Digital Asset Management at Reed College
Keck Grant Goals
“Integrating digital collections into the small college curriculum”

- Centrally-managed, flexible, and sustainable collection of digital images & related materials
- Integrate digital materials into the curriculum
- Good in-class presentation tools and easy student & faculty access outside of class
- Facilitate resource sharing with other institutions
- Integrate with other content resources
- Focus on art & humanities but develop systems and processes that can be used across the curriculum
Goals: Needs Dictate Workflow

- One-stop shopping
- “Good” metadata
  (e.g. customized, but well-structured)
- Support teaching
  “We should not expect faculty…to shoehorn their approaches into a technical developer’s idea of what is valuable or the correct pedagogical approach. Tools & resources must be developed to support what faculty want to do.”

*Use & Users of Digital Resources (Harley et al, University of California, Berkeley, 2006)
## Collection Development

<table>
<thead>
<tr>
<th>Existing</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>VRC</strong> slide library (est. 1990)</td>
<td>• Third-party licensed Scholar’s Resource (28,000)</td>
</tr>
<tr>
<td>• 120,000 analog</td>
<td>• Copystand work</td>
</tr>
<tr>
<td>• 10% digitized</td>
<td>• Digitization</td>
</tr>
<tr>
<td>Pre-existing DAM database</td>
<td>• Faculty-produced/Born-digital</td>
</tr>
<tr>
<td>• 18,000 images</td>
<td>• Third-party public domain</td>
</tr>
<tr>
<td>• Art</td>
<td>LC American Memory</td>
</tr>
<tr>
<td>• Classics/Humanities</td>
<td></td>
</tr>
<tr>
<td>• Anthropology</td>
<td></td>
</tr>
<tr>
<td>• English/American Studies</td>
<td></td>
</tr>
<tr>
<td>• Special Collections/Archives</td>
<td></td>
</tr>
</tbody>
</table>
Scope & Collection Development

All Art, Architecture, Classics, Humanities Images

- Migrate PF (Classics/Art)
- Batch import licensed images (Classics/Art)

VRC db

Art & Architecture Collection (VRA Core)
Scope & Collection Development

Subject/Course Specific Resources
- Copystand Work
- Migrate from PF

Other Faculty Collections (Dublin Core)
- Born-digital
- Third-party Public Domain
Traditional Digitization Projects

- Select
- Digitize
- Catalog
- Approve/Edit
- Publish
Our Projects

- Select
- Digitize/Migrate/Batch import
- Determine user needs for search & retrieval
- Catalog to facilitate user needs
  - Facilitate enhancement/editing of existing metadata
  - Create new metadata
- Customize UI to facilitate user needs
- Test
- Repeat
- Publish
Small but Distributed Environment

- FML (Student & Admin)
- Library (Student)
- Library (Admin)
- Faculty (Admin)
- VRC (Student & Admin)
- CONTENTdm
Workflow Management

- **Currently only within CONTENTdm**

- Custom workflow fields:
  - Various batch tags for bulk imports
  - “Internal Source” field for tracking local provenance
  - “Status Tag Field” for tracking cataloging
  - “Copyright Status” for tracking permissions

- Custom usage fields:
  - Subcollection
  - Faculty Name
  - Courses
  - Lectures
Questions...

- What kind of custom fields are people using to support workflow management within CONTENTdm?
- What kind of workflow management tools are people using outside of CONTENTdm?
- What’s working / not working for you?