

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