

WORKFLOW FOR VISUAL RESOURCES CENTER

- **Acquiring, processing, and adding images**
- **Accessioning images; metadata creation & standards**
- **Digitization and slide requests**
- **Upload images to Media Server Archive**
- **Export Metadata from IRIS**
- **Upload images + metadata CONTENTdm**
- **Image Delivery & Presentation**

Acquiring, processing, and adding images

Source of images in VRC

- Faculty requests (from books, slides, photos, personal collection, etc.)
- Purchased Collections (Saskia, Archivision, etc.)
- VRC collection development (Ongoing digitization of slide collection, etc.)

Processing Image Requests

- Verify that the image is not already in the system; check all databases (CONTENTdm, IRIS, and legacy Filemaker) to see if image already exists
- If not, acquire new image (see “Acquiring Images”)
- If so, gather & deliver images (see “Image Delivery & Presentation”)

Accessioning images; metadata creation & standards

- Catalog image in IRIS
 - Create & print order form
 - Assign accession number
 - Create Metadata
 - Info from book, slide, or website
 - Data from professor
 - Use controlled vocabulary & follow data standards
 - [ULAN](#) (Artist Names)
 - [AAT](#) (Art & Architecture Thesaurus)
 - [TNG](#) (Geographical Names)
 - CDM specific vocabs
 - Print labels for analog slides, when applicable

Digitization and slide requests

- Digitization
 - Scan originals (book, slides, prints, etc.) via flatbed or slide scanners
 - Process images in Photoshop (edit, crop, color correction, etc.)
 - Rename files with accession numbers/image numbers
 - Refer to “**Slide scanning procedures for the VRC**” for more information
 - Born Digital Images
 - Includes images from digital cameras & vendor supplied digital images (i.e. Saskia)
 - Process images in Photoshop (edit, crop, color correction, etc.) when necessary
 - Rename files with accession numbers/image numbers

- Copy stand Work (**See Using the Copy stand**)
 - Use digital camera to shoot oversize or oddly shaped originals
 - Process images in Photoshop (edit, crop, color correction, etc.) when necessary
 - Rename files with accession numbers/image numbers
- Slide Creation
 - Shoot image on copystand
 - Process, bind & label

Upload images to Media Server Archive

- Link JPGS to IRIS database
 - Connect to media server >> Catalogs
 - Locate VRC / Slide collections folders
 - Drag & drop new jpg files to jpg folder
 - Import feature not yet active, more to come soon.
- Archive TIFFS
 - Connect to Media server >> Media
 - **Locate “New Tiff Scans Go here” folder**
 - Drag & drop new tiffs to folder
 - Archive in Year folders at end of semester

Export Metadata from IRIS

- Choose record set from IRIS to be exported (check “Ready to Export” field)
- Run “Export Script” (feature not yet active, manually export fields for present)
- Export as Excel File & name file with unique identifier (import name + date)
- Edit metadata to make conform to CDM accepted standards
- Add new fields as necessary to conform to CDM standard
- Save spreadsheet as tab-delimited txt file with same name.

Upload images + metadata CONTENTdm

- Locate images & data for upload
 - Images on Media server, data on local hard drive
- Load in CDM Acquisition Station
 - Add any new or other data
 - Upload, approve, index collection

Image Delivery & Presentation

- Tag images in CDM to make show up in web galleries (ie, Classics)
- Package & Deliver images to faculty if requested
 - Burn images to CD or flash drive
 - For use in PowerPoint, Keynote, etc.
 - Need an archived copy to keep with their course files
 - Personal/non-class purposes such as research, book publishing, etc.
- Return materials
 - To faculty, library
 - Refile slides