
Manual

TU Delft
Image Archive

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1. Introduction

TU Delft Images Archive is one of the repositories managed by TU Delft Library. It is used to store image, audio and video materials relating to the teaching and research at TU Delft or to TU Delft as an organisation. It also includes a number of TU Delft's special collections. If you are a member of staff or a student, you can add materials directly to the repository.

2. Searching

Searching in TU Delft Images Archive is similar to using Google. You may enter one or more search terms in the search box.

2.1 Examples of search terms

- Search for photographs of students
studenten
- Search for descriptions which include variations on the term student, including students, students, student accommodation, student doctor, etc.
student*
- Search for photographs of students in the IDE faculty
studenten "industrial design engineering"
- Search for photographs of students, excluding international students
studenten -"internationale studenten"

2.2 Searching in specific fields

It is possible to limit your searches to specific fields. To do this, you should use the internal code for the field and not the name used for the fields on screen. Below is a list of the most frequently used codes:

Field names	Codes
Title:	title
Keywords:	subject
Faculty:	faculty
Date:	year
Town:	settlement
Photographer:	photographer

Examples:

- Search for photographs labelled with the keyword studenten
subject:studenten
- Search for photographs that have been labelled with the keyword student, but do not have this term in their title
subject:studenten -title:studenten

3. Uploading

3.1 Introduction

All students and staff at TU Delft can upload files themselves into TU Delft Images Archive. An upload form is used for this. It is not necessary to log in, although the form will ask for an e-mail address. The files will then join the queue managed by TU Delft Library. The upload forms are available on the TU Delft Images Archive homepage.

3.2 Images

3.2.1 Title

Enter a short and succinct title in this field.

3.2.2 Creator

Here you should enter the name of the creator of the object featured on the photograph. Examples:

- Berlage, H.P. (architect)
- Rodin, A. (beeldhouwer/sculptor)
- Drebbel, C.J. (uitvinder/inventor)

3.2.3 Photographer

Enter the photographer's name here. Examples:

- Leeuwe, J. de
- Rentmeester, S.

3.2.4 Town

Enter the town or city in which the photograph was taken.

3.2.5 Faculty

Select the faculty from the list provided.

3.2.6 Description

Provide a description of the image.

3.2.7 Keyword

Describe the image in one or more keywords. Try to avoid the use of composite keywords; in this case it is preferable to use two or more keywords. Avoid using capital letters. Examples:

- nuna
- nuna5
- world solar challenge
- australie
- solar cells
- solar cars
- zonnecellen
- zonnewagens

You can also enter the name of the part of the University in this field. You should always use the same (Dutch-language) name. Examples:

- bibliotheek (library)
- facilitair management en vastgoed (Facility Management and Property)
- marketing en communicatie (Marketing & Communication)
- onderwijs en studentenzaken (teaching and student affairs)
- personeel en organisatie (human resources)
- sport en cultuurcentrum (sports and culture centre)

3.2.8 Date

Enter the date that the image was created. If you do not know the exact date, you can enter the year only.

- 2010-12-31
- 2010

3.2.9 Submitter email

Enter the TU Delft e-mail address. This address will be used if there are questions about the description or the file. This field will not be included in the repository. Files that do not originate from the TU Delft e-mail addresses will not be included.

3.2.10 Rights

Choose from one of the following Creative Commons licences:

- Creative Commons BY
- Creative Commons BY-NC

If the rights field is left empty, it will automatically be completed with the following information.

- (c) Delft University of Technology

3.2.11 Comment

You can enter a message here for the person processing the upload in the repository. This field will not be included in the repository.

<proceed to section 3.5 -Uploading the file>

3.3 M&C photograph

These forms are intended for M&C staff at TU Delft.

3.4 Uploading the file

Make sure that you have completed all the fields. Then click "Continue to upload a file" and then "Upload". After uploading, click on "I accept". The description and the file will now be placed in the queue. The staff at TU Delft Library will check the information and send the file to the repository. The file will be available in the repository within one or two working days. You will not be sent confirmation of the definitive upload.

3.4.1 File names

Try to use file names that are as compact as possible. Do not attempt to include the whole title of the description in the file name, since there are other fields for this information. Please do not use any special symbols in the file names, such as spaces, ampersands (&), greater than (>) and less than symbols (<) etc.

Most cameras have a standard method for naming files. This can mean that the same file names occur several times. Try to prevent this by adding your own label to each series. In other words, do not use 1.tif, 2.tif, 3.tif, but rather DiesNatalis2010_1.tif, DiesNatalis2010_2.tif Audio and video files.

3.5 Audio- en videobestanden

3.5.1 Type (required field)

Enter one of the following types:

- lecture
- interview
- documentary
- dyslexia files

3.5.2 Audio or video? (required field)

Indicate whether it is an audio file (mp3), a video file (mp4) or a dyslexia file (kes). If you have other files that you would like to see included, please contact the TU Delft Library (library@tudelft.nl).

3.5.3 Title (required field)

Enter a short and succinct title in this field.

3.5.4 Lecturer (required field)

Enter the name of the lecturer or the person being interviewed. You may enter more than one name.

3.5.5 Faculty

Select the faculty from the list provided.

3.5.6 Description

Give a brief description of the recording.

3.5.7 Keyword

Describe the recording in one or more keywords. Try to avoid the use of composite keywords; in this case it is preferable to use two or more keywords. Avoid using capital letters. Examples:

- nuna
- nuna5
- world solar challenge
- australie
- solar cells
- solar cars
- zonnecellen
- zonnewagens

You can also enter the name of the part of the University in this field. You should always use the same (Dutch-language) name (English translations are provided in brackets below). Examples:

- bibliotheek (library)
- facilitair management en vastgoed (facility management and property)
- marketing en communicatie (marketing & communication)
- onderwijs en studentenzaken (teaching and student affairs)
- personeel en organisatie (human resources)
- sport en cultuurcentrum (sports and culture centre)

3.5.8 Date (required field)

Enter the date of recording. If you do not know the exact date, you can enter the year only. Please note: in Microsoft Explorer (MY Computer) the date of recording is often visible if you place your mouse above the name of the file (without clicking). Examples:

- 2010-12-31
- 2010

3.5.9 Duration

Indicate the length of the recording in hours, minutes and (if appropriate) seconds. Examples:

- 0:23:12
- 1:59:00

3.5.10 Language

Indicate the language in which the recording was made.

3.5.11 Submitter e-mail (required field)

Enter the TU Delft e-mail address. This address will be used if there are questions about the description or the file. This field will not be included in the repository. Files that do not originate from TU Delft e-mail addresses will not be included.

3.5.12 Rights

During uploading, the rights field will be completed automatically with the following information.

- (c) Delft University of Technology

3.5.13 Comment

You can enter a message here for the person processing the upload in the repository. This field will not be included in the repository.

<proceed to section 3.5 -Uploading the file>

4. Requesting files

It is not always possible to download the original files from the repository directly. If you would like an original file (= in high resolution, without a watermark), please e-mail library@tudelft.nl. In your message, you should indicate the photograph that you would like to use; the best way is to include the complete link to the photograph in your e-mail. Example:

<http://repository.tudelft.nl/view/MMP/uuid%3A95d7360c-8b81-4570-b851-df35cb067941>