Organizing Institutional Information with Digital Asset Management System Software

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Topic Overview

- **Problem**
  - too many digital files in organizations
- **Solution**
  - Digital Asset Management Systems (DAMS)
- **Goal**
  - Overview of systems for novices in information fields and organizations
How DAMS work

- History
- Components
  - Input
  - Management
  - Output
- Metadata
- Search and Retrieval
- Taxonomies and Thesauri
- Future
How to implement a DAMS

- Types of DAMS
  - Enterprise
  - Lightweight
  - Mid-Level
  - Open Source

- Choosing and Implementing a DAMS
  - Needs vs. Wants
  - Similar Institutions
  - Reports
  - User Studies
  - Special Features
  - Specific Industries
  - Knowing Users
Conclusions

- DAMS necessary in most organizations
- Open Source solutions driving costs down and increasing in popularity and functionality
- Future trends
  - Larger number of assets
  - more automation
  - Web 2.0 technologies - folksonomies, etc.