; it also documents how that object behaves, its function and use, its relationship to other information objects, and how it should be and has been managed over time."[2]

Metadata (literally "data about data") is embedded in a digital object so that the information about its creation, subject, use, and format are not lost. Some metadata is automatically embedded, while other metadata is value-added by you. The type of information recorded in metadata is imperative both for the present use and reuse of digital objects, and for their long-term preservation, reliability and authenticity. Comprehensive and standardized metadata is behind any strong DAMS, allowing you to manage, find, use and share your digital assets with ease.

Types of Metadata

Each digital file will have metadata in the descriptive, administrative, and technical fields. Some fields will be automatically filled, some can be added with batch processing, and others will need to be individually filled. Pre-defined lists of controlled vocabulary can be created using Portfolio to make this task easy.

Descriptive: Metadata used to identify and describe digital assets

Administrative: Metadata used in managing and administering digital assets, including copyright and use information

Technical: Usually automatically embedded in the digital file when it is created, technical metadata may include the camera settings, file format, file size, and capture date. It provides information about the creation of the digital file and about how the computer should render the file.

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[1] Basic Guidelines for Minimal Descriptive Embedded Metadata in Digital Images by EMDaWG (Embedded Metadata Working Group – Smithsonian Institution), April 2010. (p. 2)

[2] Gilliland, Anne J. "Setting the Stage." *Introduction to Metadata*. The Getty Research Institute, Los Angeles(2008): 7.

Metadata Entry Standards & Guidelines

This standards guide is a reference for metadata creation for the International Office's DAMS, based on Dublin Core Metadata Element Set, 1.1. This guide was adapted from the University Marketing and Creative Service's qualified metadata schema and based on the Dolph Briscoe Center for American History and University of Virginia Library's qualified metadata schemas.

Bare Minimum Metadata Requirements

The following six fields have been identified as bare minimum requirements. Metadata should be added to these fields, at the very least, for each uploaded asset. They will provide a good baseline of metadata to facilitate refined search within the DAMS.

- dc.Identifier:FileName
- dc.Title
- dc.Creator
- dc.Format:Container
- dc.Source:Location
- dc.Subject:Keywords

Descriptive Metadata

dc.Identifier:FileName   **[Mandatory]**
An unambiguous reference to the resource within a given context.

For the IO's purposes, this field refers to the file name given by the creator including the file extension. The name should be unique within the DAMS. Controlled vocabulary requires that images be numbered sequentially.

Examples:
- 2012_000241.jpg
- 2013_000049.tif
- 2012_000158.psd

dc.Identifier:Legacy
The original filename, if it was changed during migration.

Examples:
- DSC_1331.jpg
- 111013Fulbright.jpg
- Ghana.jpg

dc.Title   **[Mandatory]**

A name given to the resource.

Actual formal title of the content or a contrived, brief descriptive phrase.
- Examples:
  - Fulbright Scholars in front of tower
  - Crowd at Study Abroad Fair 2011

dc.Description

An account of the resource.

Descriptive text about the content of the digital object that describes the scope or content more comprehensively than the title. Be as specific as possible with what information is known.
- Examples:
  - Fulbright Scholars from 2011-2012 posing for group photo in front of the UT tower.
  - Students getting information from tables at the 2011 Study Abroad Fair.

dc.Coverage:Location

The spatial or temporal topic of the resource, the spatial applicability of the resource, or the jurisdiction under which the resource is relevant.

City, state, and country (if outside of the US) where the object or intellectual content was created. If there are multiple locations the places should be separated by a semicolon.
- Examples: (use controlled vocabulary, like TGN—Getty Thesaurus of Geographic Names)
  - The University of Texas at Austin; Austin, TX
  - Kemah, TX

dc.Coverage:Date

Date when the original object was created.
Standardized as: MM/DD/YYYY. If date is unknown, mark as undated. If a date can be guessed, include circa.
- Examples:
  - 07/07/2011 or 07/2011
  - circa 2006
  - undated

dc.Creator   **[Mandatory]**

An entity primarily responsible for making the resource.

Name of the original creator (individual, group, organization, or otherwise) who is responsible for the creation of the original object. Should be written as last name, first name, middle name (if commonly used) or full organization's name. It is acceptable to indicate the creator's role in parentheses after the creator's name.

    Examples:

- The International Office, The University of Texas at Austin
- Haagensen, Sasha (freelance photographer)
- Yorkshire, Alastair (designer)

dc.Contributor

An entity responsible for making contributions to the resource.

Name of individual, group, organization, or otherwise who has made contributions to the physical or intellectual content of the original object. Should be written as last name, first name, middle name (if commonly used) or full organization's name, as well as role (designer, editor, etc.).

    Examples:

- Freelance Studio Name
- Name of Design Company

dc.Source:Project

A related resource from which the described resource is derived.

Project or job assignment from which the original object is a part—based on the convention and name authority used for identifiers; usually an [originating] event name. Include year to distinguish similar projects.

    Examples:

- Study Abroad Photography Contest 2012
- Commencement 2010
- Study Abroad Fair 2011
- Texas Excursions 2013

dc.Rights

Information about rights held in and over the resource.

Link to a copyright notice or general information on who holds the intellectual property rights for the item, even if the collection is open for research. This field also includes release information.

   Examples:

- The University of Texas at Austin
- This material may be subject to U.S. Copyright Law...
- Minimum requirements and extended requirements here
- Name of Design Company

dc.Source:Location   **[Mandatory]**

A related resource from which the described resource is derived.

In Portfolio, dc.Source:Location is used to denote the department/CSU name, server name, and/or folder structure for the physical object where the object is stored.

   Examples: [the format is: Department, server name]

- IO, Austin Disk

dc.Subject:Keywords   **[Mandatory]**

The topic of the resource.

List of keywords that accurately describe the image. General keywords are provided in a drop down list on Portfolio. Users should choose general keywords from the list and include their own descriptive terms as well. Uncontrolled.

   Examples:

- Architecture
- Faculty
- Black and White

   NOTE: The goal with adding keywords is to be consistent. For instance, don't alternate between variations like US, USA, and United States. Persons' names are always "Last name, First name." See Appendix , Controlled Vocabulary.

dc.Type

The nature or genre of the resource.

Classification or categorization of original object. Use Dublin Core type vocabulary. (http://dublincore.org/documents/dcmi-type-vocabulary/) Pre-defined drop down list.

   Example:

- Image
- Text
- MovingImage

Technical Metadata

dc.Format:Container   **[Mandatory]**

The file format of the digital object. Pre-defined drop down list.

Examples:

- TIFF Image
- JPEG Image

dc.Format:Alignment

Field indicating whether the image is horizontal or vertical. Pre-defined drop down list.

Examples:

- Horizontal
- Vertical

dc.Format:AudioSamplingFrequency [Audio only]

The number of times per second the amplitude of the audio wave is measured (sampled), measured in 1000s of times per second, or kilohertz (kHz).

Examples:

- 44.1 kHz
- 96 kHz

dc.Format:Duration [Video and audio only]

The length of time taken by the item rounded to the nearest minute.

Examples:

- 11 minutes
- 1 hour, 35 minutes

Administrative Metadata

dc.Description:DigSpecsModelName [Photograph/video only]

The model number of the device used to create the original object. Automated.

Examples:

- Nikon 385
- Canon 350

dc.Description:LastUsed

A listing of publications and date where the image was used.

Examples:

- Know Events – Arts and Humanities – Alumni – 02/22/2012
- Students Hooked on Texas – Spring Into Giving – 04/2012
- International Office Calendar—12/2012

Workflow

Assets should be uploaded periodically, but the exact timing is at the discretion of the designated assets manager. This should be done before too many assets stack up in order to not make the process overly burdensome and to ensure that assets are not misplaced in the interim. Be sure to set aside enough time to do the cataloging at the time of upload.

1) A staff member takes photos or videos, hereafter referred to as *assets*.

2) Staff member delivers the assets to the designated IO staff member (Darcy) who is responsible for management of digital assets.

3) Following the taxonomy (page 5), create a new folder to hold the assets, if a suitable folder does not already exist. The "general file name guidelines" on page 7 apply to folder names as well. Be sure to be consistent when you need to create new folders.
   Example: For photos of students from the Ford Fellows program of 2013, you would go to the 'Scholarship Programs' folder and create the following folders--
   Scholarship Programs
   ↳ 2013 [create this folder]
      ↳ Fordfellows [create this folder]
         ↳ (Place assets here)

4) Add the assets to the correct folder. The assets will be uploaded via AutoSync.

5) Change the filename(s) to follow the naming convention outlined on page 7. For multiple assets, use the 'Batch Process' feature on the Web Client. Be sure you know the last sequential number that has been used for the year. Enter the name so that it begins with the next number, and Portfolio will number the rest of the assets incrementally. (**Example:** If the last uploaded asset's filename is "2013_000135," enter "2013_000136")

6) Catalog the assets by adding metadata. **Remember:** Without strong metadata, the DAMS will only be of limited use. The following fields are mandatory, but more is better!
   dc.Identifier:FileName
   dc.Title
   dc.Creator
   dc.Format:Container
   dc.Source:Location
   dc.Subject:Keywords

Note: If a new folder needs to be added to the taxonomy (at the highest level), contact the Digital Asset Manager. She will have to set up a new autosync folder.

Batch Cataloging Workflow[3]

The following workflow is designed for efficient cataloging, using batch processing where possible. It approaches assets from three levels: **the folder level** (all assets in a particular folder), **the group level** (assets of similar subject matter), and **the item level** (individual assets).

The workflow organizes Dublin Core fields by the level at which they can be edited. For example, the *dc:Source_Location* field for all items can be edited in bulk to say "IO, Austin Disk" because all items will be located on this server. Conversely, on the item level, all individual items have a unique *dc:Identifier_FileName.*

This workflow increases efficiency by avoiding the need to edit every field for every asset individually. Being able to edit in bulk increases productivity.

1) Select the folder you want to edit. Select all images.
2) Fill in the metadata for all folder-level fields. Click 'Submit' in the lower right corner.
3) Going through the group-level fields, select only the items that can be given the same title, location, date, keywords, etc. Fill in the appropriate fields and click 'Submit.'
4) Finally, move on to item-level cataloging to fill in the remaining fields.

HINT: To select a group of images: click on the first image in the group, hold the shift key, and click on the last image in the group. This will select all items in between.

Folder Level

- 07_dc_Creator
  - ↳ *Typically* the same, must be double-checked
- 09_dc_Source_Project
  - ↳ This field should be populated with the folder name.
- 10_dc_Rights
- 11_dc_Source_Location
  - All photos can be filled with " SoHE, heco-storage"
- 15_dc_Type
  - ↳ Image, MovingImage, or Sound

Group Level

- 03_dc_Title
  - ↳ Often editable in groups, sometimes needs editing at the item level
  - ↳ Example: "Exterior of Gearing Hall"
- 05_dc_Coverage_Location
  - ↳ The University of Texas, Austin, etc.

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[3] This workflow was modified from UMCS DAMS intern Kevin Powell's workflow, developed in 2012.

- 06_dc_Coverage_Date
  - ↳ Pictures with the same subjects are more than likely taken on the same day, advisable to double check.
- 12_dc_Subject_Keywords
  - ↳ Can vary based on picture, but typically the same in large groups
- 13_dc_Format_Container
  - ↳ JPEG, Tiff, NEF, etc.
- 14_dc_Format_Alignment
  - ↳ Varies, but easily editable in large groups.
- 16_dc_DigSpecsModelName
  - ↳ *Typically* the same, must double-check
    - Click this link for a tutorial on how to access that information
      (https://wikis.utexas.edu/display/UMCSDAMS/How+to+Find+Digital+Specs)

Item Level

- 01_dc_Indentifier_FileName
  - An asset's standardized file name
    - "Year_ItemNumber.extension"
- 02_dc_Indentifier_Legacy
  - An asset's original name
    - e.g. "Tower reflection.jpg"
- 04_dc_Description
  - Sometimes photos can be described in groups

Figure 3: Example of a completed catalog record

Portfolio Server: Web Client User Guide[4]

User Interface
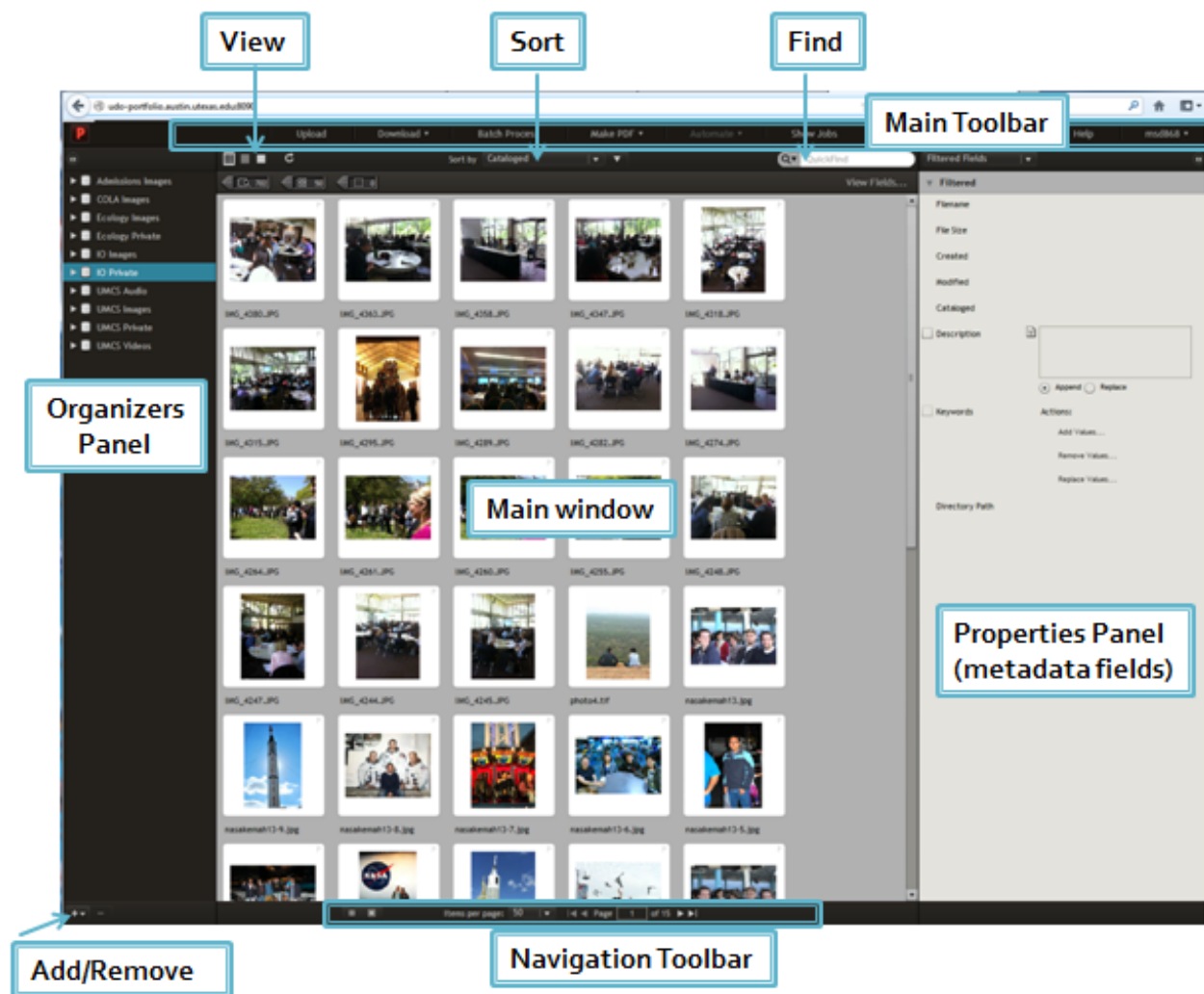
Upload new images

1. Create a new folder within the existing taxonomy on your server

2. Add images to the new folder--they will auto sync to Portfolio!

3. Log into the web client (http://udo-portfolio.austin.utexas.edu:8090/)

4. Use the "batch process" function to rename files following the naming conventions (2013_######)

5. Catalog the new images

Note: If you want to add more top-level directories in the future, contact the Digital Asset Manager. She will have to set the directory up so that it syncs to Portfolio.

Batch Processing

Transform multiple files, then either download the results or add them to the catalog, optionally replacing the originals.

1. Select the gallery, folder or items
2. Click "Batch Process" in the main toolbar
3. Convert
   - Format
   - Quality
   - Color mode
   - Resolution (pixels)
   - Resize
4. Rename:
   - Input the year as text (ex: 2013_)
   - Input the item # (ex: 000367) under 'number-from', based on the last item # used
5. Choose destination
   - If you are just renaming, choose 'Replace the original files'
   - If converting, you will want to keep the original files
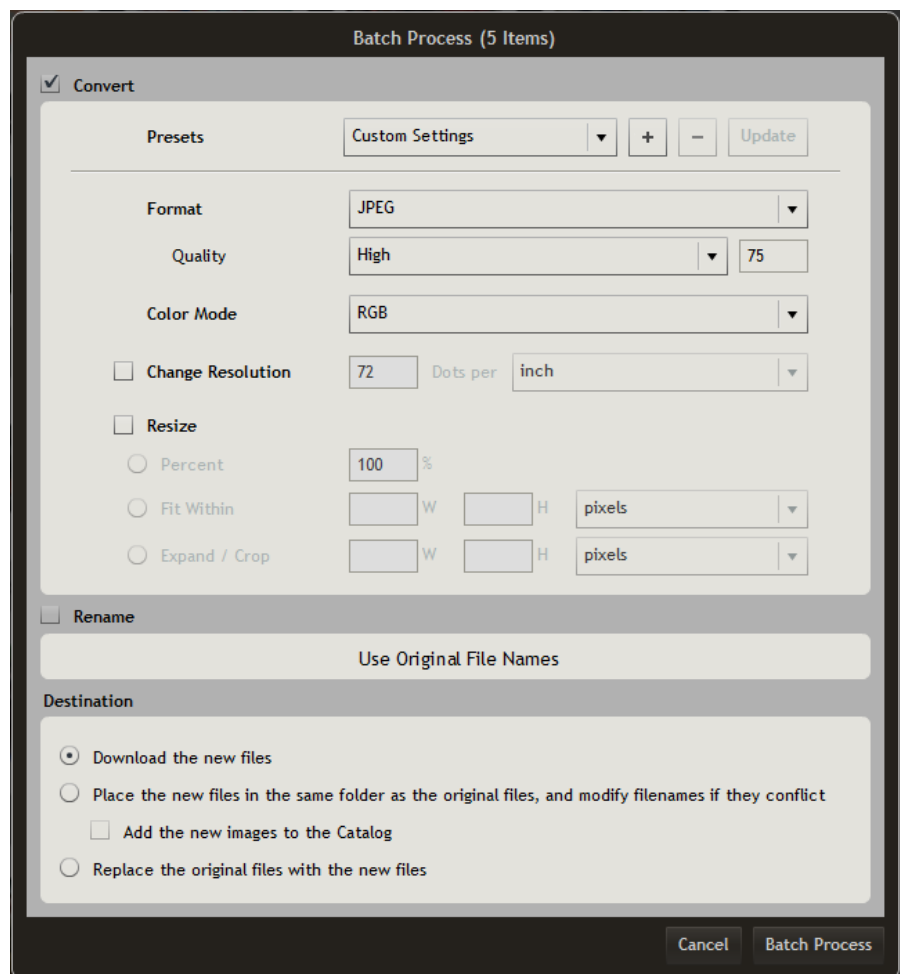
Cataloging Basics

1. Click the arrow next to your Catalog in order to expand it.
2. Select the folder of images that you would like to catalog.
3. In the upper right, expand the box that says "Filtered Fields" and select "All Fields." From here, scroll down and expand the Custom fields, where you will find the Dublin Core (dc) metadata fields.
4. Begin with Folder level cataloging, following the batch cataloging workflow (see pages 18-19). Select all items in a folder, and fill in the fields that apply to all of them. Click 'Submit' in the lower right.
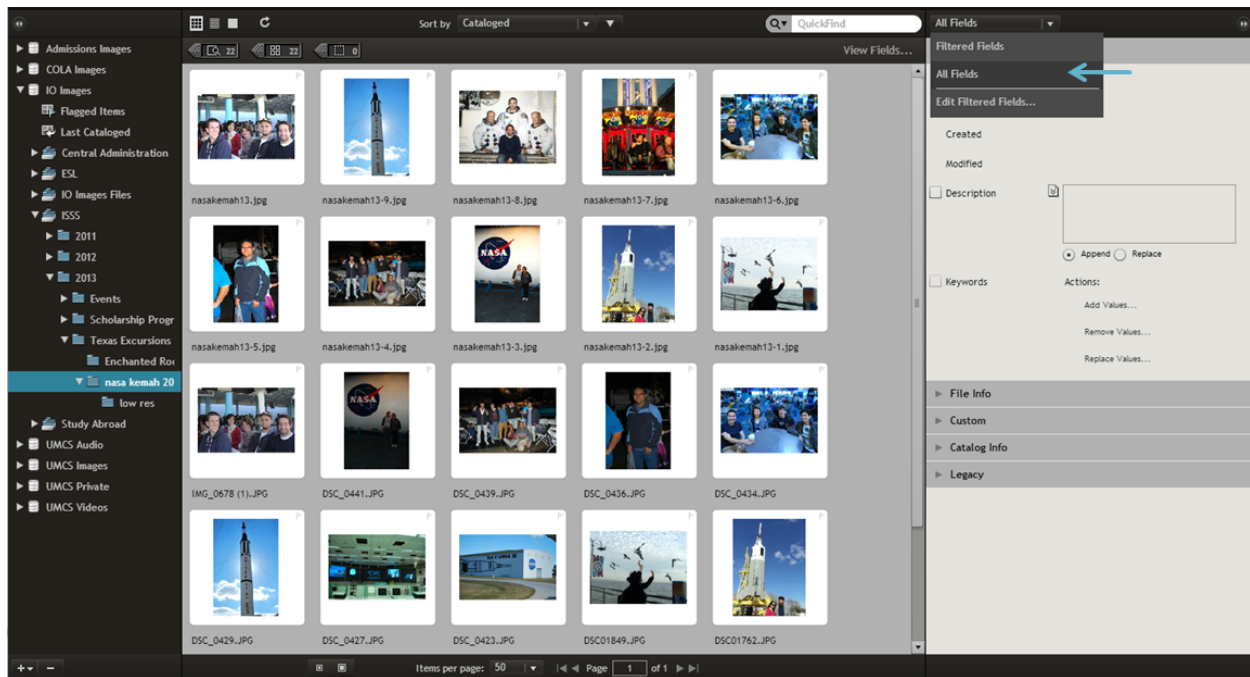

Adding Keywords:

1. To add keywords, select "Add Values" under custom field # 12 (12_dc_Subject_Keywords).
2. Select a keyword from the dropdown list. Click the add button (plus sign). Add more keywords if more apply. Then click "update."
3. In addition to the general keywords listed in the dropdown list, **be sure to add your own!** Just type the keyword in the "Add Value" box, and click add.

   Use the Controlled Vocabularies at the end of this guide for names of campus buildings, schools, and departments.

   Create your own controlled vocabulary to create consistent keywords that are most useful for your department.
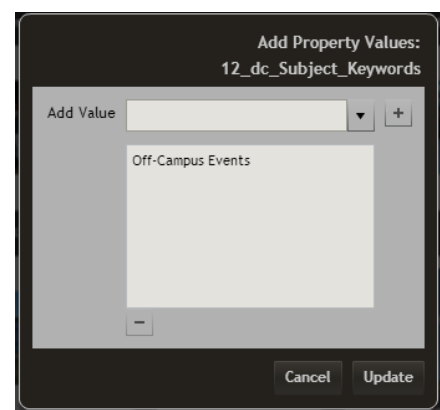
Searching
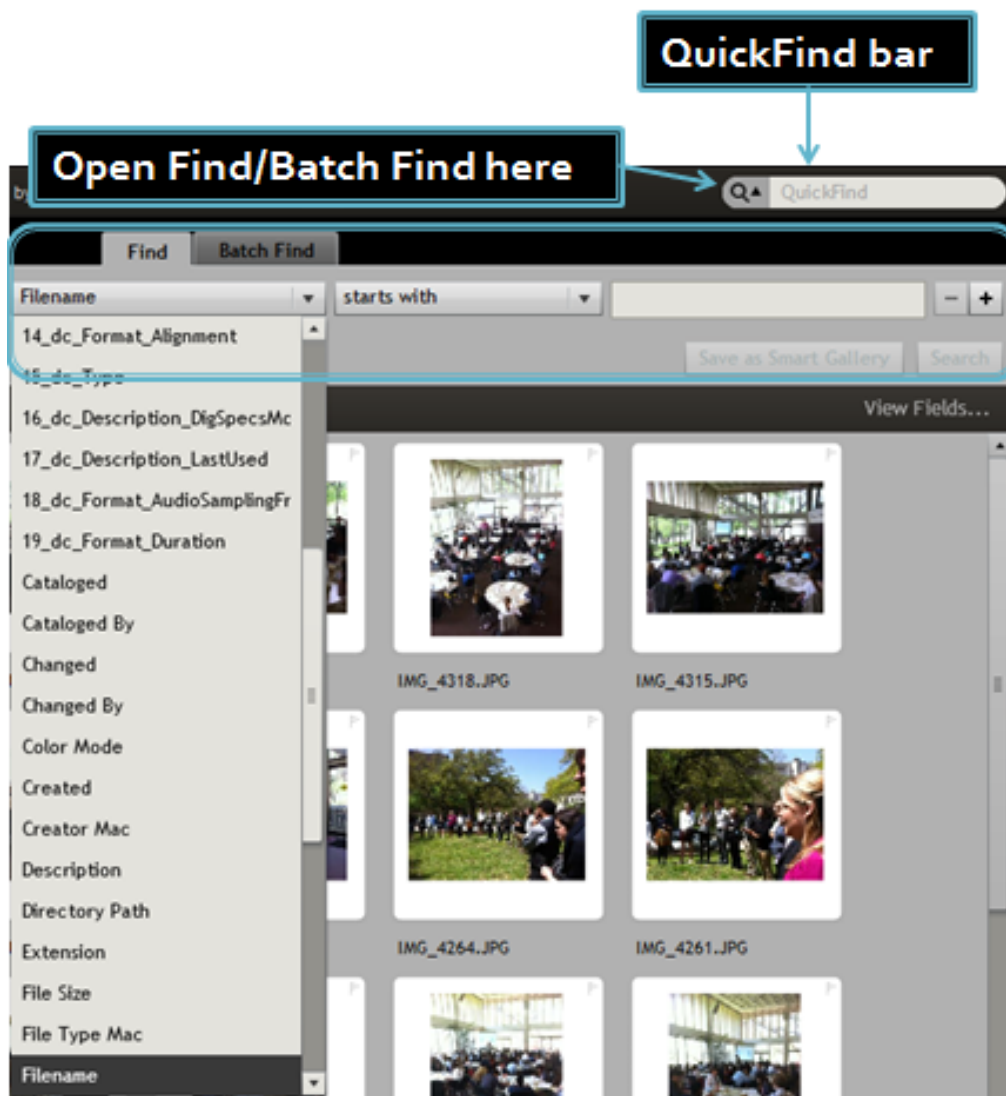
All custom metadata is searchable through QuickFind

1. Select the catalog you want to search within

2. Type keywords in the QuickFind bar

3. Hit Enter

For more complex searches, use Find or Batch Find

1. Click the triangle on the QuickFind bar to expand the options

2. These searches can also be saved as Smart Galleries

Galleries

A gallery is a good way to organize and view only certain items in your catalog. For example, a photographer may create a catalog of his entire body of work, but have one gallery that displays only portrait photos, and another that displays only landscapes. Galleries can display any subset of the items in your catalog.
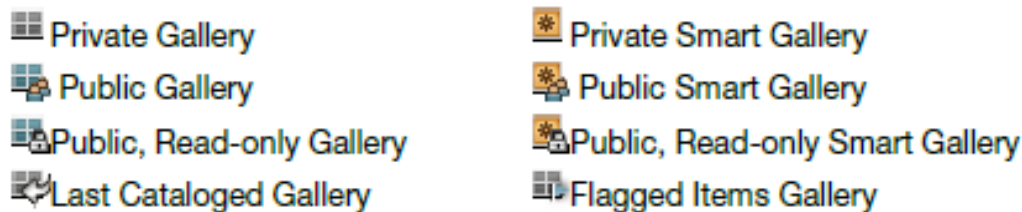
Settings

When you create a gallery, you have the option to make it private, public, or read-only.

- Galleries are private by default
- Smart Galleries: Automatically search for files that meet your metadata terms. When new images are cataloged that meet your search parameters, the gallery will automatically add them.

These two default galleries will always be in your catalog:

- Flagged Items: Flags are temporary! They will reset each time you log out or close the browser
- Last Cataloged: Shows assets that were cataloged in the last 24 hours

Private Gallery   Private Smart Gallery
Public Gallery   Public Smart Gallery
Public, Read-only Gallery   Public, Read-only Smart Gallery
Last Cataloged Gallery   Flagged Items Gallery

Creating Galleries

Add galleries

1. Select the IO catalog
2. Click the Add button   , lower left
3. Choose 'New Gallery' from the menu
4. Name the gallery, choose if you want it public, save
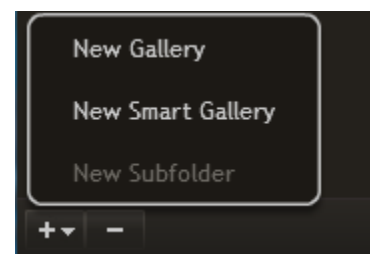
Edit galleries

1. Double-click on the name to change the name or edit privacy settings

Delete galleries

1. Select the gallery, click the Delete button in the lower left
2. Click 'OK'

Adding items to galleries

When you add items to galleries, the files themselves remain in the same place in the catalog. The galleries allow you to create virtual collections without ever moving the original images, so you can use the galleries to collaborate or to help you choose images to use for a project.

- **Drag and drop**

    You can use a simple drag and drop technique by selecting the thumbnails of images you want to add to your gallery, and dragging them over the gallery icon

- **Proxies:** You can also drag an item Proxy to the gallery (See Figure 4 below)
    - Found Items (all items, on all pages in your search or open catalog)
    - Displayed Items (all items on the current page)
    - Selected Items (only highlighted items)

- **Delete:** Remove items from a gallery by selecting them and clicking delete in the lower left corner

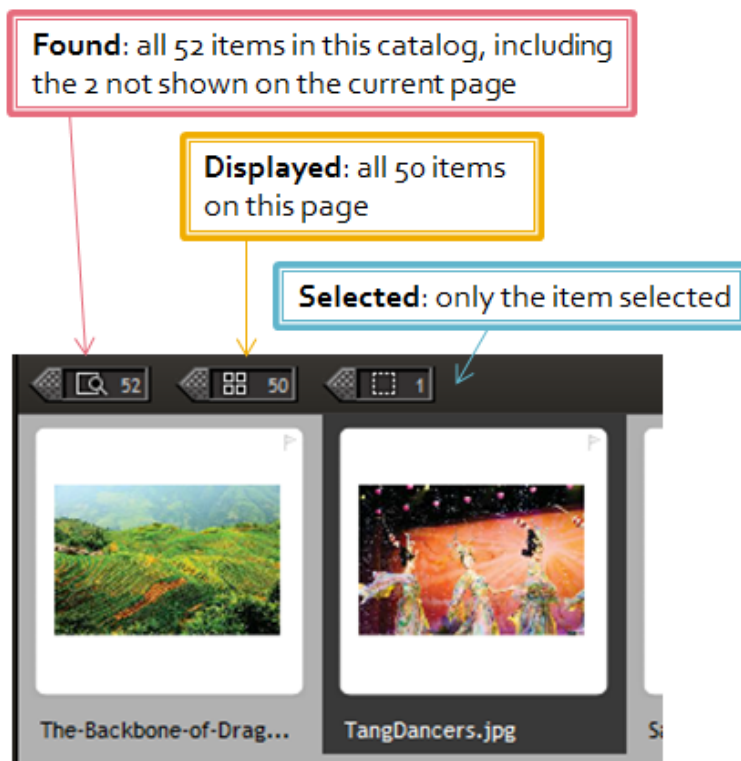   (Note: This does not delete them from the catalog)

Figure 4: Proxies

Keywords: Controlled Vocabularies

The Dublin Core website describes controlled vocabularies as "*a limited set of consistently used and carefully defined terms*." Using controlled vocabularies "can dramatically improve search results because computers are good at matching words character by character but weak at understanding the way people refer to one concept using different words, i.e. synonyms. Without basic terminology control, inconsistent or incorrect metadata can profoundly degrade the quality of search results. For example, without a controlled vocabulary, "candy" and "sweet" might be used to refer to the same concept."[5] Consistency is key!

General keywords are provided in a drop down list on Portfolio. The Colleges, Schools, Departments, and Sub Departments, Campus Buildings, and Libraries are listed here for reference.

While the Subject:Keyword field is uncontrolled, consistency in naming still remains important. For example, persons named are always Last Name, First Name. Please select as many keywords that fit the asset. You may want to develop your own additional controlled vocabulary of commonly used keywords.

General

Administration	Classroom	Longhorn
Advisory Council	Commencement	Off-Campus Events
Alumni	Community Service	Portraits
Architectural Details	Donors	Quick Selection for Media
Arts	Faculty	Scenic
Athletics	Friends	Science
Austin	Graduate	Student
Black and White	Historical	Technology
Buildings	Hook em'	Undergraduate
Campus Events	International	

[5] Section 3, Element Content and Controlled Vocabularies. http://dublincore.org/documents/usageguide/

Colleges, Schools, Departments, Sub Departments

Architecture, School of

Athletics, Intercollegiate for Men and Women

Blanton Museum of Art

Briscoe Center for American History

Business, McCombs School of

Butler School of Music

Center for Teaching and Learning

Communication, College of

Continuing and Innovative Education

Diversity and Community Engagement, Division of

Education, College of

Engineering, Cockrell School of

Fine Arts, College of

Geosciences, Jackson School of

Graduate School

Harry Ransom Humanities Research Center

IC2 Institute

ICES - Institute for Computational Engineering & Sciences

Information, School of

International Office

KUT

Lady Bird Johnson Wildflower Center

Law, School of

LBJ School of Public Affairs

Liberal Arts, College of

Libraries, UT

Marine Science Institute

McDonald Observatory

Natural Sciences, College of

Nursing, School of

Pharmacy, College of

President, Office of the

Research, Office of Vice President

Retired Faculty-Staff Association

Social Work, School of

Student Affairs, Office of Vice President

Texas Advanced Computing Center

Texas Exes

Texas Natural Science Center

Texas Parents

Texas Performing Arts

The University of Texas System

Undergraduate Studies, School of

University Operations

UT Child Development Center

UT Elementary School

UT Police Department (UTPD)

UT Press

Campus Buildings

Academic Annex

Applied Computational Engineering and Sciences Building

Almetris Duren Hall

Athletic Fields Pavilion

Anna Hiss Gymnasium

Arno Nowotny Building

Andrews Dormitory

Animal Resources Center

Art Building and Museum

AT&T Executive Education and Conference Center

Batts Hall

L. Theo Bellmont Hall

Benedict Hall

Brackenridge Hall Dormitory

Biological Laboratories

Blanton Dormitory

Blanton Museum of Art

Biomedical Engineering Building

Biological Greenhouse

Bernard and Audre Rapoport Building

Brazos Garage (formerly PG3)

Battle Hall

Burdine Hall

2616 Wichita

Calhoun Hall

McCombs School of Business

Conference Center Garage

John B. Connally Center for Justice

Comal Child Development Center Annex

Collections Deposit Library

Continuing Engineering Education (formerly NSA)

Jesse H. Jones Communication Center - Building A

Jesse H. Jones Communication Center - Building B

Child Development Center

Computation Center

Chemical and Petroleum Engineering Building

Computational Resource Building

Carothers Dormitory

Creekside Residence Hall

Computer Science Annex

Chilling Station No. 3

Chilling Station No. 4

Chilling Station No. 5

Center for Transportation Research

Development Office Building

Denton A. Cooley Pavilion

E. William Doty Fine Arts Building

UFCU Disch-Falk Field

Edgar A. Smith Building

Ernest Cockrell Jr. Hall

Engineering-Science Building

E. P. Schoch Building

Frank C. Erwin Jr. Special Events Center

Engineering Teaching Center II

Peter T. Flawn Academic Center

Facilities Complex Building 1

Facilities Complex Building 2

Facilities Complex Building 3

Facilities Complex Building 4

Facilities Complex Building 5

Facilities Complex Building 6

Facilities Complex Building 7

Facilities Complex Building 8

Frank Denius Fields

J. Frank Dobie House

Larry R. Faulkner Nano Science and Technology Building

OFPC Field Staff Office

Garrison Hall

Mary E. Gearing Hall

Dorothy L. Gebauer Building

Goldsmith Hall

Gregory Gymnasium

Geography Building

Graduate School of Business Building

UT Administration Parking Garage

Hogg Memorial Auditorium

Harry Ransom Center

Homer Rainey Hall

William Randolph Hearst Building (formerly CMC)

Beauford H. Jester Center

Jackson Geological Sciences Building (formerly GEO)

John W. Hargis Hall

Jesse H. Jones Hall

Kinsolving Dormitory

Lyndon B. Johnson Library

Littlefield Carriage House

Littlefield Home

LLA Living Learning Center

LLB Living Learning Center

LLC Living Learning Center

LLD Living Learning Center

LLE Living Learning Center

LLF Living Learning Center

Littlefield Dormitory

Laboratory Theater Building

Manor Garage (formerly PG5)

Main Building

Louise and James Robert Moffett Molecular Biology Building

Mezes Hall

Richard Mithoff Track and Soccer Fieldhouse

Moore-Hill Dormitory

Mike A. Myers Track and Soccer Stadium

Moncrief-Neuhaus Athletics Center

Music Building East and Music Building/Recital Hall

Mail Services Building

North End Zone

Norman Hackerman Building

Neural Molecular Science Building

North Office Building A

Nursing School

Performing Arts Center

T. S. Painter Hall

Parlin Hall

J. T. Patterson Laboratories Building

Perry-Castaneda Library

Prather Hall Dormitory

Pharmacy Building

Hal C. Weaver Power Plant Annex

Printing and Press Building

Hal C. Weaver Power Plant Expansion

Hal C. Weaver Power Plant

Roberts Hall Dormitory

Robert Lee Moore Hall

Recreational Sports Center

Student Activity Center

San Antonio Garage (formerly PG2)

Red and Charline McCombs Field

Sarah M. and Charles E. Seay Building

Service Building

San Jacinto Garage (formerly PG1)

San Jacinto Residence Hall

Sid Richardson Hall

Student Services Building

School of Social Work Building

Darrell K Royal-Texas Memorial Stadium

Sutton Hall

Speedway Garage (formerly PG6)

2617 Speedway

George I. Sanchez Building

Joe C. Thompson Conference Center

Texas Memorial Museum

Townes Hall

Trinity Garage (formerly PG7)

Lee and Joe Jamail Texas Swimming Center

27th Street Garage (formerly PG4)

Penick-Allison Tennis Center

2609 University Avenue

University Interscholastic League

Union Building

University Police Building

UT Administration Building

University Teaching Center

Etter-Harbin Alumni Center

Waggener Hall

Will C. Hogg Building

Robert A. Welch Hall

F. Loren Winship Drama Building

West Mall Office Building

Wooldridge Hall

W. R. Woolrich Laboratories

Walter Webb Hall

Libraries

Alexander Architectural Archive

Architecture and Planning Library

Benson Latin American Collection

Classics Library

Fine Arts Library

Kuehne Physics Mathematics Astronomy Library

Life Science Library

Mallet Chemistry Library

Marine Science Library

McKinney Engineering Library

Perry-Castañeda Library

Tarlton Law Library

Walter Geology Library

Appendix: Original File Structure

110506RyeBarcott

    ↳ Edit

111208Fulbright

120516InterStudentGrad

    ↳ 105ND700

Bapco (from Emily)

*Campus

ESL

ESL Scholarship Winners, Summer12

Flag Bevo Shirt pics

FordFellows

    ↳ fordfellows

General Abroad

International Students

IO Office

*IO Signs

LowResCalendarPhotos

*Moore & Chen

PUC

*Rehema, Sam, Change the World

SABIC

Sara travel photos

Student Life

Students abroad

StudyAbroadFairFall 2012

    ↳ StudyAbroadFair2012

Texas Excursions

    ↳ nasa kemah 2013

    ↳ low res

UT Photos

* Denotes empty folders

NOTE: Some image files were originally not organized into any of the above folders.