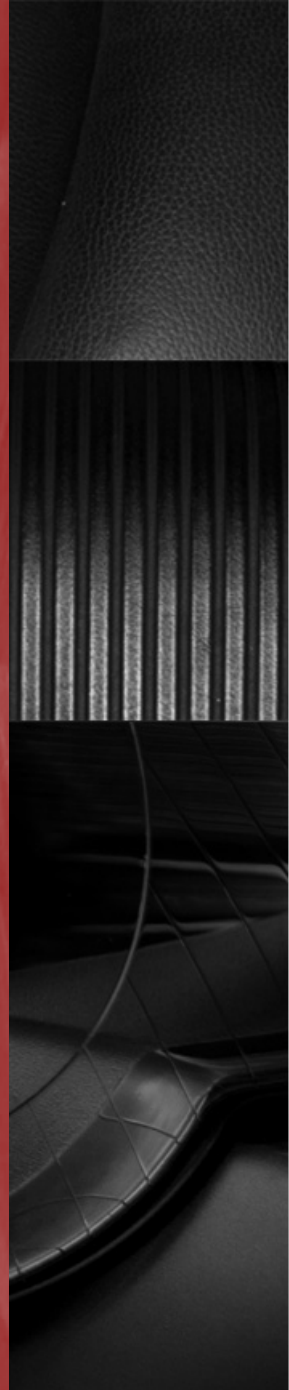


Organizing Institutional Information with Digital Asset Management System Software

Eliot Scott and David Smith





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
- Knowing Users
- User Studies
- Special Features
- Specific Industries



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.