

Multimedia and Documentation/ Licenses

on Museum Storage



Agenda

DAMS

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Licenses and Documentation

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03

Questions and Resources

04

DAMS

Digital Asset Management System

Digital Asset Management System, DAMS a.k.a. NetX

Who can use it?

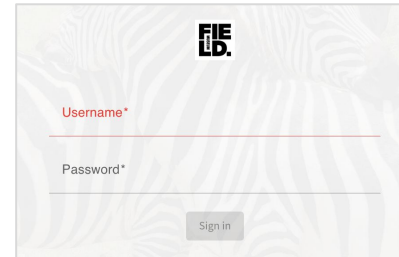
- Employees
- Interns
- Volunteers

What can it do?

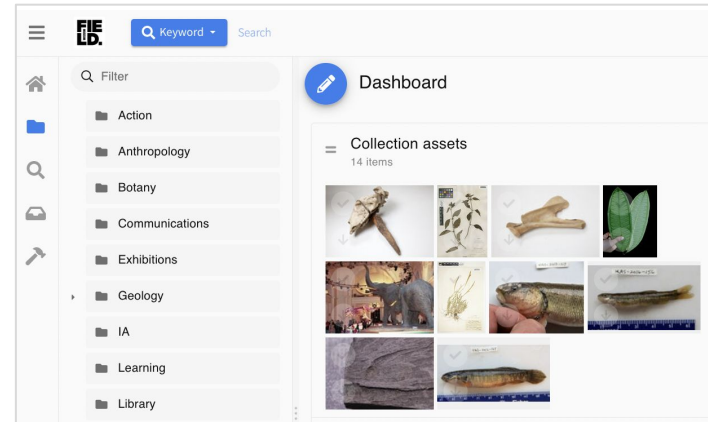
- View
- Search
- Download
- Share

What does it look like?

<https://dams.fieldmuseum.tech>

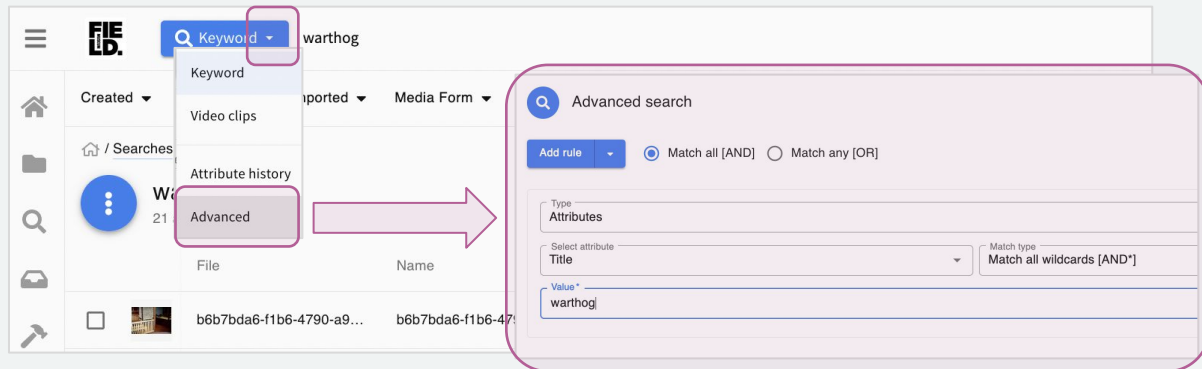
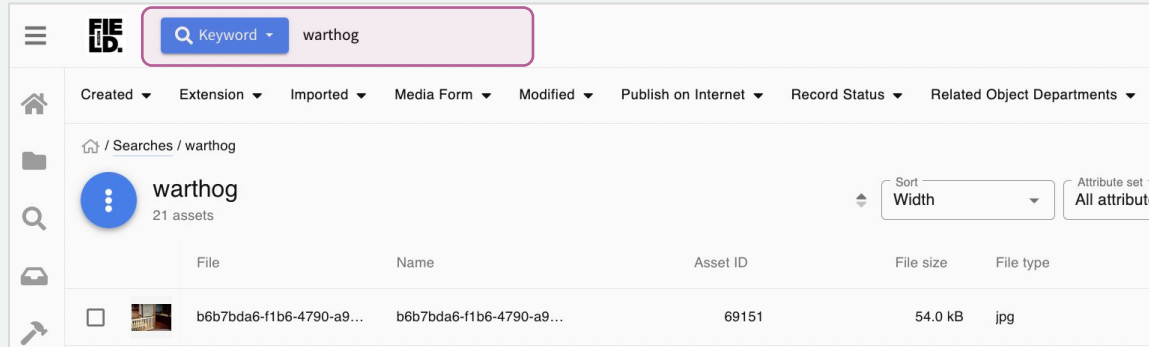


The login form features the Field Museum logo (FIE LD.) at the top center. Below the logo are two input fields: "Username*" and "Password*", both with red asterisks indicating required fields. A "Sign in" button is positioned at the bottom center of the form. The background of the form is a light gray with a subtle zebra-stripe pattern.



The **Keyword** search bar at the top of the screen searches broadly across all assets and all text fields.

Advanced Search is useful for more complex queries.



Inside NetX

The screenshot displays the NetX interface for a specimen record. At the top, there is a search bar with the keyword 'microptics'. The left sidebar contains navigation options: Overview, Attributes, and Attribute history. The central area shows a large image of a fly's head, with a callout box highlighting the 'Download', 'Select', and 'Share' buttons. The right sidebar displays the 'Details' section, including the specimen ID '003222ae-3d57-44d0-a692-729c048b4613', dimensions '4024 x 2680', and a list of subjects: 'Specimen digitiz...', 'Diptera', 'Tabanidae', and 'Stenotabanus'. The creator is listed as 'Ms. Hazel Fricke : Field M ...'.

Download, Select, and Share buttons allow you to save or group the data beyond the original page.

Inside NetX - How to check usage permissions

NOTE: Not all NetX media is “© Field Museum”, nor is it all “public”

Try the “Permissions” Attribute Set in NetX to see the fields highlighted below:

1. Rights Summary

- Includes copyright holder and license

2. Citation

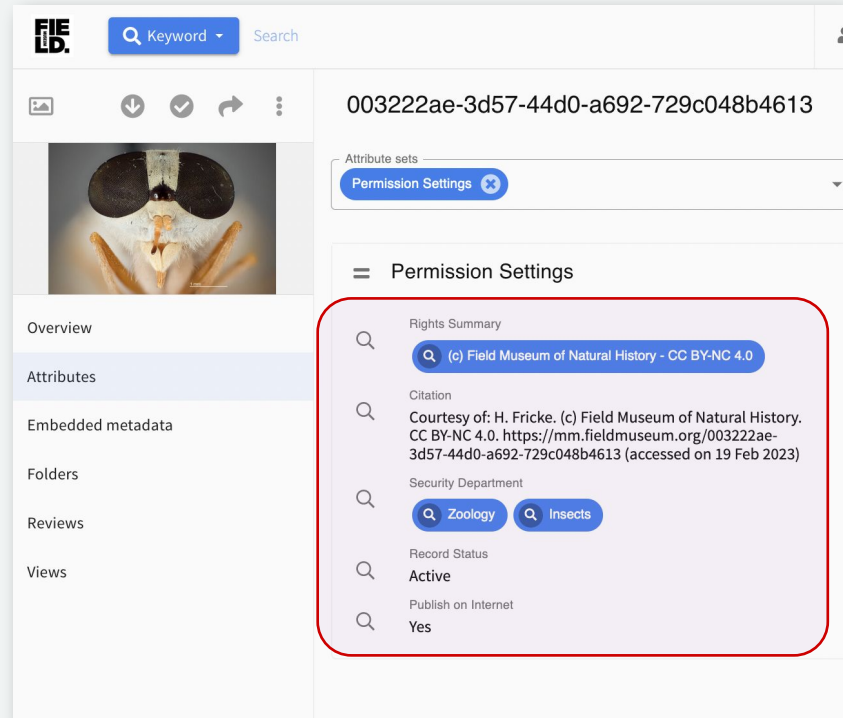
- Follows Collections Data Norms
fieldmuseum.org/use-collections-data-and-images

3. Security Department

- For help, contact departmental EMu power users:
github.com/fieldmuseum/EMu-Documentation/discussions/467

4. Record Status & Publish on Internet

- Check these fields for restrictions



The screenshot displays the NetX interface for a record with ID 003222ae-3d57-44d0-a692-729c048b4613. The 'Attribute sets' dropdown is set to 'Permission Settings'. The 'Permission Settings' section is expanded, showing the following fields:

- Rights Summary:** (c) Field Museum of Natural History - CC BY-NC 4.0
- Citation:** Courtesy of: H. Fricke. (c) Field Museum of Natural History. CC BY-NC 4.0. <https://mm.fieldmuseum.org/003222ae-3d57-44d0-a692-729c048b4613> (accessed on 19 Feb 2023)
- Security Department:** Zoology, Insects
- Record Status:** Active
- Publish on Internet:** Yes

Licenses and Documentation

Why Document Media and licenses?

To **prevent** the **agony** of orphaned works
for our future selves/colleagues



To **ensure** that the museum can **support**
growing media needs over time



Why Document Media and licenses?

To **prevent the agony** of orphaned works
for our future selves/colleagues

by ensuring media can be properly used,
published & reused:

- Following [FMNH Collections Data & Media Norms](#) and/or Media Creation Agreements.
- With reference to related contexts including Collections, Events, and People.

To **ensure** that the museum can **support**
growing media needs over time

by properly managing & preserving media:

- In **coordination** with related Events, Collections, People, Context over time
- With File integrity checks and Format validation (in EMu)

What we're trying to do:

RI-31 *Bucco capensis* Caño Bejuco

Description: Bird observed during rapid inventory 31 Bajo Putumayo-Yaguas-Cotuhé

Attribution: [Copyright] Field Museum of Natural History - CC BY-NC

[How we are licensing our collections data and images](#)

Department(s)

- Action

Subject(s)

- conservation
- Colombia
- RI-31
- birds


Creator(s)

- Photographer: Flor Á. Peña Alzate : Parque Nacional Natural La Paya

RI31_Bucco_capensis_C3_FAP_DSCN8675.JPG



<https://mm.fieldmuseum.org/6803d8ea-d46e-4a1e-98da-9ed6fcd6f5fa>



Title: RI-31 *Bucco capensis* Caño Bejuco

Description: Bird observed during rapid inventory 31 Bajo Putumayo-Yaguas-Cotuhé

Creator: Flor Á. Peña Alzate : Parque Nacional Natural La Paya

Record license: [Copyright] Field Museum of Natural History - CC BY-NC

Rights holder: Field Museum of Natural History

Identifier: https://fm-digita...FAP_DSCN8675.JPG



<https://www.gbif.org/occurrence/2872162284>

How to document Media & Licenses

What you need to know about a **media file**:

- **Who owns it** (and FMNH-relation)?
- **When was it made?**
- **How should it be credited?**
- **What can it be used for?**
- **Can FMNH allow others to use it?**

RI-31 Bucco capensis Caño Bejuco

Description: Bird observed during rapid inventory 31 Bajo Putumayo-Yaguas-Cotuhé

Attribution: [Copyright] Field Museum of Natural History - CC BY-NC

[How we are licensing our collections data and images](#)

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How to document Media & Licenses

What you need to know about a **media file**:

- **Who owns it** (and FMNH-relation)?
- **When was it made?**
- **How should it be credited?**
- **What can it be used for?**
- **Can FMNH allow others to use it?**

What you need to know about a **license**:

- **Who signed the agreement?**
- **When?**
- **What were the conditions?**
 - How can FMNH and others use media?
- **What credit is required for whom?**
 - Document original signed agreements

How to document Media & Licenses in EMu

What you need to know about a **media file**:

What you need to know about a **license**:

Multimedia record

Creator: Staff? Contractor? Visitor?

Date Created: ...

Rights: Credit & Use-Restrictions?

Security: Who can access it? How?

Publish on Web: Use-Restrictions?

Rights record

Owner: FMNH + non-FMNH Creator

Date: of signed agreement

Conditions: of agreement to document permitted/restricted uses of media

Acknowledgement: as required

Multimedia attachment: to signed PDF

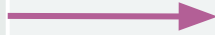
Documentation on How to Document things in EMu...

Rights & Multimedia help docs on how to document:

- **FMNH-owned media**
 - “© FMNH CC BY-NC” (following FMNH data norms)
 - “© FMNH” (more restrictive)
- **Media Agreements for Non-FMNH-owned media**
 - “© FMNH CC BY-NC” (with transfer of copyright)
 - “© J. Doe, CC BY-NC” (licensed / no transfer of copyright)
- **Media with Sensitive / Special conditions**
 - Restricting Access for Sensitive media
 - Documenting & Setting notifications for Embargoed media
 - github.com/fieldmuseum/EMu-Documentation/discussions/329
- [How to use NetX \(DAMS\)](#) - bit.ly/3KXkbv0

Photographers

Not Museum staff



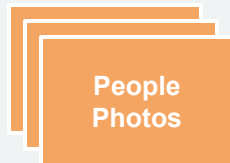
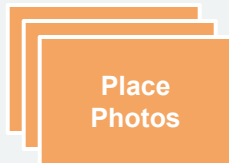
Museum

Anyone working for the Museum
– paid or not – if media use or
management is in their scope of
work for the museum.



Media Users

Anyone using the media who
isn't its copyright holder



Photographers

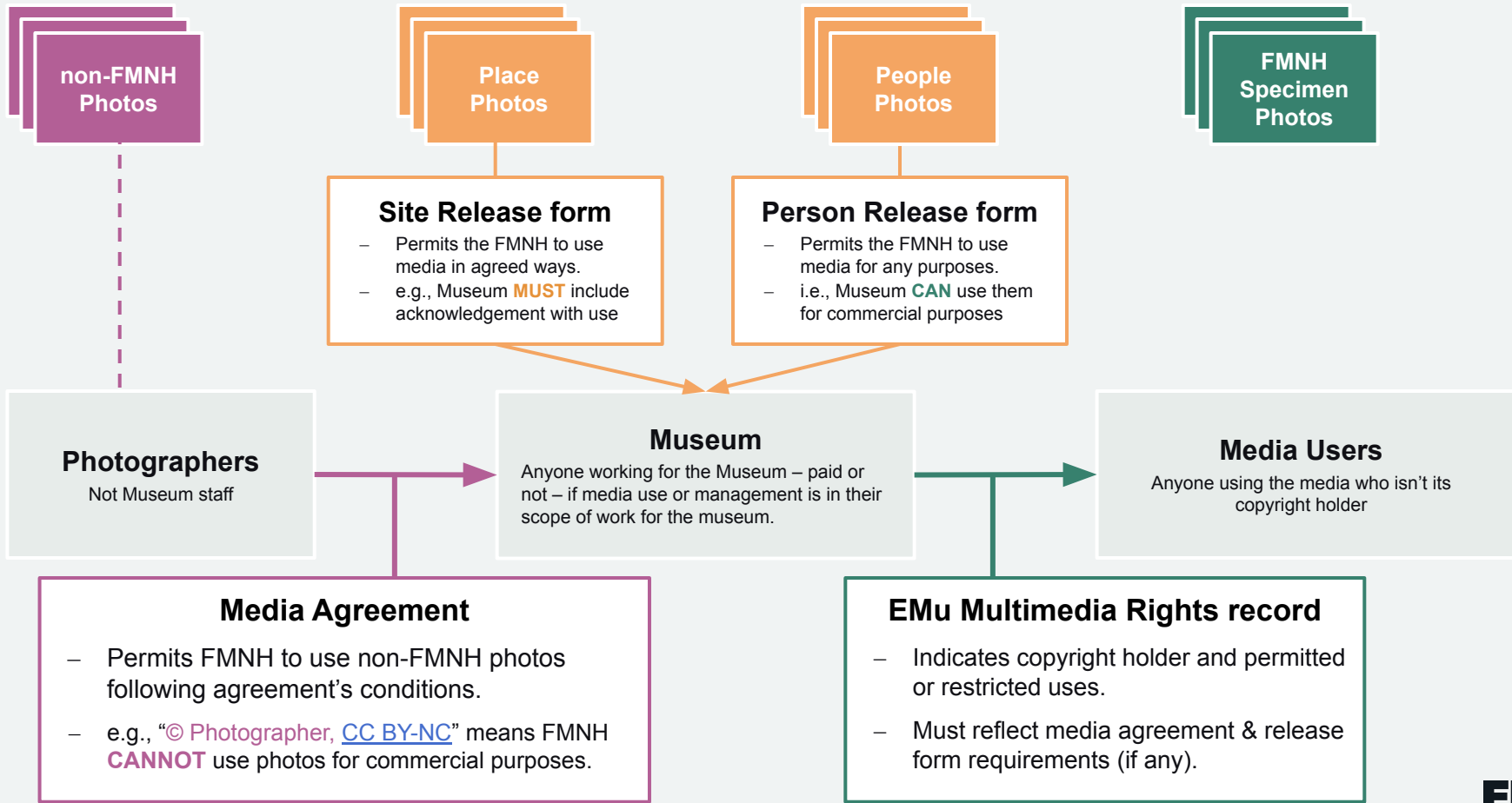
Not Museum staff

Museum

Anyone working for the Museum – paid or not – if media use or management is in their scope of work for the museum.

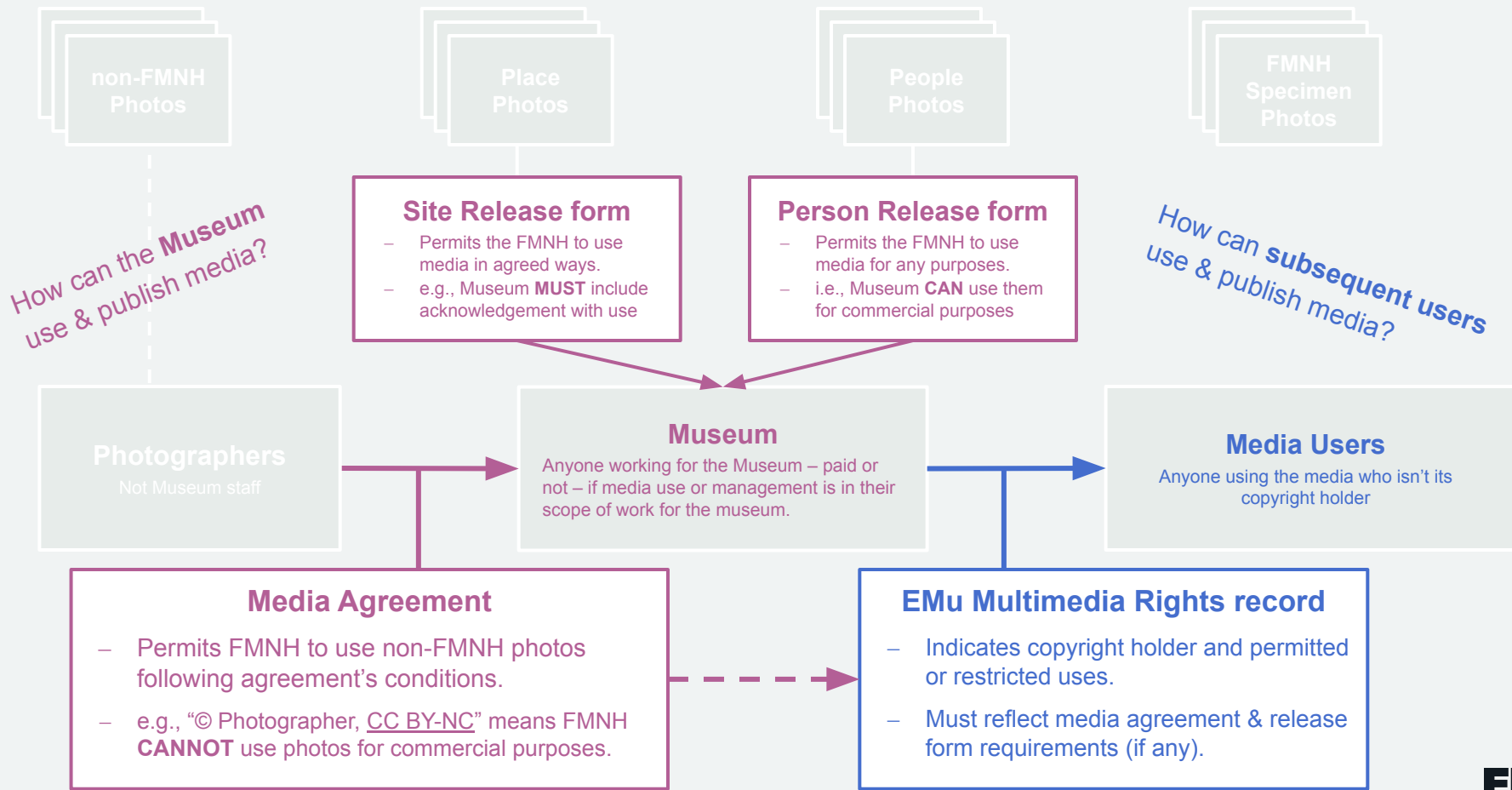
Media Users

Anyone using the media who isn't its copyright holder



For Site release forms: <http://intranet.fieldmuseum.org/legaldepartment/node/7278> &/or contact the Legal department.

For more information on how to archive media in EMu: https://drive.google.com/drive/folders/1M3EGqvYLY3gp1xaOvhD2ALGE7OX9Y_2I



For Site release forms: <http://intranet.fieldmuseum.org/legaldepartment/node/7278> &/or contact the Legal department.

For more information on how to archive media in EMU: https://drive.google.com/drive/folders/1M3EGqvLY3gp1xaOvhD2ALGE7OX9Y_2l

EMu Collections

Departments that upload non-collection MM in EMu

- Research Projects: pj.fieldmuseum.org
- General Multimedia: mm.fieldmuseum.org/search
- Narrative-related & co-curation projects
 - Philippines.fieldmuseum.org/
 - Silurian-reef.fieldmuseum.org/
- **Action** - have Event-related media -- Search [PJ](#) for “Rapid Inventory”
- **Photo Archives** - have Event-related media -- Search [MM](#) for “Photo Archives”
- **Exhibits** - have Event- & Narrative-related media -- Search [PJ](#) for “EX”
- **Education** & archived **Museum Media** & Web projects -- Search [PJ](#) for “MM” or “facebook”
- **Anthro / Bot / Geo / Zoo** have project-related media -- Search [PJ](#) for “RP” or “research project”

Non-collections media can be archived in EMu with:

1. **Documented Permission** for the museum to use/reproduce/distribute it.
 - or the Museum needs to **own it** -- i.e., as the copyright holder
2. **Standard Filenames**
 - No special characters or spaces -- to prevent corruption when transferring
 - [EMu-Documentation > wiki > admin-ESTABLISHED-STANDARDS > file-naming-conventions](#)
3. **Standards Formats** (<http://intranet.fieldmuseum.org/emu/node/5969>)
 - Non-proprietary formats -- to maintain stability + access over time
4. an **Event record** to describe the **project/context** for the media
 - What/Where/When/Why was the [research, outreach, website, other museum-work] done?
 - e.g. Event IRN 7565 for “Green Chicago Plants on a Roof”
 - e.g. Events for Rapid Inventories -- search on PJ.FieldMuseum.org
5. **Content/Quality** that meets your area's defined criteria
 - + other areas' criteria where data/media is shared

What kind of media can be archived in EMu?

Files with:

1. Documented Permission:
2. Standard Filenames:
3. Standard Formats:
4. an Event record:
5. Sufficient quality:

No!

- No Agreement/Release
- “12# Réd (copy).jpg”
- CR2 / raw image file, TIFF, XLS
- No Event record
- Out-of-scope or -focus

Yes!

- + Has Agreement/Release
- + “123_Flower.jpg”
- + JPG, DNG, CSV
- + Has Event record
- + In-focus and in-scope

Review files before adding to EMu:

- When needed, does the museum have documented permission to keep?
- Are their filenames and formats standardized?
- Is their corresponding project/context documented — as an Event in EMu?
- Do they meet your area's criteria for what's appropriate to keep?

Who can access or edit Multimedia in EMu?

Security tab (ALL modules):

- **Department:** Add departments here to let them edit a record.

- **Record-level Security:** Limit department-access here when required
 - (e.g., **Sensitive or Embargoed media or data**)

Questions and Resources

EMu & Media Storage-Access/Training questions

- **How/When/Why should I deal with Serenity/Filer01?**

Help your future selves and the museum budget for the space

<https://github.com/fieldmuseum/EMu-Documentation/discussions/346>

- **How many people have an EMu login?**

A few hundred.

(~[800 active and inactive](#))

- **How can people get trained?**

Once you know what you need (even just "to be able to search media"), request a login by emailing He1pDesk and CC-ing the power user for the data you need to access.

<https://github.com/fieldmuseum/EMu-Documentation/discussions/467>

What about photos we can't archive in EMu?

Managing orphan-media costs more than managing properly documented media.

- **Identifying:** Are they just temporary/intermediate working files?

1. Yes — Delete/Clean up when done.
2. No...

- **Preventing:** Avoid creating non-archivable media in the first place when possible.

1. Plan — Only collect the media and data you need for your projects.
2. Document creators, owners, and permission to use & archive.

- **Coping:** For media that already exists and doesn't meet 'keep' criteria:

1. Remove it from museum storage
2. If it seems too valuable to delete, there are archiving workflows, but they are more complicated.

What about photos we can't archive in EMu?

Managing orphan-media costs more people, resources, time, money than managing properly documented media.

- Consider what you lose by trying to maintain these:
 - Projects have budgets; people don't have infinite time/stress levels.
 - Time might be otherwise spent more efficiently on useable assets

- If it seems too valuable to delete, there are very restricted EMu workflows to document the fact that required info and/or permission is missing
 - **BUT:** media documented this way often cannot follow data norms and therefore often cannot be used easily/fairly.
 - Before employing these, be sure that the media/data is essential/critical to keep and that you have the resources to set up the full proper restrictions

Other Situations

- [How to catalog Release Forms for images of non-FMNH people](#)

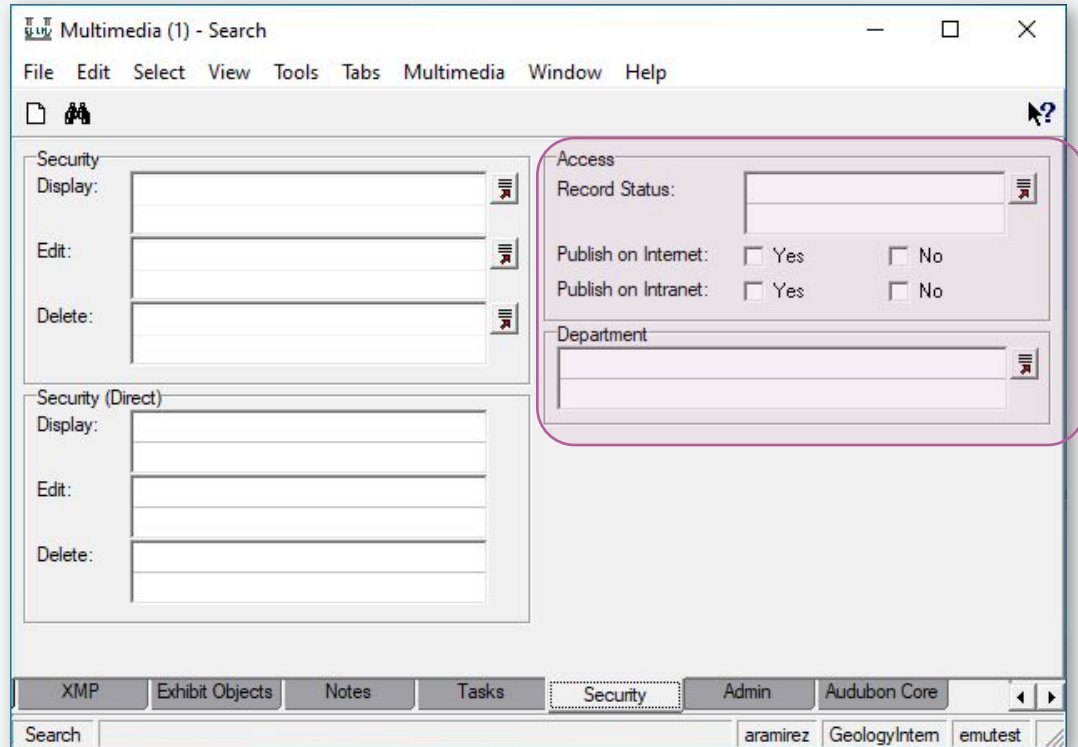
- Embargoes:
 - make sure to document project details and timelines in Event.
 - lock down Multimedia records in EMu until required date.
 - [How to document Embargoed Media in EMu](#)

Where does “published” data/media go from EMu?

EMu Security tab

Every EMu record in every module has a Security tab.

- Security fields:
 - Access and ability to edit can be restricted to user groups.
- Two fields most frequently used:
 - Publish on Internet
 - Publish on Intranet



Where does “published” data+media go from EMu?

- Publish on **Intranet = Yes** means:
 - Available the following day in NetX (dams.fieldmuseum.tech)
- Publish on **Internet = Yes** means:
 - The data and media are normally online by the following week: (or with the next publication)

- **Public media files** are hosted on “fm-digital-assets”
 - e.g. [here is V0421543F.jpg from MM irm 1567893](#)
- **Public data** is hosted on these FMNH sites:
 - dams.fieldmuseum.tech/portals/museum-media
 - MM.fieldmuseum.org
 - PJ.fieldmuseum.org
 - *Collections Sites* – e.g.:
 - collections-zoology.fieldmuseum.org
 - *IPT* - fmipt.fieldmuseum.org
 - & elsewhere if other public projects use it – e.g.:
 - philippines.fieldmuseum.org



RAPID REFERENCE



LIVE PLANT PHOTOS



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What if public data/media needs to be **un-published**?

For **non-urgent** issues:

- In EMu, change a record to
- **Publish on Internet** = “No”
+ Publish on Intranet = “No” (if needed)
- It will be OFFline the following week
(i.e., by the next web-copy)

For **URGENT** issues:

- Email/Call helpdesk if a record on
the web needs to be taken
OFFLINE immediately.



RAPID REFERENCE



LIVE PLANT PHOTOS



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Resources:

- FMNH Legal Docs:

- Media Creation Agreement (+ FAQ)
<https://docs.google.com/document/d/1BAOWb7k3-k0RNinXcFBbEMypLzxvehn8Y1ninQ2uJTw>
- FMNH Collections Data Norms
fieldmuseum.org/use-collections-data-and-images
- Legal Dept - Release Forms
intranet.fieldmuseum.org/legaldepartment/node/7278

- EMu Help Docs:

- How-to for **Multimedia** module:
github.com/fieldmuseum/EMu-Documentation/wiki/emultimedia-workflows
- How-to for **Rights** module:
github.com/fieldmuseum/EMu-Documentation/wiki/erights-workflows

NOTE: These resources are updated periodically. We recommend AGAINST printing documents. Instead, **refer directly back to the links for the most current instructions.**



Thank you!

Sharon Grant

sgrant@fieldmuseum.org

<https://www.fieldmuseum.org/>

Janeen Jones

jjones@fieldmuseum.org

<https://www.fieldmuseum.org/>

Kate Webbink

kwebbink@fieldmuseum.org

<https://www.fieldmuseum.org/>

Abigail McArthur-Self

amcarthur-self@fieldmuseum.org

<https://www.fieldmuseum.org/>

Alexis Ramirez

aramirez@fieldmuseum.org

<https://www.fieldmuseum.org/>

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Questions

Serenity

Serenity and Filer01

When/why should files go on Serenity, not Filer01? ... and How?

- Media produced for museum projects needs to be archived in EMu.
 - Many projects produce media faster than it can be archived and need “scratchspace,” or workspace.
 - Serenity is that workspace.
 - When files move from Serenity to EMu, they are stored in Filer01-type storage, and in the context of related project or catalogue data.

- Serenity:
 - **Lower-cost** than Filer01
 - To **properly document media** in its licensing and project context, it needs to be **in EMu**.
 - This also preps it for web publishing, if/when needed.

Serenity and Filer01

When/why should files go on Serenity, not Filer01? ... and How?

- Filer01 storage is more expensive and more frequently backed up than Serenity.
 - Both are **more robust** than consumer-grade storage.
 - Projects that generate media should budget for storage on these IT-supported museum systems.

- Once an Event record is set up for a museum project, project organizers can put together a request for working space on Serenity:
- github.com/fieldmuseum/EMu-Documentation/discussions/346
 - Email helpdesk:
 1. **How big** is the total set of files?
 2. **What kinds** of files are they?
 3. What is the EMu **Event IRN**?

Document media itself to gauge how much there is/will be:

- This helps the museum budget for growing storage-needs over time in terms of both:
 - IT storage budget (longer-term)
 - Your project grant-proposals (shorter-term)