

## PERSONAL COLLECTIONS

The ARTstor Personal Collections feature allows individual instructor-level users to integrate their own personal digital image and audio files with those in the ARTstor Digital Library. Users can organize their collection, catalogue individual files, and share files with other ARTstor users.

Personal Collections must be enabled at each institution by the local ARTstor administrator. If you are an administrator and do not know how to enable Personal Collections for your users, please contact [userservices@artstor.org](mailto:userservices@artstor.org).

### UPLOADING IMAGES

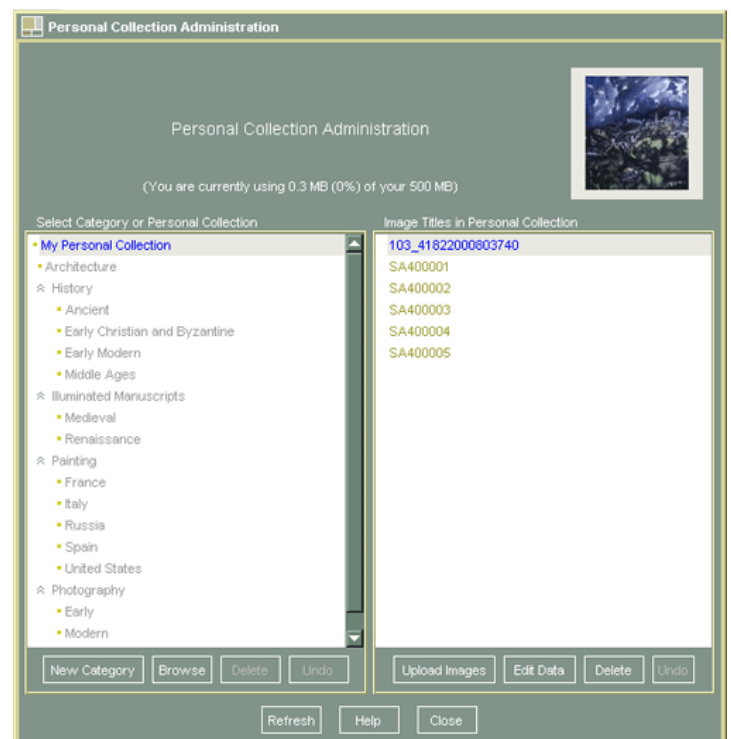
Instructors may create their own Personal Collection in ARTstor by uploading files from a local drive, disk, or CD onto ARTstor's servers. Each instructor-level user has up to 1GB of storage space. When a personal file is uploaded to Personal Collections, ARTstor makes a copy of the file to store on our servers. The original file will remain in place in the user's local/removable drive. Presently, the following file formats are supported for uploading into ARTstor's Personal Collection tool: JPG/JPEG, GIF, TIFF, BMP, PNG, and MP3. Users may upload up to five files at a time by choosing "Personal Collection File Upload" from the "Tools" toolbar menu. For step-by-step instructions on uploading files to your Personal Collection, see "Personal Collections" in the "Overview: Instructor-Level Functions" section of our online Help ([www.artstor.org/webhelp](http://www.artstor.org/webhelp)).

### MANAGING THE COLLECTION

After uploading files to the Personal Collection, users can manage their collections. This includes organizing collections by creating categories, editing image data, and setting access levels for individual files. All of these options are available from the "Personal Collection Administration" located in the "Tools" toolbar menu (see image at the right).

#### *Creating Categories*

Users can create a basic two-level hierarchy to organize uploaded files into categories and sub-categories. When creating categories and sub-categories, the collection's owner may create topics representing individual



artists, time periods, etc., depending on the nature of the files in the Personal Collection. To learn how to create categories and how to populate them with personal files, see “Managing your Personal Collection” in the “Overview: Personal Collections” section of our online Help.

#### *Cataloguing Files*

Users can view, change, or supplement the existing cataloguing information associated with personal files. By cataloguing image and audio files, they will be retrievable when the owner searches across all collections in the ARTstor Digital Library. If any files are shared with other users at the institution, cataloguing will help other users find these personal files when they search ARTstor. For instructions on cataloguing files in Personal Collections, see “Viewing and editing the image data in your Personal Collection” in the “Overview: Personal Collections” section of our online Help.

#### *Setting Access Levels*

Instructor-level users may wish to share Personal Collections files with students or colleagues, or they may prefer to keep certain images private. By default, images in Personal Collection are set to “Limited Access,” which means that those images can only be viewed by the collection’s owner. They may be accessed by another user at the same institution only if the owner chooses to save these images to an Image Group in a Shared Folder.

If the collection’s owner marks an image for “Institutional Access” instead, this image will function like any other image in a public ARTstor collection. Other ARTstor users at the same institution may discover these personal images through keyword searches, save them into their Image Groups, or print and download copies for their own use.

For detailed instructions on how to set the access level for a personal file, see “Managing your Personal Collection” in the “Overview: Personal Collections” section of our online Help.

#### **USING YOUR PERSONAL COLLECTION IMAGES**

Every time an instructor-level user logs on to an ARTstor account, an additional collection, called “My Personal Collection,” will be listed on the Welcome Page. Clicking on it will launch a Collection Page that lists the categories that the collection’s owner created. Clicking on a category (or sub-category) title will open the associated images on a Thumbnail Page. Personal collection files act like ARTstor images; the owner can double-click on a thumbnail to open it in the Image Viewer, save files into an Image Group, share a file with others through a Shared Folder, or download personal files into the OIV.