Personal Collections

What are ARTstor Personal Collections?

We recognize that it is essential to enable and facilitate the integration of ARTstor's content with other digital content available to ARTstor users. Personal Collection Tools have been developed to allow individuals to add local images into the online ARTstor environment. Once uploaded, those images can be added to public or private image groups and used like any other image in ARTstor.

Activating Personal Collections

By default, your users' Personal Collections are disabled and your users will not see links for Personal Collections tools in ARTstor. To activate Personal Collections, you will want to configure your service at the Administrative Level via these steps:

(1) Visit our SuperAdmin website at http://admin.artstor.org
(2) Log in with the access code and password that ARTstor Library Relations provided to you.
(3) Select the "Enable Personal Collections for Users" link from the left-hand navigation bar. You will see a list of all users at your institution who have Instructor Privileges, and are therefore eligible to create Personal Collections.

You now have the following configuration choices:

❖ You can enable Personal Collections for all of your current and future users with Instructor Privileges.

▪ To give every current user Personal Collection privileges, use the checkbox next to "Select All" to activate every user on the list. Check the box to "Automatically enable Personal Collections for any future users with Instructor Privileges" at the bottom of the page if you want all future users to automatically have Personal Collections enabled when they register for Instructor Privileges.

❖ You can enable Personal Collections for individual users with Instructor Privileges as needed.

▪ Select users one at a time by checking the checkbox next to their email addresses. Do not check the box to "Automatically enable Personal Collections for any future users with Instructor Privileges" at the bottom of the page. By not choosing this option, you will require each user to contact you in order to activate Personal Collections for themselves. That may provide a desirable opportunity to discuss copyright or set other relevant standards for uploading.
▪ If you would like your deactivated users to see the links to Personal Collections tools, clear the checkbox next to "Don't show Personal Collection links to instructors if their Personal Collections are not enabled in the list above." A deactivated user will be able to select the link to upload images to his or her Personal Collection but instead of being able to upload images, he or she will see this message: "To enable your Personal Collection, please contact your local ARTstor administrator: [contact information]". The contact name will be the same as currently listed to request Instructor Privileges. Please let us know if you would like to change the contact name.

❖ You can leave Personal Collections disabled for all individual users.

▪ If you do not intend to invite any of your users to participate in Personal Collections, select the checkbox next to "Don't show Personal Collection links to instructors if their Personal Collections are not enabled in the list above." This will effectively "opt out" of the service and your users won't be troubled or confused by grayed-out links to Personal Collections.

Access Levels

There are two levels of security for Personal Collection images: limited access and institutional access. Each image is assigned a security level of limited access by default. Access levels can be altered on an image-by-image basis. Here are the definitions for both levels of security.

Limited Access

- Only a search by the creator will retrieve the image
- Only the creator can save the image into an Image Group
- Only the creator can download a copy of the image
- Only the creator can print a copy of the image
- Only the creator can save the image into an OIV presentation
- All other users can view the image when saved in an Image Group to which they have access

Institutional Access

- A search by any institutional user will retrieve the image
- All institutional users can save the image into an Image Group
- All institutional users can download a copy of the image
- All institutional users can print a copy of the image
- All institutional users can save the image into an OIV presentation

Personal Collections Policies

The challenges involved in rolling out this service have not been about the technology but rather about the intersection between an outside entity (ARTstor), you, and your users. Personal Collections are akin to creating reserves (where you are accustomed to managing the process of individual users creating or modifying content that they share with others on campus) but the policies are made more complex by our role as the locus where this sharing takes place.

We have attempted to set our policy in a way that protects the usefulness of this tool while setting some meaningful guidelines for the service. However, our initial policy is provisional and subject to change as we learn more about how this tool will be used.

If you decide to utilize Personal Collections during your ARTstor trial, we will preserve the images that you or your colleagues upload into ARTstor. If you decide to become a participant your users will be able to use the images they uploaded into Personal Collections during the trial period.

We believe that in the near term, this capacity should be limited to those individuals to whom you have assigned Instructor Privileges. This will enable all of us to learn together how the service works within a more controlled environment. Students who are making presentations will, of course, still be able to add images to the Offline Image Viewer, but would not have the personal collections tools at this point. Limiting access for the time being is particularly valuable as we better understand, together, the intellectual property issues associated with ARTstor's serving as a remote host for content added by individuals at a participating institution.

We have decided to allot server space by individuals. While it seems more intuitive to provide a cap on the number of images (that can then be managed by the institution), the far more relevant measure is the total memory utilized. Hence, for the academic year 2005-2006, we are proposing that individuals receive 1000MB of Personal Collection space each. (1000MB could potentially store up to 4000 image files – depending on the image resolution.) This approach will allow us to test provisionally the costs and benefits of providing such a service. If, in the future, we find that individuals are in need of additional space, we will explore alternative solutions.

Since we are still learning about the long-term consequences of storing and serving this content back to institutions, we propose that we will plan to work with users who intend to move to different participating institutions to migrate their personal collections to a different participating institution so that the work of uploading the collection would not be lost.

Finally, we will provide separate disclaimers to inform individuals of their responsibilities in selecting and posting content and will indicate that neither ARTstor, nor the institution with which the institution is affiliated, will be screening such content and therefore could not take responsibility for it.