Image collections online
An introduction to the Service

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Today

- o Outline workflow for creating new collections
- o Demonstrate the cataloging interface (Photocat)
- o Demonstrate the public website

- o Previous talk: "Overview of the New and Improved Photo Cataloging and Delivery Service" Mike Durbin and Dot Porter, April 20 2011 (available in the DL Brown Bag archive on the DLP website)

What is a service?

o *Services* put more control in the hands of the collections manager

o System + support structure (documentation, training, support)

o Over the next several years, the DLP will be moving more digital collections development onto services

How does the service work?

Initial Consultation
- **Metadata: fields for describing items**
- **Text for describing Collection & Unit**

Photocat configuration

Website configuration

Cataloging (lots and lots of)

Images can be made available online as they are cataloged through **Image Collections Online**

Image Collections Online
- Search/browse by collection
- Search/browse all collections in one unit
- Search/browse across all photos in the site

What do I need to get started?
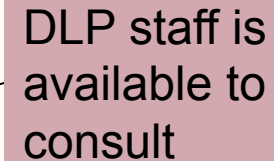
o Image collection: analog or born-digital
- If analog: they will need to be digitized
- DMIC Lab
- Equipment located in library unit
- Vendor

DLP staff is available to consult

o Metadata, or the ability to create metadata
- Potential for importing existing metadata (from spreadsheets, etc.)
- Collection managers
- Students (interns, hourly, GA)
- Faculty, staff
- Technical Services staff (*for library collections*)

o Time, dedication, stamina
o Funding wouldn't hurt

Initial Consultation

o Dot Porter and Mike Durbin

- Kara Alexander (DMIC) for consultation on scanning
- Folks from other units (e.g. Tech Services) when needed

o Metadata:

- List of fields already being used in other collections
- Can add fields as needed
- Export to MODS

o Text for search/browse interface: sentences about collection and unit, URLs for linking to additional context / information

Advice and guidance

o Image Collections Online Working Group

- Meets monthly
- Provides guidance for website functionality and service support
- Metadata subgroup provides recommendations for formatting and vocabularies

o Everyone who uses the service may participate

Who can participate?

o Collections from any IU collection, library, archive, department, museum, etc. are eligible to be served through Image Collections Online (Faculty projects must be sponsored at the institutional level)

Who is participating

o   Archives of African American Music and Culture
o   Archives of Traditional Music
o   Calumet Regional Archives, IU Northwest
o   Department of Apparel Merchandising and Interior Design
o   Digital Library of the Commons
o   Government Information, Maps and Microform Services
o   IU Digital Library Program
o   IU East (Archives)
o   IU Technical Services
o   IU Archives
o   Kinsey Institute
o   Liberian Collections
o   Lilly Library

Image Collections Online Service

CATALOGING

Cataloging Application: Data Model

o Generic Metadata Editor with a flexible metadata model

Photocat Collection

Photocat Object

Physical Artifact (negative, print, slide, 3D object, etc.)

Digital Representation

Versioned Metadata Record
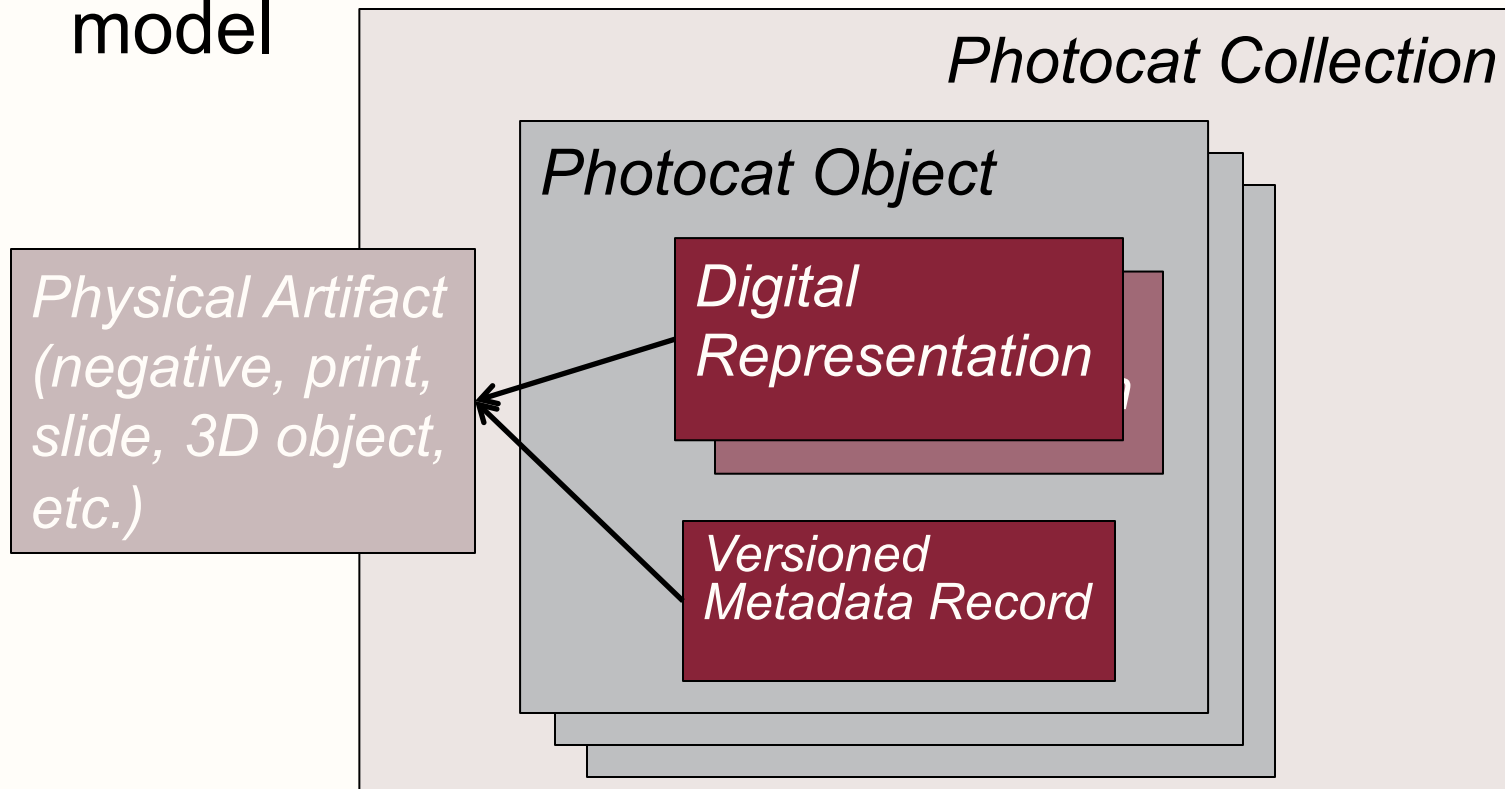
Cataloging Application: Data Model

o Cases supported by the data model

- One digitized version of a single physical item
- One physical item with multiple digital representations (example)
- One physical object with multiple physical derivatives each with its own digital representation (example)

Cataloging Application: Collections

o Collections

- Single metadata configuration
- Narrowest level of access control

Cataloging Application: Workflow Options

o Import exiting metadata and images

o Import metadata, scan images as you go

o Import images, enter metadata

o Create records, scan images and enter metadata as you go

Cataloging Application: New Features

o Browse Enhancements
- Search and Replace
- Export of browse results

o Batch Operation Enhancements
- External batch management
- Asynchronous Batch Edit

o Convenience Features
- Save and next, return to search, etc.

Cataloging Application: New Features

o Field Improvements
- Date entry
  - Validation
  - Date ranges
- Private fields
- Many new fields…

Cataloging Application: Coming Soon

o Export metadata records
o Collection configuration access
- Public field presentation
- More advanced field configuration options
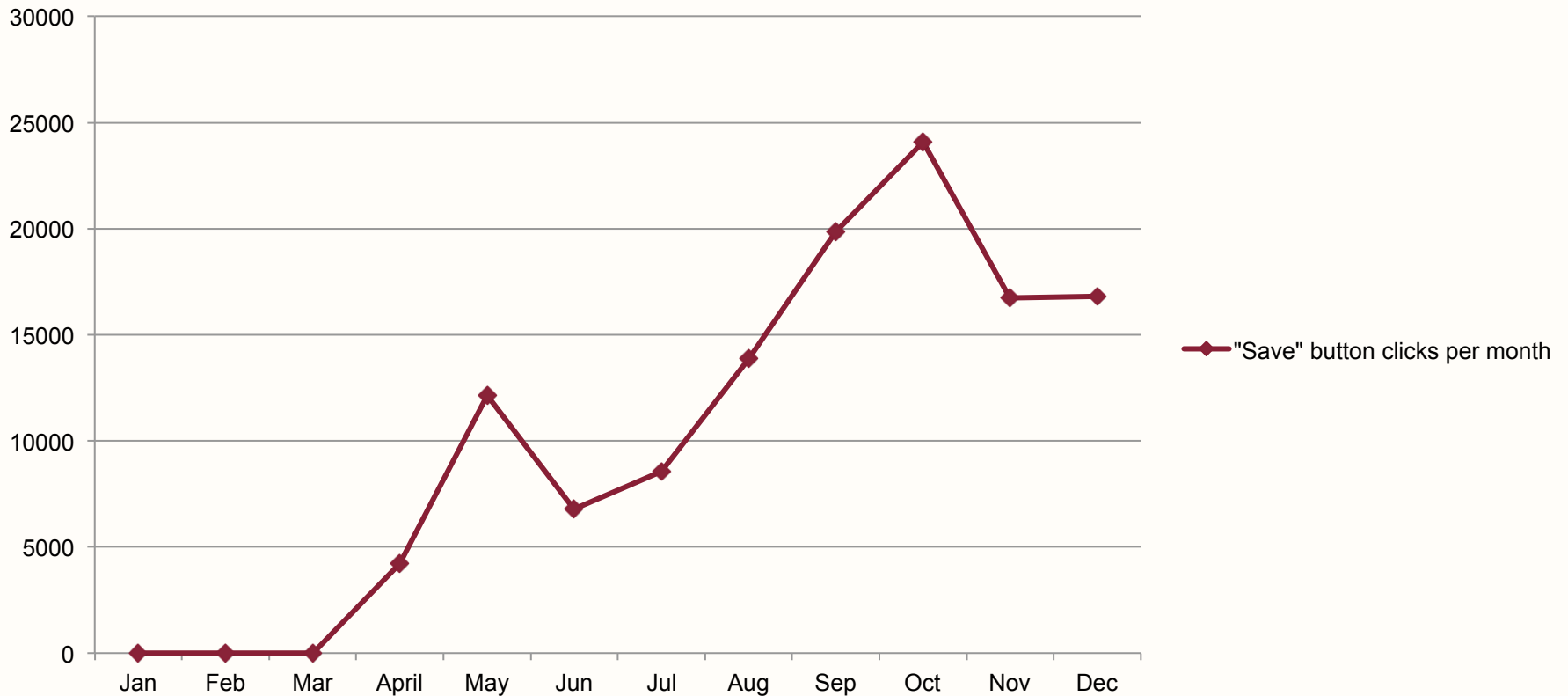o User reporting and management

Cataloging Application: Usage

"Save" button clicks per month

Image Collections Online Service

DEMONSTRATION OF CATALOGING AND WEBSITE