

PERSONAL COLLECTIONS

Personal Collections allow Instructor-Level Users to integrate their own personal images with those in the ARTstor Digital Library. Instructors may create their own Personal Collection in ARTstor by uploading images from a local drive, disk, or CD onto ARTstor's image servers. In this way, Instructors can use their own images alongside ARTstor images - viewing, searching, and saving them into groups together. Users may also upload .mp3 audio files to their Personal Collection.

When you upgrade your ARTstor account with Instructor Privileges, you can begin assembling your Personal Collection. To begin, click on the "Personal Collection File Upload" option under the "Tools" menu. This will launch another window with which you can upload your personal image or audio files. Depending on your institution, the tools in this window may be immediately active, or temporarily disabled until they are enabled by your local ARTstor contact. If the tools are disabled, you will see the following message in the window: "To enable your Personal Collection, please contact your local ARTstor administrator: [contact information here]." In this case, you will need to contact your institution's ARTstor administrator to get access to the Personal Collections tools. Once you are enabled for access, you will be able to take advantage of the full functionality of this Instructor-Level feature.

Uploading image and audio files

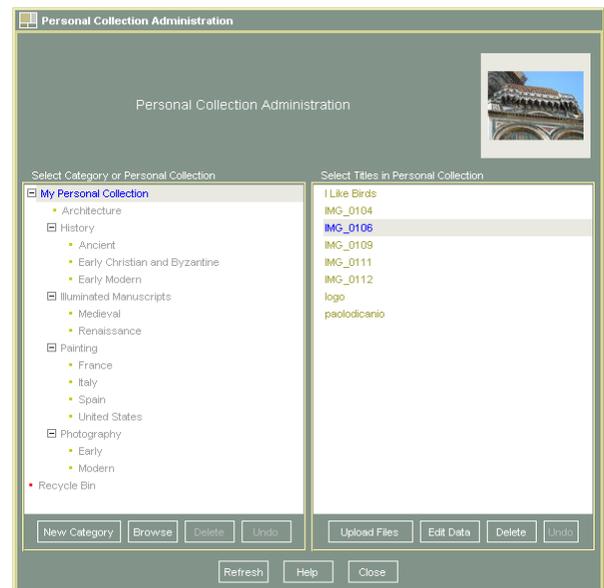
Go to the "Tools" toolbar menu and select the "Personal Collection File Upload" option. A new window will appear that provides the mechanism for uploading files to your Personal Collection. The following formats are supported: JPG/JPEG, GIF, TIFF, BMP, and PNG, as well as MP3. Currently, each user is allotted 1 GB of storage space.

While in the "Personal Collection File Upload" window, click on the "Browse" button to the right of the field titled "File 1". This will launch your computer's directory, allowing you to browse to the location where your local image and audio files can be found. This includes your local hard drive, institutional network drives, and any portable media (e.g. disks, CDs, flash drives, etc.). Select the file you wish to upload and then click on the "Open" button. By uploading a file to your Personal Collection, ARTstor makes a copy to store on our servers, while your file will remain in its original location.

Once you have returned to the "Personal Collection File Upload" window, you will see that the name of your file has populated the "File 1" field. Repeat these steps, as necessary, for "File 2" through "File 5." Once you have selected all your image or audio files, click the "Upload" button at the bottom of the window. When the upload is complete, a confirmation message will appear directly above this same button. You may continue to add files to your Personal Collection, five at a time.

Managing the collection

Once you have successfully uploaded your personal files you can begin managing your Personal Collection. Go to the "Tools" toolbar menu and then select the "Personal Collection Administration" option. Doing so will launch the "Personal Collection Administration" window (shown below), which will provide you with the tools necessary to manage and organize your personal image and audio files. Clicking on a list item (whether a collection or a category) in the left panel will display the titles of the associated files in the right-hand panel.



Categorizing uploaded files

You can create a basic two-level taxonomy to organize your images into categories and sub-categories. When

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you create additional categories (and sub-categories) to organize your collection, they will appear in the left panel below "My Personal Collection." Clicking on the title of the category (or sub-category) in the left panel will also display the corresponding image titles in the right-hand panel. When creating categories and sub-categories, you may create topics representing individual artists, time periods, etc., depending on the nature of the items in your Personal Collection.

To create a new browsing category, click on the "My Personal Collection" list item in the left panel and then, click on the "New Category" button at the bottom of the same panel. A new category will appear below "My Personal Collection" labeled as "New Category." Rename the category by double-clicking on the title and keying in the new name. To create a sub-category (a smaller category under an existing category), click on the title of the parent category and then click on the "New Category" button.

Copying and moving files

You can move files from your general category and classify them into the browsing categories (and sub-categories) that you have created. You may also copy or move items between categories (and sub-categories). All of these functions are accomplished by simply dragging and dropping titles from the right panel and onto the desired list item - whether a collection, category, or sub-category - in the left-hand panel. Make sure that target item is outlined in black before releasing your mouse when dragging and dropping titles.

Editing file data

While in the Administration window, click on the list item, whether a collection or category, that contains the file whose data you wish to view. Then, click on the desired title and click on the "Edit data" button at the bottom of the right panel.

In the "Edit Data" window, you may enter and edit the information attached to your item, according to the standard VRA Core 3.0 mapping elements provided. Double-click into any field to begin keying in the information. Repeat this process for all of the applicable fields. You may display additional fields for data entry by clicking on the "All Fields" button in the bottom left corner of the window. When you are finished, click on the "Save" button at the bottom of the window to preserve your changes.

Setting access levels

Once you have uploaded items into your Personal Collection, you may wish to share them with other users at your institution. You may also prefer to keep certain images private and only viewable to you. In the Administration window, you may mark the images as "Institutional Access" or "Limited Access," depending on which ones you decide to share.

By default, files that you upload to your Personal Collection are set to "Limited Access," which means that they are viewable only to you when you log on to your ARTstor account. They may be accessed by another user at your institution only if you choose to save these items to an Image Group in a Shared Folder. "Limited Access" items cannot be saved into Image Groups by any other user.

By contrast, when you mark a file for "Institutional Access," you are enabling it to function just like any other image in a public ARTstor collection. Users at your institution may search, browse, and view the "Institutional Access" files from your Personal Collection alongside other ARTstor images. These other users may discover your personal items through keyword searches, save them into their Image Groups, or print and download copies for their own use.

To set the access level for a file, select it in the Administration window. In order to select multiple items, use the "Ctrl" key or the "Shift" key while clicking on titles. Continue to hold down the "Ctrl"/"Shift" key and then right-click with your mouse. In the shortcut menu that appears, select the option to "Set image to Institutional Access" or "Set image to Limited Access." If you chose to "Set image to Institutional Access," a green dot will appear next to the titles in the right-hand panel. You can also set the access for an entire category or collection.

Using your Personal Collection images

Every time you log onto your ARTstor account, you will see an additional collection, called "My Personal Collection," on the Welcome Page. Clicking on it will launch a Collection Page with your list of categories to browse. You can save your personal items into Image Groups that you have created, whether for personal use or to be shared with others at your institution.