7-2019

Introducing Quartex by Adam Matthew: Loyola Marymount University Digital Collection

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**Loyola Marymount University Digital Collection**

William H. Hannon Library
Systems & Digital Initiatives Department
All-Staff Meeting, July 2019
New Digital Collections System

- Reviewed four Digital Asset Management Systems (DAMS)
- Selected new Adam Matthew solution Quartex
- Key benefits
  - Modern interface for patrons
  - Researcher access attributes
  - Improved staff management capabilities
  - Hosts and manages all content types
  - Unifies workflows
The Great Migration
Timeline & Steps Taken

- Organize Master Assets & Metadata

Jan. - May 2019
- Standardize Master Assets & Metadata
- Rename Assets

March - June 2019
- Embed Metadata into Assets

March - Yesterday
- Quality Control
- Upload to Quartex
- Quality Control
Organize Master Assets & Metadata

- **Step 1:** Find everything.
Across the 18 collections, 62 different metadata fields were being utilized.

Using *LMU Metadata Best Practices* as a foundation, we remapped the 62 different fields into 29 standardized fields.

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**Standardizing Metadata**

- Across the 18 collections, 62 different metadata fields were being utilized.
- Using *LMU Metadata Best Practices* as a foundation, we remapped the 62 different fields into 29 standardized fields.
Digital File Naming Guidelines

Previous naming convention used a collection name abbreviation:

- Repository: `sc_ege000010001`
- Collection Name abbreviation: `sc_ege000010001`
- Object Number: `sc_ege000010001`
- Sequence: `sc_ege000010001`

- Institutional Symbol: `LML_MS-061-000040001`
- A&SC Record Group/Identifier: `LML_MS-061-000040001`
- Object Number: `LML_MS-061-000040001`
- Sequence: `LML_MS-061-000040001`

New Naming Convention

Includes LMU's OCLC institution symbol + mirrors A&SC record groups.
Embed Metadata

- Embedded metadata is when information about the image is encoded into the image itself.
- Technical and descriptive metadata can be embedded in the images and its addition makes images more accessible to users such as:
  - Technical Information – how was the image made?
  - Descriptive Information – what does the image show?
  - Copyrights – who can use the image and how?
When you download an image from the web, metadata is lost. Images separated from their metadata lose their identity and usefulness. This process allows the descriptive information to travel with the image across file formats and software applications.

- Can be used for preservation
- Aids search and retrieval.
10,373 assets were renamed & embedded with metadata.
America's West

America's West features photographs from the J. D. Black Papers, Loyola Marymount University, recording the American West in the Owens Valley of California from 1875 to 1930...

Big Pine Citizen Newspaper Collection

The Big Pine Citizen was the weekly newspaper of Big Pine, California, a town in the northern Owens Valley of the California Sierras...

Catholicism in L.A.

Catholicism in Los Angeles offers a unique look into Los Angeles history and its rich Roman Catholic roots...

Changing Face of Southern California

Selections from the Werner von Boltenstern Photograph Collection, created by Los Angeles Times staff photographer for the Los Angeles Times.

Del Rey Players

The Del Rey Players playbills featured in this collection have been acquired by Loyola Marymount University students from the historical records of the Del Rey Players of Los Angeles. This collection offers a unique look into Los Angeles history and its rich Roman Catholic roots...

Dockweiler Family Papers

The Dockweiler Family Papers document the Dockweiler family of Los Angeles, providing a rich collection of photographs, playbills, letters, menus, and school reports.