



**Ball State University Libraries  
Digital Media Repository Working Group, File Storage and Management Subgroup  
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File Storage and Management Subgroup members:

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**File Storage Workflow for Electronic Collection Assets**

This document will outline workflows for the management of electronic collection assets held by the Ball State University Libraries Digital Initiative, tracking the life cycle of an electronic record from creation/accession to storage. Included are electronic assets published in the Digital Media Repository as well as electronic archival assets held by Archives & Special Collections that are not available on the web. The document will also define the functions of network shares that pertain to the Ball State University Libraries Digital Initiative.

**Definition of Network Shares**

**[\\libdi\DigitalLibrary\MADI\Scanning](#)**

Purpose: Temporary storage for electronic assets being captured and created from analog sources by Metadata and Digital Initiatives (MADI) personnel. Primarily for still image/text collections.

Permissions: Write access for all MADI students/staff. Read access for Archives & Special Collections (ASC) staff.

**[\\libdi\DigitalLibrary\MADI\Workbench](#)**

Purpose: Temporary storage for electronic assets being processed and/or described by Metadata and Digital Initiatives (MADI) personnel. For all electronic media types.

Permissions: Write access for all MADI staff. Read access ASC staff.

**[\\libdi\DigitalLibrary\MADI\SpecialProjects](#)**

Purpose: Temporary storage for electronic assets being captured and created from analog sources by non-MADI Collection Resources Management personnel or for assets being processed and/or described by non-MADI Collection Resources Management personnel.

Permissions: Write access for all MADI staff and non-MADI Collection Resources Management personnel as necessary. Read access for ASC staff.

**[\\libdi\DigitalLibrary\MADI\Media](#)**



Purpose: Temporary storage for electronic assets being captured and created from analog sources by Metadata and Digital Initiatives (MADI) personnel. Primarily for moving image and audio collections.

Permissions: Write access for all MADI staff and students as needed. Read access for Archives & Special Collections staff.

## [\\libdi\DigitalLibrary\Archives\MasterFiles](#)

Purpose: Permanent long-term storage for all electronic collection assets produced by MADI or Collection Resources Management personnel or collected and/or produced by ASC staff.

Permissions: Read access for all MADI staff and all ASC staff. Write access for LITS staff.

## [\\libdi\DigitalLibrary\Archives\WorkingSpace](#)

Purpose: Temporary storage for electronic assets being captured and created from analog sources by Archives & Special Collections personnel and temporary storage for born-digital electronic assets collected by Archives & Special Collections staff.

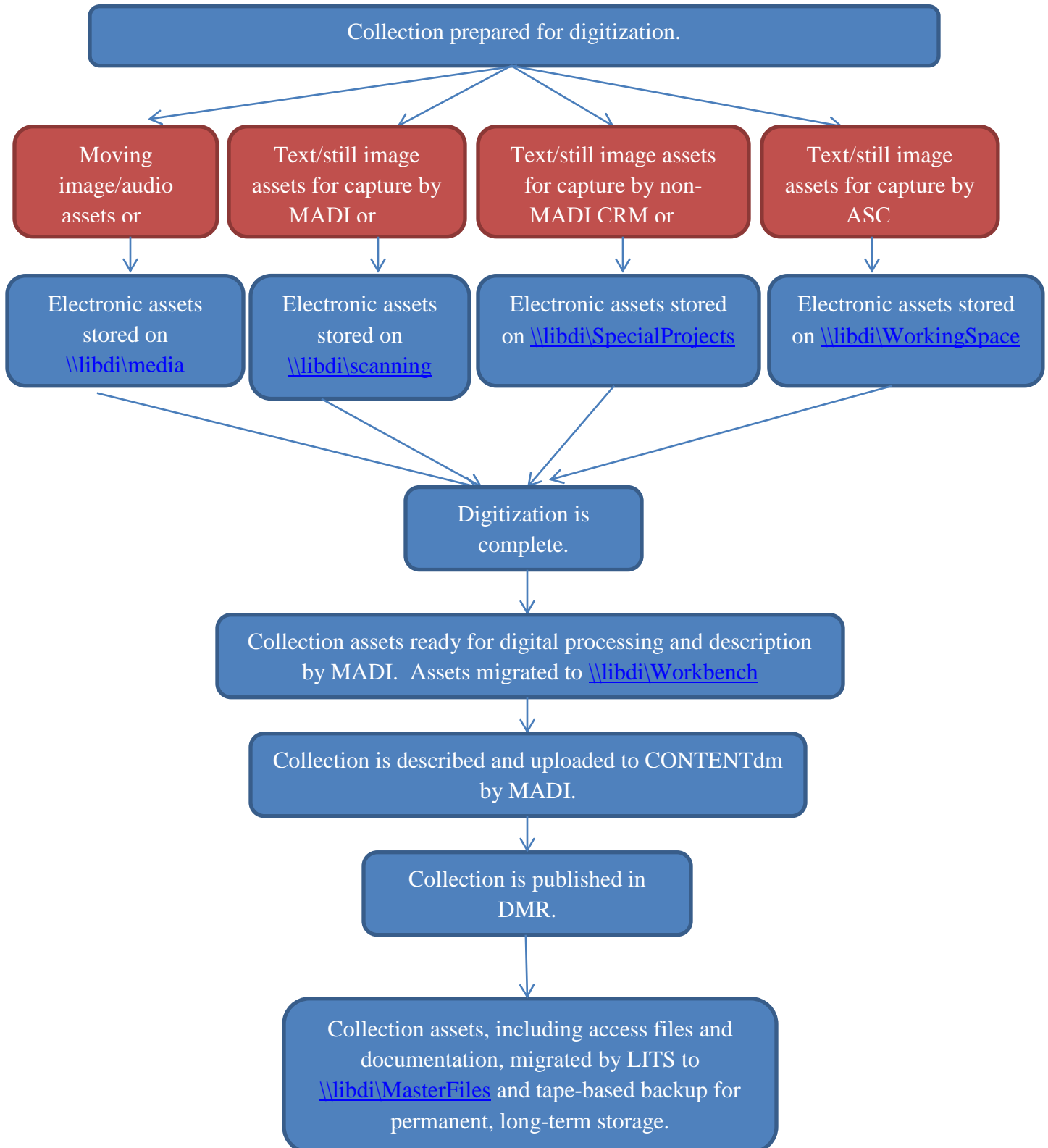
Permissions: Write access for all Archives & Special Collections staff and students as needed. Read access for all MADI staff.

## [\\libdi\DigitalLibrary\Archives\TPlex2ULib](#)

Purpose: Temporary storage for electronic video/audio assets transferred from to University Libraries from Teleplex.

## Electronic File Management Workflows

### **Analog Assets Digitized and Published in Digital Media Repository**





**Born-Digital Assets or Digital-Only Collections**

