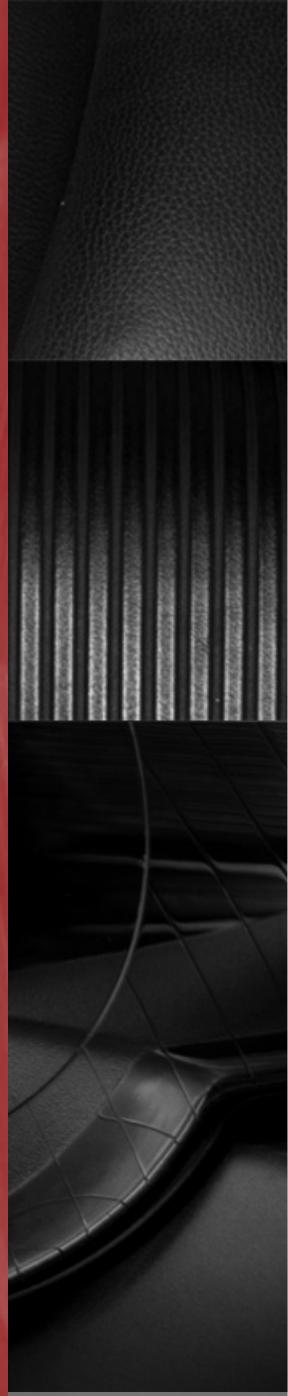


Organizing Institutional Information with Digital Asset Management System Software

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.