



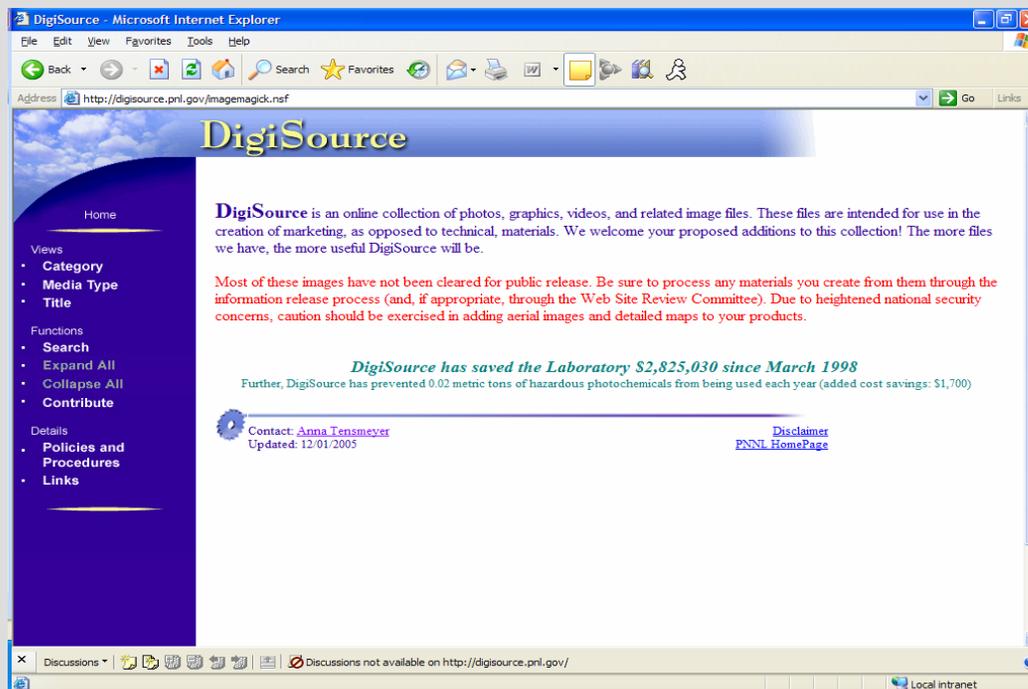
DigiSource

Managing an online image library

Presented by:
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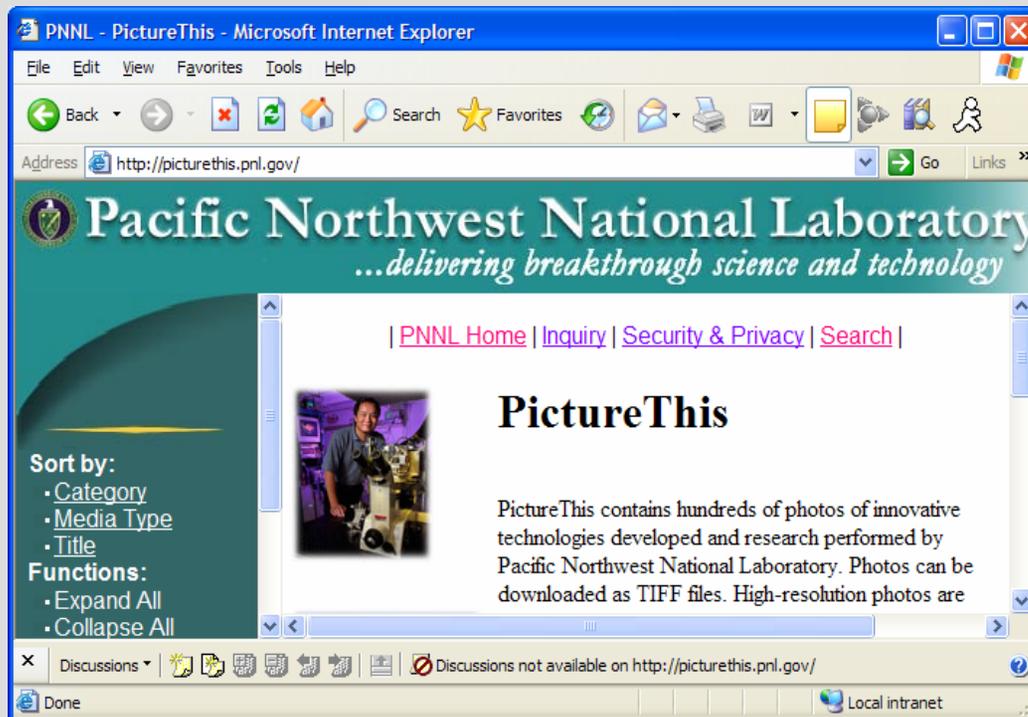
DigiSource

- ▶ Internal (<http://digisource.pnl.gov/imagemagick.nsf?opendatabase>)
- ▶ An online collection of photos, graphics, videos, and related image files.



PictureThis

- ▶ External image library (<http://picturethis.pnl.gov/>)
- ▶ Provides a subset of the images on DigiSource outside of the PNNL firewall.



DigiSource

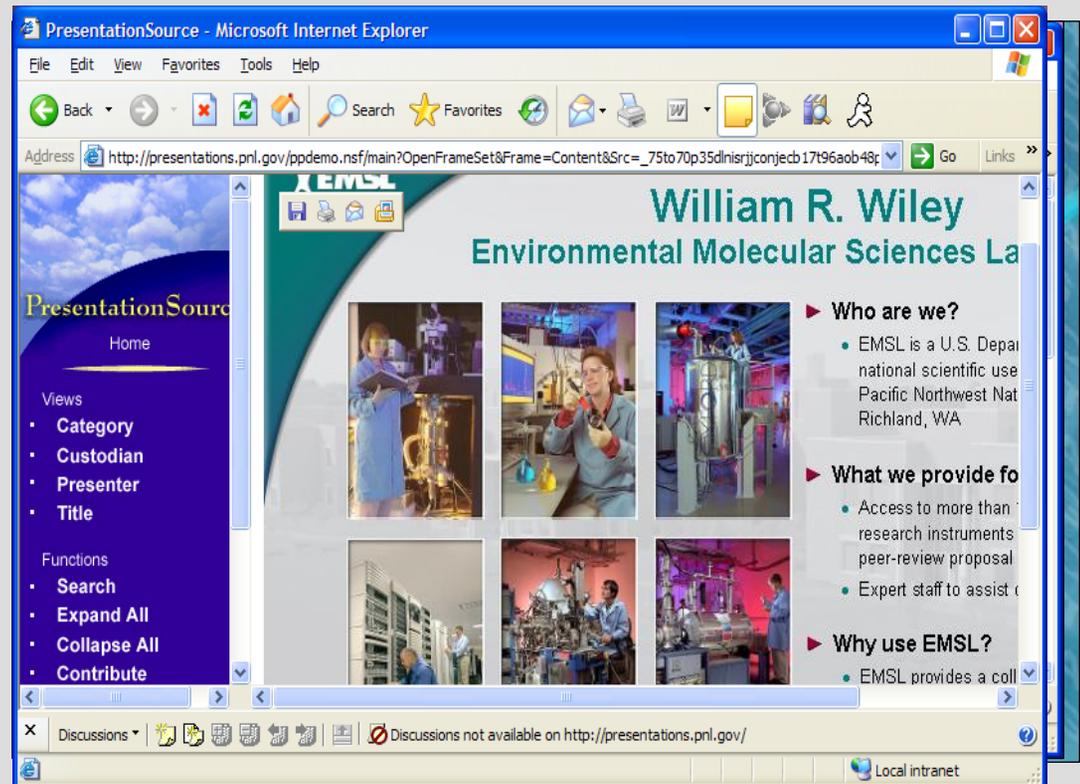
- ▶ Provides staff at multiple locations with desktop access to
 - science and technology photographs
 - staff portraits
 - graphics
 - logos
 - video clips



DigiSource

► Images are commonly used in

- website design
- presentations
- displays
- fliers



History

- ▶ PNNL had a need for an online image repository
- ▶ Built on a Lotus Notes Domino running on Microsoft Windows 2000 Server Platform in March of '98
- ▶ Began with 100 photos

DigiSource Process

- ▶ Staff contribute images
 - average of 100 images are contributed each month

The screenshot shows a web browser window titled "DigiSource - Microsoft Internet Explorer". The address bar contains the URL: <http://digisource.pnl.gov/imagemagick.nsf/8bda945c79b2f34188256514005ab308/7433d59f8f1e783588256966007dc0f0?OpenDocument>. The page displays a form for submitting images or videos. The form includes a sidebar with navigation links and a main content area with various input fields and a submit button.

Fields marked with * are required

Name:

E-Mail Address:

Category: *

Media Type: *

Title: *

Publishing:

Publish to [PictureThis](#), the Lab's publically available photo library

Do not publish to PictureThis

Graphics or Photography Reference Number:

Key Words:

Date of Image/Video:

Names of People in Photo or Video:

Point of Contact: *

Caption: *

Background Text:

Attach your Image/Video:

Discussions not available on <http://digisource.pnl.gov/>

Local intranet

Complete Metadata

▶ Metadata includes:

- title
- caption
- category
- media type
- photographer or graphic designer
- key words
- creation date
- names of the people in the photo
- point of contact

What is a suitable image?

- ▶ Relevancy of content
 - Images must be suitable for inclusion in marketing materials

- ▶ Appropriate format
 - BMP, JPEG, PICT, or TIFF images
 - File size should be a minimum of 1 to 2 MB
 - Videos cannot exceed 2 minutes in length

What is a suitable image?

► Quality

- Image must have high resolution
- Optimum submission = tiff image that is at least 5 x 7" in printable size and 300 dpi

► Safety



DigiSource Process

- ▶ Acquisition manager reviews media for quality, composition, and complete metadata.

<http://digisource.pnl.gov/imagemagick.nsf/webpages/Status+frameset+v2?opendocument>

- ▶ Manager approves the images out to the system.

Benefits

- ▶ Leveraging of marketing materials
 - Approximately 700 images are viewed or downloaded each month!
- ▶ Cost avoidance
 - \$2,825,030 in cost avoidance since March of 1998
 - Prevents 0.02 metric tons of hazardous photochemicals from being used each year = \$1700 per year
- ▶ Convenience
 - Available day and night from desktop

Challenges

- ▶ Budget
- ▶ Only receives materials contributed by staff
 - Incomplete data
 - Limited inputs
- ▶ Need for close monitoring
 - Keeping metadata up-to-date
 - Removing photographs of individuals who leave the Lab
 - Misinformation

Closing Message

- ▶ DigiSource is a beneficial, useful system for the Lab.
- ▶ Helps increase productivity for all of our staff.
- ▶ More organized and beneficial than shared public files.
- ▶ Widely accepted by the entire Laboratory.

Contact Information

▶ Contact Information:

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▶ Questions?