

# UMCS Digital Asset Management Wiki

## Background and Mission

The Digital Asset Management System (DAMS) provides an accessible database to the University Communications staff and CSUs for image retrieval, curation, and long-term preservation. The DAMS enhances productivity and maintains brand identity for the university as more digital assets are generated... (Read More)

- **FAQ**
- **FERPA and Model Releases**
- DAMS Classes
- Catalog and Folder Taxonomy
- Special Projects
- Capstone Projects

## General Protocol

- About Portfolio
  - Desktop Client vs. Web Client
- Upload Process
- Search Process
- Download Process
- **How-to User Guide PowerPoints**
  - Web Client
  - Desktop Client
- DAMS Roles and Responsibilities
  - Workflow for New Images
- **Copyright Policy**
  - Permissions
- How to Request Archival Images from the Briscoe
- **Tips and Tricks**
  - *How to edit more than one asset*
    - Web Client
    - Desktop Client
  - *How to batch convert images*
    - Web Client
    - Desktop Client
  - *How to use a gallery*
    - Web Client
    - Desktop Client
- Can't find what you're looking for?

## Cataloging

- Database
  - User Accounts and Permissions
  - Accessing Servers
- Example Cataloging Workflow
- Manual
  - About Dublin Core
  - Cataloging by Data Field
    - Descriptive Metadata
      - 01\_dc.Identifier:FileName
        - Populating the 01\_dc\_Identifier\_Filename field with Excel
      - 02\_dc.Identifier:Legacy
        - Populating the 02\_dc\_Identifier\_Legacy field with Excel
      - 03\_dc.Title
      - 04\_dc.Description
      - 05\_dc.Coverage:Location
      - 06\_dc.Coverage:Date
      - 07\_dc.Creator
      - 08\_dc.Contributor
      - 09\_dc.Source:Project
      - 10\_dc.Rights
      - 11\_dc.Source:Location

- 12\_dc.Subject:Keywords
- 15\_dc.Type
- Technical Metadata
  - 13\_dc.Format:Container
  - 14\_dc.Format:Alignment
  - **For audio only**
    - 18\_dc.Format:AudioSamplingFrequency [Audio only]
    - 19\_dc.Format:Duration [Video and audio only]
- Administrative Metadata
  - 16\_dc.Description:DigSpecsModelName [Photograph/video only]
    - How to Find Digital Specs
  - 17\_dc.Description:LastUsed
- Keywords
  - General
  - Colleges, Schools, Departments, Sub-Departments
  - Campus Buildings
  - Libraries
- IPTC Mappings
  - How to find IPTC information
  - IPTC correlation to Dublin Core fields
- Bare Minimum Metadata Requirements
  - Resources
- Appraisal Workflow

## Preservation Plan

- Metadata Preservation
- MD5 Checksums
- Retention schedule
  - Contact Information for Dolph Briscoe Center for American History
  - Policy with Briscoe CAH

## Emergency Procedures

- Security Information
- Communication Tools
- Walter Webb Hall Emergency Exit Procedure
- Staff Contact Info
- University Policy Office Website and Handbook of Operating Procedures

## Mission Critical Documents

- Governance Guidelines