

Considerations for Affiliate Repository Migration into ULib DAM

Repository Details

1. Repository name (answer 1-8 for each repository)
2. Total number of assets in the repository
3. File types
4. Average file size
5. Largest file size
6. Type of repository: server, shared drive, 3rd party application, etc.
7. Move all versions? Latest version? or last 3/5/10 versions?
 - a. Do we need to archive any versions if not migrated? for historical purposes or audits
8. Any relationships we need to maintain or be aware of?
 - a. Parent/child, Legal, Curation document, etc.
 - b. Linked to another system e.g. website, Learning Management, Collections Management, portal, intranet, etc.

Data

1. If metadata exists, how many and what types of fields?
2. If data is structured within file name, would we need to parse this data when pulling into fields in DAM? If so please explain and provide examples
3. What is the state of metadata and does it need to be sanitized/curated further? If so, please explain. We assume this would be handled by Affiliate.

Duplication control

1. Do we delete any identified duplicates or embargo them in a location until later?
2. If duplicates are stored for a later date, do we keep them in the current repository or move them into a different one? e.g. cold storage
3. Who will review these files?

Rights

1. Does Affiliate own all rights/use of the assets and metadata? If not, please explain. ex. Stock photography, Agency, contract photographer/videographer, donated, etc.
2. If Rights management does exist, please describe how this is managed today

Affiliate Staff Resources

1. Who would lead the migration from Affiliate and interface with ULib DAM Project Team?
2. Are there content experts within Affiliate to provide input, metadata, or review?

3. Who from Affiliate's IT will be a point of contact for access to repositories?