

## Digital Asset Management 2013 Student Progress Reports

The Assignment is to present to the class:

1. The three asset groups you selected and why
2. File formats in use within the three groups
3. Three strengths you recognize about your environment that support DAM.
4. Three weaknesses you recognize about your environment

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### **Juliet Ombuki**

#### **Kenya Marine Fisheries Research Institute Library**

1. The Asset groups i chose are Photographs, Disatations and Journals. I selected them because they are the most common items used in the library for research based among others. Our management system is still unadvanced Digitization due to lack of expertise. The only system you can find implimented is Dspace which is still generating and not all the records are up todate.
2. The file formats used within the three groups are : PDF, Ward pard, XLX, Jpg.etc
3. Three strengths we recognize about our environment are: Internet continuity collaboration, mutual suport from staff, relevant availability of informotion resources and information explosion Doners ie ODINAFRICA, UNESCO ASFA etc
4. Three weaknesses we recognize about our environment : Solicitation of funds, Lack of expertise in Digital Asset management and lack of digital facilities

### **Yvonne Edwin**

#### **Department of Fisheries, Saint Lucia**

The three asset groups you selected and why

1. **Fish landing Data**
2. **Policy Documents**
3. **Photo Gallery**
4. Fisheries Legislation
5. PSA clip
6. Exhibition Material

7. Video Clips
8. Documentry Videos

#### File formats in use within the three groups

1. **Fish landing Data – dbf, xls, xlsx**
2. **Policy Documents – doc, docx, pdf**
3. **Photo Gallery – jpeg, gif, raw formats**

Three strengths you recognize about your environment that support DAM

1. Internal expertise to manage a DAM exist within my Department
2. The platform exist to establish a DAM
3. The Department is receptive of such a system and has identified it as a required need

Three weaknesses you recognize about your environment

1. The Department requires the need software to implement a DAM system
2. No policy in place to support a DAM
3. Very little security and controls levels exist. As it stands we have open access to files and other assets
4. Human Resource limitation – DAM requires a specialised coordinator and with limited resources this assignment may not be possible.
5. Funding gaps. DAM is not a priority.

#### **Silverio Ortiz**

#### **Lugar y Fecha de Nacimiento, Valcheta, Rio Negro**

The three asset groups you selected and why

**Digital Images:** Because they are original born digital assets. They are spread across de offices and departments. They are part of the institutional assets. There is a need of managing digital images to preserve and give access to them.

**IBMP Technical Reports:** Because it will be important to get more visibility of the local research production. To preserve, give access, to share.

**Journal Articles:** PDFs downloaded from web sites. Spread across de Labs and Departments. Journals are not every year purchased for the government institutions. There is a need of knowing **What** do we have, and **Where** it is across de different offices and departments.

#### **File formats in use within the three groups**

Digital Images: pnd, jpg, tiff, bmp, sis, cdr, bak, KML, KMZ, dbf, shp, gif, pnp, bmp, ascii, kmz, kml, csv, svgi, ppt

IBMP Technical Reports: txt, PDF, Doc

Journal Articles: PDF, html

**Three strengths you recognize about your environment that support DAM.**

Permanent IT Staff

Organization Culture agreeing to DAM implementation,

People is used to work in networks

**Three weaknesses you recognize about your environment**

Few Library Staff

Hardware Requirements

There is not DAM Software

**María Ginori**  
**Acuario Nacional**

3 GROUPS ARE

- VIDEOS
- PHOTOS
- DATASETS

I selected those groups because of the they don't have institutional recognition, they are not at the library, they are not on the internet, they are not circulating, they are out of services.

STRENGNESSES

- Others sources like articles, conference papers, books are already in dam system OceaDocs.
- Personal training in the use of OceanDocs.
- Dspace Technology has been developing by the IT group with new version coming soon.

## WEAKNESSES

I don't know how to obtain quickly the metadata (software) for videos, photos and datasets.

Implementation of the collection policy for videos, photos and datasets.

Good Internet collection to upload the videos.

**Mme Dométo Kokoè KOUEVI AKUE**  
**Centre de Gestion Intégrée du Littoral et de**  
**l'Environnement Marin et Côtier de l'Université de Lomé**  
**Centre National de Données Océanographiques - Togo**

### Selected asset groups

Databases : there is need to classify data to facilitate its search and make them available to users ;

Books : information or data must be in group or in a file and well identify ;

Pamphlets : to make advert to the products or services available in the institution.

For the formats, it depends of the database to digitilise pdf, excel, jpg, etc.

Strengths : knowledge of the software used

Weaknesses : knowledge of the software used, it depends of the person who is manage the file.

**Susana Macanawai**  
**Fiji, Pacific Islands**

**Institutional Records:** A new initiative and project at the University of the South Pacific (USP) administered by the Central and Archives Unit (CRAU). As the established archive for USP, they have an allocated office, around 6 staff (including the Manager), a records management policy already in place, have adopted HP TRIM as the preferred software to manage university-wide records and are in pdfa format.

**Journal Articles:** As a separate and special project by the University's Research Office, journal articles (pubs.) by university staff are already available online (ongoing project) using E-Prints software. Pdf copies are submitted by authors for inclusion in the e-repository. They are financially supported by the university as part of its strategic plan.

**Thesis:** This project was to enable users to access digitized copies of University and Pacific related thesis. It is an ongoing project, fully funded by the University library and all pdf files are made available online using Greenstone software.

File formats in use within the three groups (all in pdfa format)

Three strengths you recognize about your environment that support DAM

ICT services expertise and infrastructure (includes information and communication services, data services, projection services and support services) are available and sufficient. Includes available central host servers, internet/intranet services etc.

Equipment needed is available

Software (mainly open source) - some staff with some knowledge and experience on the use of software mentioned here

Three weaknesses you recognize about your environment

Lack of specific expertise – leadership in implementation of DAM projects (lack of qualified personnel although certain positions are advertised internationally)

Some projects, lack ongoing funding to support activities (or in some cases the recruitment of relevant experts)

Lack of DAM experience available locally (no available trainings available or courses on DAM field) and the challenges of using open source software (lack of user support group to resolve ongoing technical issues)

**Evah Nkonoki**  
**University of Dar es Salaam, Tanzania**

The three items given priority are: Dissertations, journal articles, institutional research output.

All the above in pdf file format

The reason why the above is because they relate to the institution mission which is to provide scholarly information resources to its current and future academic community to support the core functions of the University which are: teaching, research and service provision to the user community.

**WEAKNESSES**

institutional financial support and equipment

unwillingness of researchers to provide their research output  
inexperienced staff for this new concept DAM and cataloguers for the process of  
metadata tag ....

## RECOMMENDATIONS

Project proposals write up and institutional budget set aside for DAM  
educate researcher the importance and usefulness of DAM  
outsource for the start for IT DAM expertise in order to gain hands on experience,  
training

### **Jarisoa Tsarahevitra**

#### **NODC (IH.SM, TOLIARA UNIVERSITY) MADAGASCAR**

1. Three asset groups that we have selected are:-
  - Dissertation
  - Books
  - Pamphlets

Why: Because local users need these resources every year (students from academic  
formation)

2. File format:
  - Text book and text file
3. Three strengths about our environment that support DAM
  - Organization to information sharing
  - Participate to local human health in terms of information sharing
  - Protect research result of students
4. Three weaknesses
  - Lack of permanent personnel resource
  - Insufficiency of government financial support
  - Insufficiency of knowledge about disaster management and elaboration of  
business plan

### **Emmanuel H. MIDINOUEWA**

#### **Centre des Recherches Halieutiques et Océanologiques du Bénin/ National Oceanographics Data Center (CRHOB/NODC)**

**Images** : jpeg, tif formats used by scholars (teachers, students)

**Climatic parameters databases** : txt formats used by scholars (teachers, students)

**Activities report and dissertations** : pdf and word format used by politics and populations

#### **Weaknesses:**

- need a lot of time to make it
- need many persons and

- need a fast internet connection to access it

**Strengths:**

- used by everybody in the organization
- secure by the surge power and antivirus