

Helpful Checklists

Refer to these checklists for guidance on the steps for uploading and adding metadata into UCAL.

Upload Workflows

Contributors' Checklist

- Upload assets to your Workspace.
- Add metadata to assets.
- If assets are meant to be visible in a Portal, change their Status to Approved.
- Move assets from your Workspace to the Main Library, into the folder synced to your Portal/UCAL.

Photographers' Checklist

- Using the Upload Link obtained from your UChicago UCAL contact, upload assets.
- Add metadata to assets. Your UChicago UCAL contact will then be automatically notified by email of your upload and can review the assets.

Metadata

Before changing the status of assets to Approved, follow this checklist to ensure that the metadata conforms to minimum standards:

- Tag(s)*
- Description*
- Creator*

Additional fields can and should be filled in where possible.

* Can be automatically mapped from photograph's EXIF data upon upload. A good Description supplies contextual information like event name and date, location, names of any known individuals, etc.

Need more information?

Email Claire Marshall, Digital Asset Manager at marshallc1@uchicago.edu