Feeling Around in the Dark
Establishing the Role of the Library in a
Campus Wide Digitization Project

Project Description

In 2003 the Lamar Soutter Library at the University of Massachusetts Medical School was asked to work with Information Service and Medical School faculty to create and maintain a database of web-accessible images. Academic Computing had already purchased Cantos’Cumulus software for this purpose.

The goals of the project included:
• Enhance faculty teaching by allowing faculty across disciplines to share content in the creation of course materials
• Promote and facilitate access to unique and valuable assets
• Foster communication and collaboration between faculty, staff, and the library

The Library was charged with leading the project, as well as: soliciting images from faculty for deposit into the database; designing standards for digitizing, housing and storing images; assisting faculty in digitizing images when feasible; providing guidance on copyright laws; promoting access and use of the database; cataloging the images; and training users on how to incorporate the images into their teaching files.

To date a database with over 100 images has been created. A training program and manual have been developed and eight faculty members trained.

10 Tips for Digital Project Management

1. Seek out opportunities to showcase your skills
2. Start with faculty who are the most receptive to change
3. You may be required to Act before you Think
4. Include representation from a broad range of departments
5. Know all the goals of all team members
6. Working together leads to buy-in
7. Know your Limit – Stay within It
8. Work within your institution’s culture to find creative solutions
9. Acknowledge your accomplishments
10. Jump in head first
## Database Record Structure

<table>
<thead>
<tr>
<th>Field</th>
<th>Instructions</th>
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| **Title**              | By default the system assigns the asset’s filename as the Title. Delete the filename and instead enter a short, descriptive name for the asset. Use upper and lower case letters, with first word and proper words capitalized. This is a **required field**.  
Example: Metastatic lung carcinoma                                                                 |
| **Contributor**        | Author or creator of asset. Select name from drop-down list. This is a **required field**.                                                    |
| **Thumbnail**          | Created automatically by the system when asset is added.                                                                                   |
| **Categories**         | The system automatically added the category New Images. Your department category also displays here (see “Assigning Assets to a Department” instructions above). Library staff will review your record and assign MeSH subject categories. These category assignments allow MediaBase users to browse for assets by department and broad subject area. |
| **Description**        | Enter a detailed free-text description of the asset. Include as many details as possible about the subject or topic of the asset. This is a **required field**.  
Example: EBM stain demonstrates acidophilia and basophilia nucleus, RER and large golgi plasma cell. 1000x magnification. |
| **Keywords**           | Assign keywords or phrases you believe capture the subject of the asset, separated by commas. This is a **required field**.  
Example: pancreas, acinar cell, acidophilia, basophilia                                                                                     |
| **Copyright**          | Select one option from the drop-down list:  
• For UMMS educational use only – contact contributor for other uses  
• No restrictions  
This is a **required field**.                                                                                                          |
| **Image Type**         | Angiogram, CT, Diagram/Drawing, Electron Micrograph,  Graph/Table, Light Micrograph, MRI, Nuclear, PET, Photograph, Ultrasound, X-Ray       |
| **Orientation**        | Axial, Coronal, Horizontal, Longitudinal, Sagittal, Transverse                                                                          |
| **Clinical Status**    | Normal, Pathology                                                                                                                          |
| **Specimen Type**      | Cell, Organ, Organ System, Organelle, Tissue                                                                                               |
| **Specimen Source**    | Bovine, Mouse, Drosophila, Monkey, Human, Rabbit, Rat                                                                                       |
| **Life Cycle**         | • Embryo (for humans: 0-2 months of development)  
• Fetus (for humans: 3rd month until birth)  
• Pregnancy (specimen from pregnant female)  
• Lactation (specimen from lactating female)  
• Infant (for humans: 0-23 months)  
• Child/Juvenile (for humans: 2-18 years)  
• Adult (for humans: 19-64 years)  
• Aged (for humans: 65+ years)                                                                                                           |
| **Contributor Notes**  | Enter any important information not applicable to other fields, such as the course where the asset is used, the source of the image, etc.       |
| **Archival Image Location** | Enter the location of the master file, for example, filename and path, CD number, slide number, etc.                                               |

MeSH Subjects, Status and Library Review Date: Do not use. These fields are for Library Use Only.