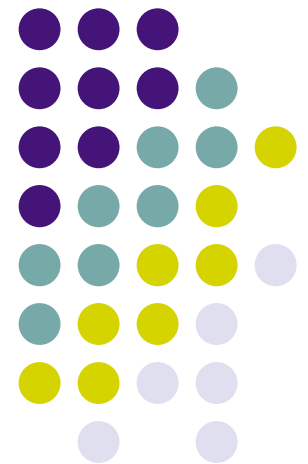


Digital Asset Management at Reed College



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)

<http://www.archimuse.com/mw2007/papers/green/green.html>

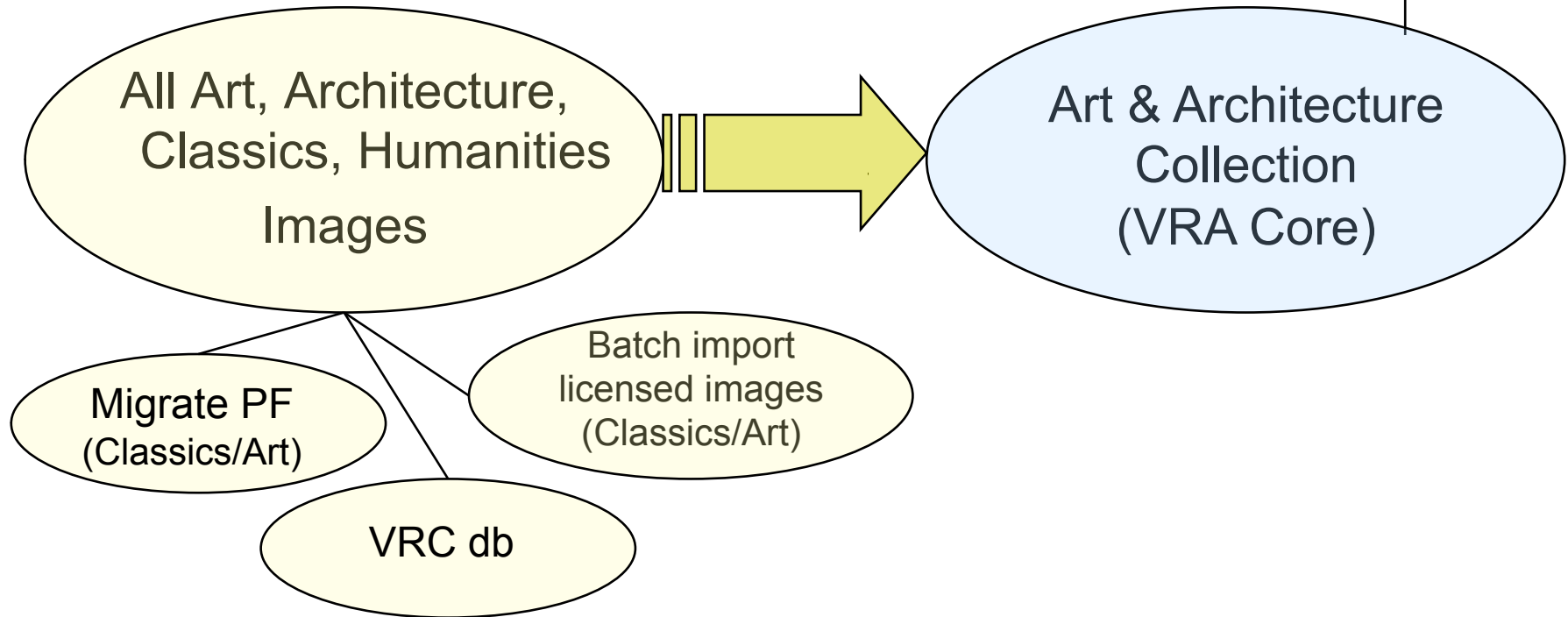
Collection Development



Existing	New
<p>VRC slide library (est. 1990)</p> <ul style="list-style-type: none">● 120,000 analog● 10% digitized	<ul style="list-style-type: none">● Third-party licensed Scholar's Resource (28,000)
<p>Pre-existing DAM database</p> <ul style="list-style-type: none">● 18,000 images● Art● Classics/Humanities● Anthropology● English/American Studies● Special Collections/Archives	<ul style="list-style-type: none">● Copystand work● Digitization● Faculty-produced/Born-digital● Third-party public domain LC American Memory

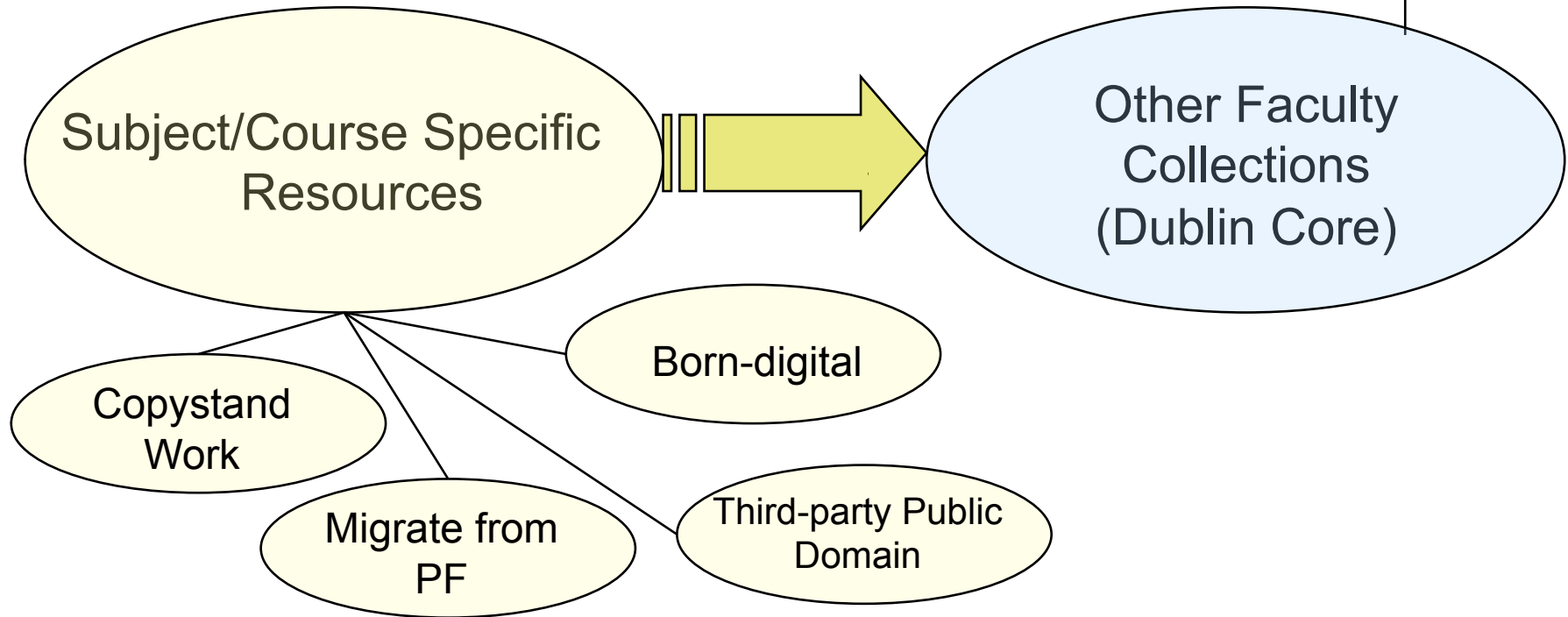


Scope & Collection Development





Scope & Collection Development



Traditional Digitization Projects



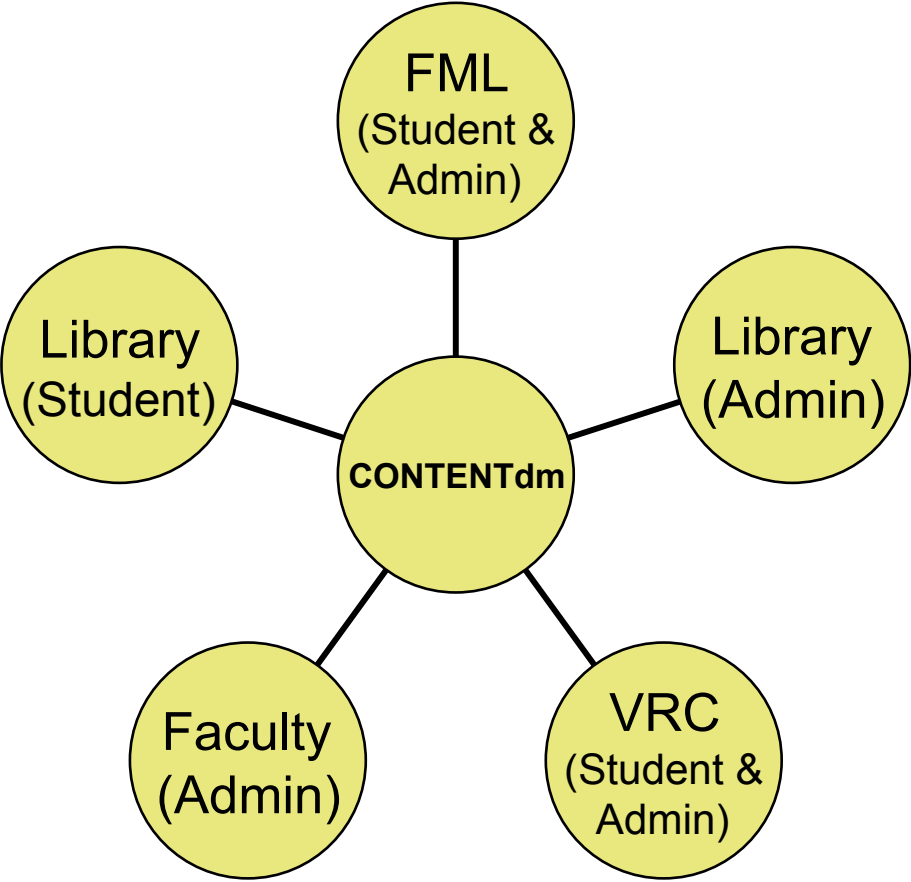
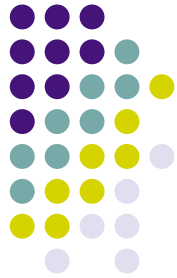
- Select
- Digitize
- Catalog
- Approve/Edit
- Publish



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





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?