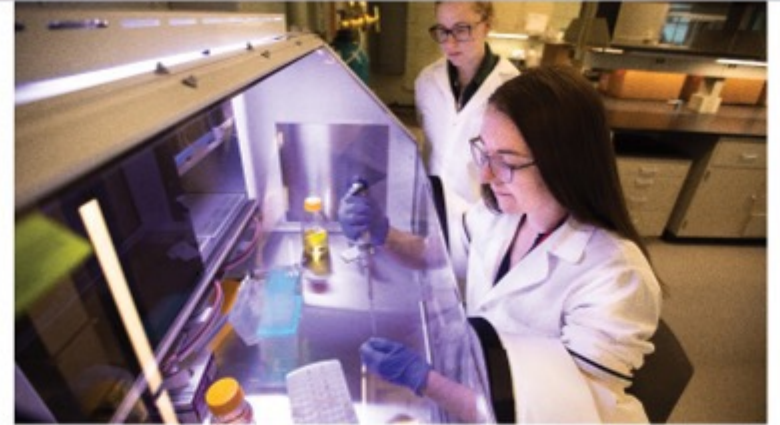




# Digital Asset Library Quick Start User Guide



# Rutgers Digital Asset Library

- Rutgers Digital Asset Library is powered by Merlin One. This library of images and a growing number of videos is open to Rutgers faculty and staff and brought to you by University Communications and Marketing.
- Assets in this library are **released for use in Rutgers communications only and may not be distributed or repurposed without permission**. Any usage for commercial purposes or paid advertising requires written permission, email: [digitalassets@ucm.rutgers.edu](mailto:digitalassets@ucm.rutgers.edu)
- All material remains the copyright of Rutgers, The State University of New Jersey, unless otherwise indicated.



# Access the site

- <https://rutgers.merlinone.net>
- Use your NetID to log in
- Having a problem? Send an email to UCM: [digitalassets@ucm.rutgers.edu](mailto:digitalassets@ucm.rutgers.edu)



Student Samuel Moser SOE '20 works on his laptop in the Concept Lab at Weeks Hall of Engineering, 2019.

# Digital Asset Library Window

The screenshot displays the Digital Asset Library interface. At the top, there is a red header with the Rutgers logo and the text "Digital Asset Library". Below the header is a navigation bar with icons for home, search, and other functions. The main area is divided into three sections:

- Search Sidebar:** Contains a search bar with the text "Metadata search...", a dropdown menu for "Please choose a field", and buttons for "Clear", "Try", and "Search". Below this are sections for "Collections" (Shared and Private) and "Saved Searches".
- Image Grid:** A 2x3 grid of image thumbnails. Each thumbnail includes a star rating, a share icon, and a download icon. The first row shows three portraits: a man in a suit (NR23PaladinoPhilip7103N.jpg), another man in a suit (NR23PaladinoPhilip7076N.jpg), and a woman in a white lab coat (2022 RSSI highlights). The second row shows three group photos of students (NR23LivFall4007N.jpg, NR23LivFall4357N.jpg, and NR23LivFall4097N.jpg).
- Metadata Panel:** Located on the right side, it contains sections for "Taxonomy" (No taxonomy values set) and "Metadata". The metadata section includes fields for Byline (Nick Romanenko), Job ID (RU-2324-0031), Keywords (PORTRAIT), Copyright (@2023 Rutgers, The State University of New Jersey), Date Created (12/7/2023 12:02:44 PM), Date Input (12/13/2023 5:24:25 PM), Horizontal Px (3712), Vertical Px (5568), Campus, Campus\_SubCampus, Building Name, City (New Brunswick), State (New Jersey), School, Merlin ID (62527), File Name (NR23PaladinoPhilip7103N.jpg), Model Release on file (checked), Partner Name (UCM), HIPAA Authorization on file (unchecked), Project (Executive Portraits), DURATION (00:00:00), and Usage Rights Terms.



If you don't see images, hit return in Search bar.

# Set Views



Change what you see:  
image thumb size,  
search view

The screenshot displays a user interface with a settings menu on the left and a grid of image thumbnails on the right. The settings menu is open, showing options such as "Switch to MX Basic...", "Edit Profile...", "Set Personal Grid Thumb Size...", "Set Personal Search View...", "Set Theme...", "See Notifications...", "Download Manual...", and "Log Out (joeuser)...". The grid of thumbnails shows various images, including portraits of individuals and group photos. The thumbnails are arranged in a grid, and the settings menu is positioned over the top-left corner of the grid.

Switch to MX Basic...

Edit Profile...

Set Personal Grid Thumb Size...

Set Personal Search View...

Set Theme...

See Notifications...

Download Manual...

Log Out (joeuser)...

▼ Collections

- Shared
  - 1USER\_GUIDE
  - Cancer Center Pillars Project
  - Commencement Traditions
- Featured Content
  - Iconic
  - ORED 2
- Return to rutgers photos
  - RICSI Overview Presentation
  - RTN images
  - RTN need download and permission
  - Spring 2023
- Private (joeuser)

NR23PaladinoPhilip7103N.jpg  
12/7/2023 12:02:44 PM

NR23PaladinoPhilip7076N.jpg  
12/7/2023 11:59:56 AM

NR23ElkinsDinaKarmazin7161...  
12/7/2023 3:15:10 PM

NR23F...  
12/...



# Arrange your window

Palettes: move by dragging, side to side, up and down

The screenshot displays the Rutgers Digital Asset Library interface. The top navigation bar is red with the Rutgers logo and the text "Digital Asset Library". Below the navigation bar is a search bar and a grid of image thumbnails. The left sidebar contains search and collection filters. The right sidebar shows metadata for the selected image.

**Search and Collections Sidebar:**

- Search: Metadata search... (Please choose a field)
- Collections:
  - Shared
    - 1USER\_GUIDE
    - Cancer Center Pillars Project
    - Commencement Traditions
    - Featured Content
    - Iconic
    - ORED 2
    - Return to rutgers photos
    - RICSI Overview Presentation
    - RTN images
    - RTN need download and permisio
    - Spring 2023
  - Private (joeuser)
- Saved Searches:
  - Shared
  - Private (joeuser)

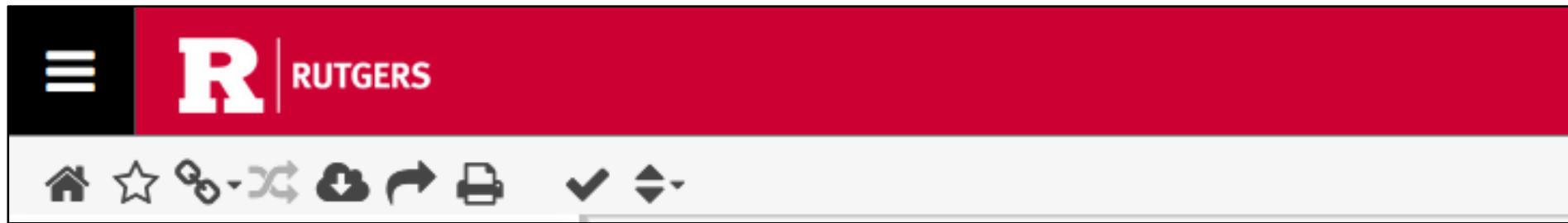
**Image Grid:**

- Row 1: Four portraits of individuals. Captions include: NR23PaladinoPhilip7103N.jpg, NR23PaladinoPhilip7076N.jpg, NR23EkinsDinaKarmazin7161N.jpg, NR23FedorkoBrielle7282N.jpg.
- Row 2: Four images. Captions include: 2022 RSSI highlights, NR23LivFall4007N.jpg, NR23LivFall4357N.jpg, NR23LivFall4097N.jpg.
- Row 3: Four images. Captions include: NR23LivFall4097N.jpg, NR23LivFall4097N.jpg, NR23LivFall4097N.jpg, NR23LivFall4097N.jpg.

**Metadata Sidebar:**

- Taxonomy: No taxonomy values set
- Metadata:
  - Byline: Nick Romanenko
  - Job ID: RU-2324-0031
  - Keywords: PORTRAIT
  - Copyright: ©2023 Rutgers, The State University of New Jersey
  - Date Created: 12/7/2023 12:02:44 PM
  - Date Input: 12/13/2023 5:24:25 PM
  - Horizontal Px: 3712
  - Vertical Px: 5568
  - Campus: New Brunswick
  - Campus\_SubCampus: New Jersey
  - Building Name: New Brunswick
  - City: New Brunswick
  - State: New Jersey
  - School: New Brunswick
  - Merlin ID: 62527
  - File Name: NR23PaladinoPhilip71-03N.jpg
  - Model Release on file:
  - Partner Name: UCM
  - HIPAA Authorization on file:
  - Project: Executive Portraits
  - DURATION: 00:00:00
- Rights:
  - Instructions: ©2023 Rutgers, The State University of New Jersey
  - CRNOTICE:
  - Global Use:
  - ShareWith: SCI
- Workflows

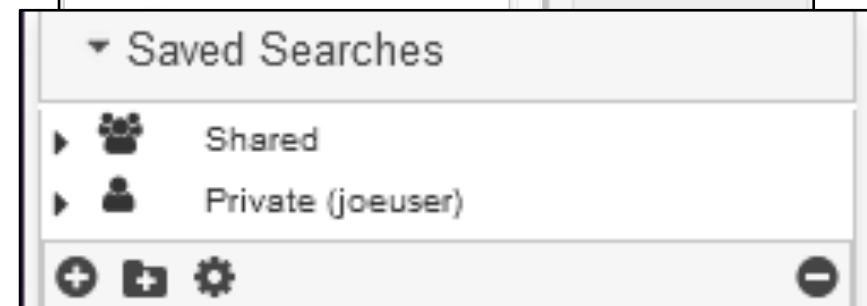
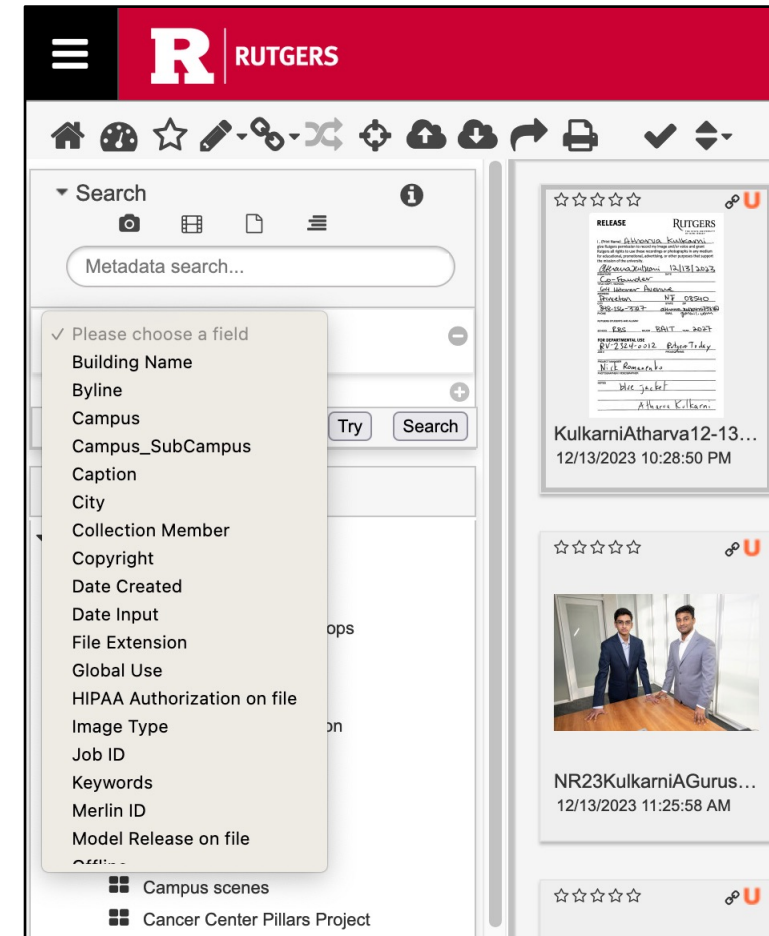
# Toolbar



Hover over the toolbar icons to learn their functions.

# Search

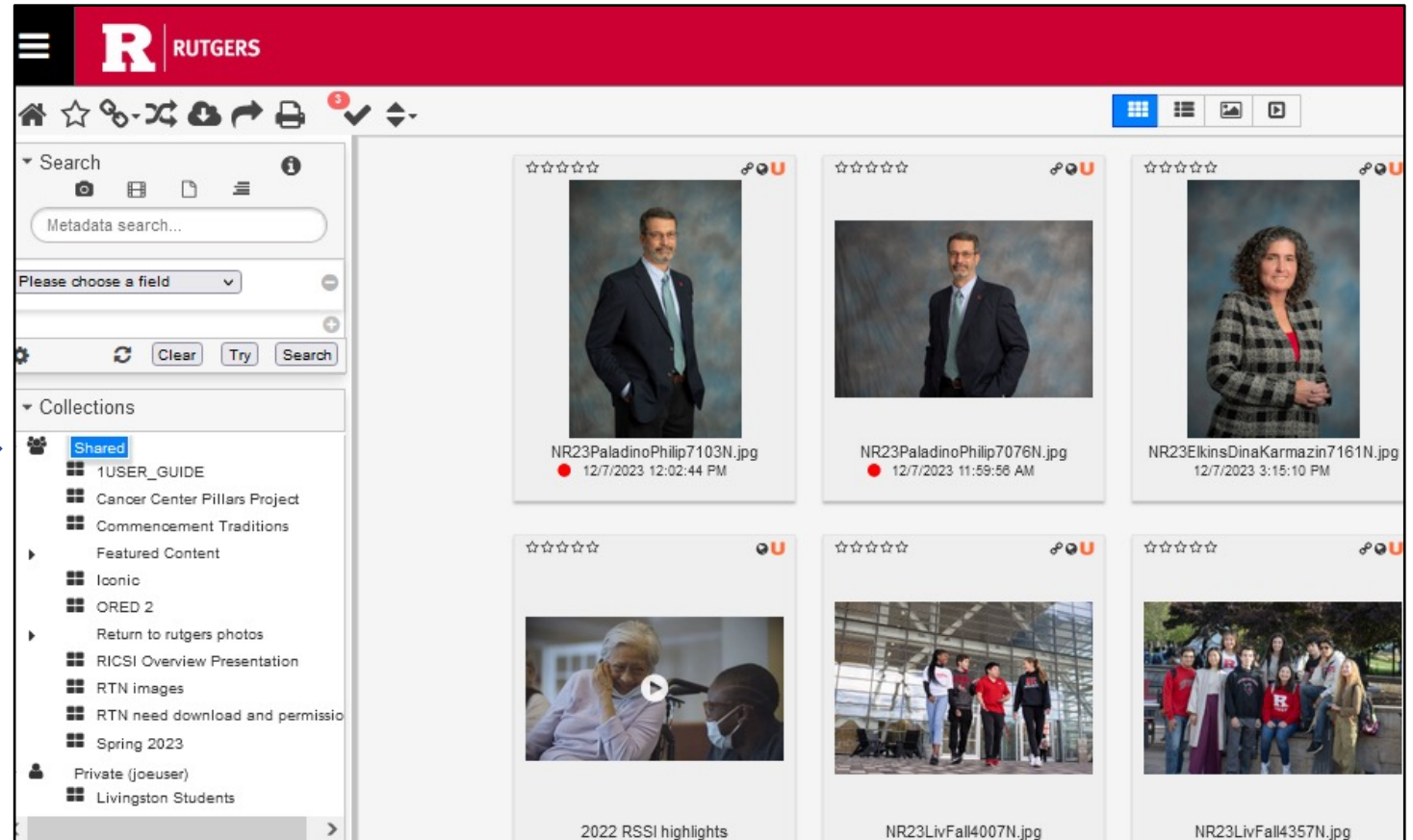
- A general search will search keywords, captions, and other metadata.
- You can also search specific fields.
- To save a search, select Shared or Private, hit the + sign in the circle, and name your search. Search results are dynamic and update as new content is added to the database. Shared searches are viewable by others.





# Collections


- Collections can be Shared, available for others to see, or Private, only visible to you
- To make a new collection, click on Shared or Private, select +, name the collection, and drag your selected images to collection name
- Unlike searches, collections are static



# Collections

- Collections are useful when collaborating on projects.
- No need to download images onto your computer to share with others. Create a collection and share through the library instead.
- Make image selects and share collections with your colleagues to review and approve.
- Once you've made your final selects, highlight all the images in your collection and download to use (or request to use protected images).

# Sharing Searches and Collections

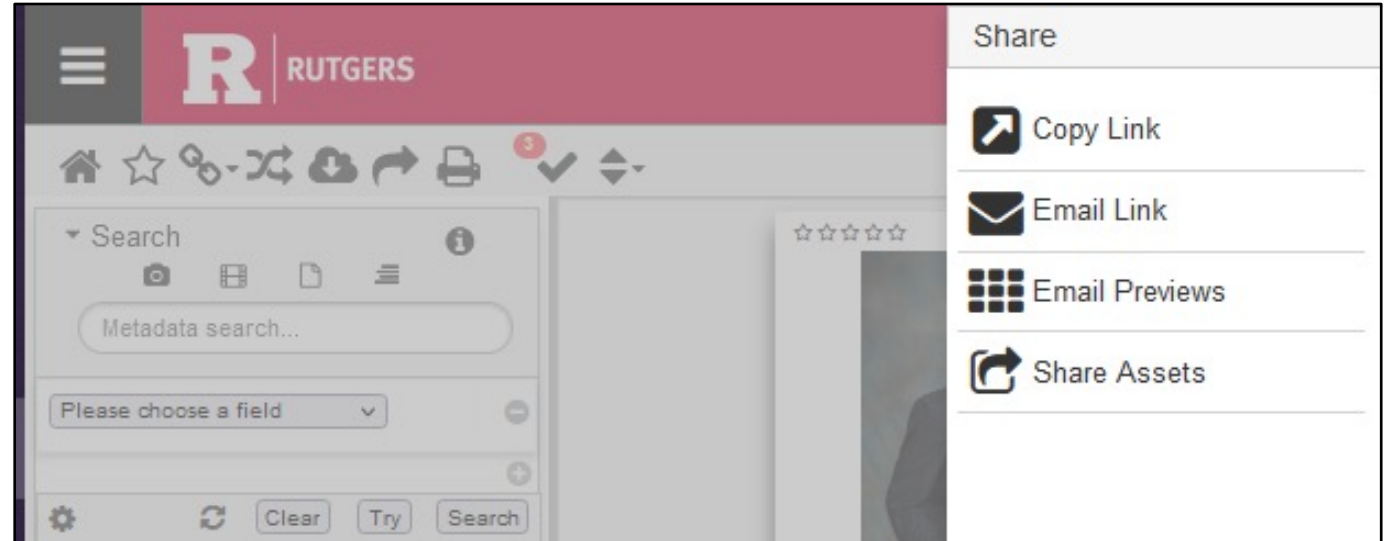
- Select the gear  at the bottom of the Collections or Saved Searches palettes.
- Email or copy the link. This can only be shared with Rutgers users.



The screenshot displays the Rutgers digital library interface. At the top, there is a red header with the Rutgers logo and name. Below the header is a navigation bar with icons for home, search, and other functions. The main content area is divided into two columns. The left column contains a search bar with a 'Metadata search...' input field and a 'Please choose a field' dropdown menu. Below the search bar is a 'Collections' section with a tree view of folders. The 'Shared' folder is expanded, showing sub-folders like '1USER\_GUIDE', 'Cancer Center Pillars Project', and 'Commencement Traditions'. The 'Private (joouser)' folder is also visible. At the bottom of the left column, a gear icon is highlighted, and a context menu is open with options: 'Copy Link...', 'Email Link...', 'Expiry...', and 'View groups...'. The right column displays a grid of image thumbnails, each with a star rating, a share icon, and a Rutgers logo. The thumbnails include portraits of individuals and group photos, with captions such as 'NR23PaladinoPhilip7103N.jpg', 'NR23PaladinoPhilip7076N.jpg', 'NR23ElkinsDinaKarr', '2022 RSSI highlights', 'NR23LivFall4007N.jpg', and 'NR23LivFall43'.

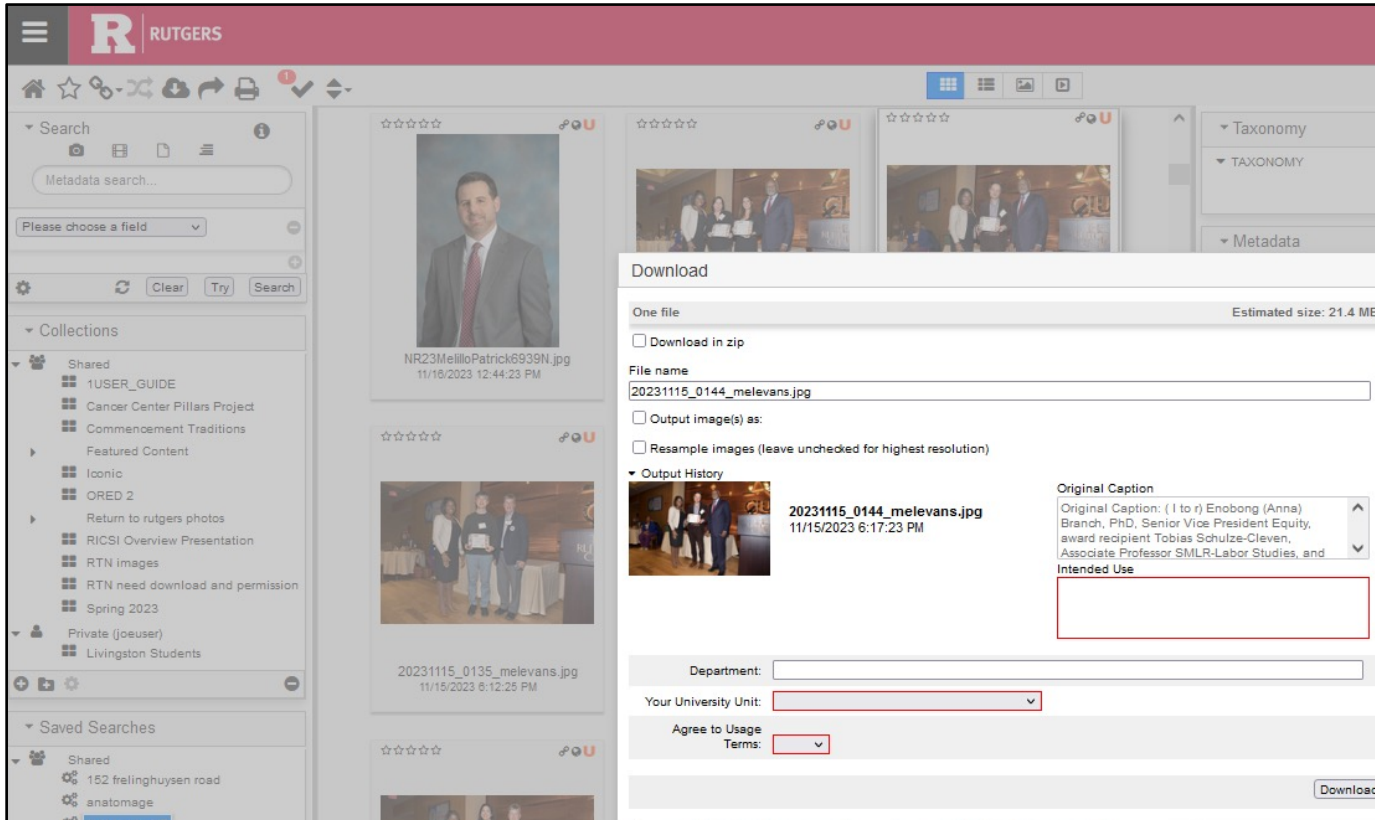
# Share Button in Toolbar

- You can select assets to share with others via email link or email preview (thumbnails).
- To share with individuals outside Rutgers send an email link.





# Download



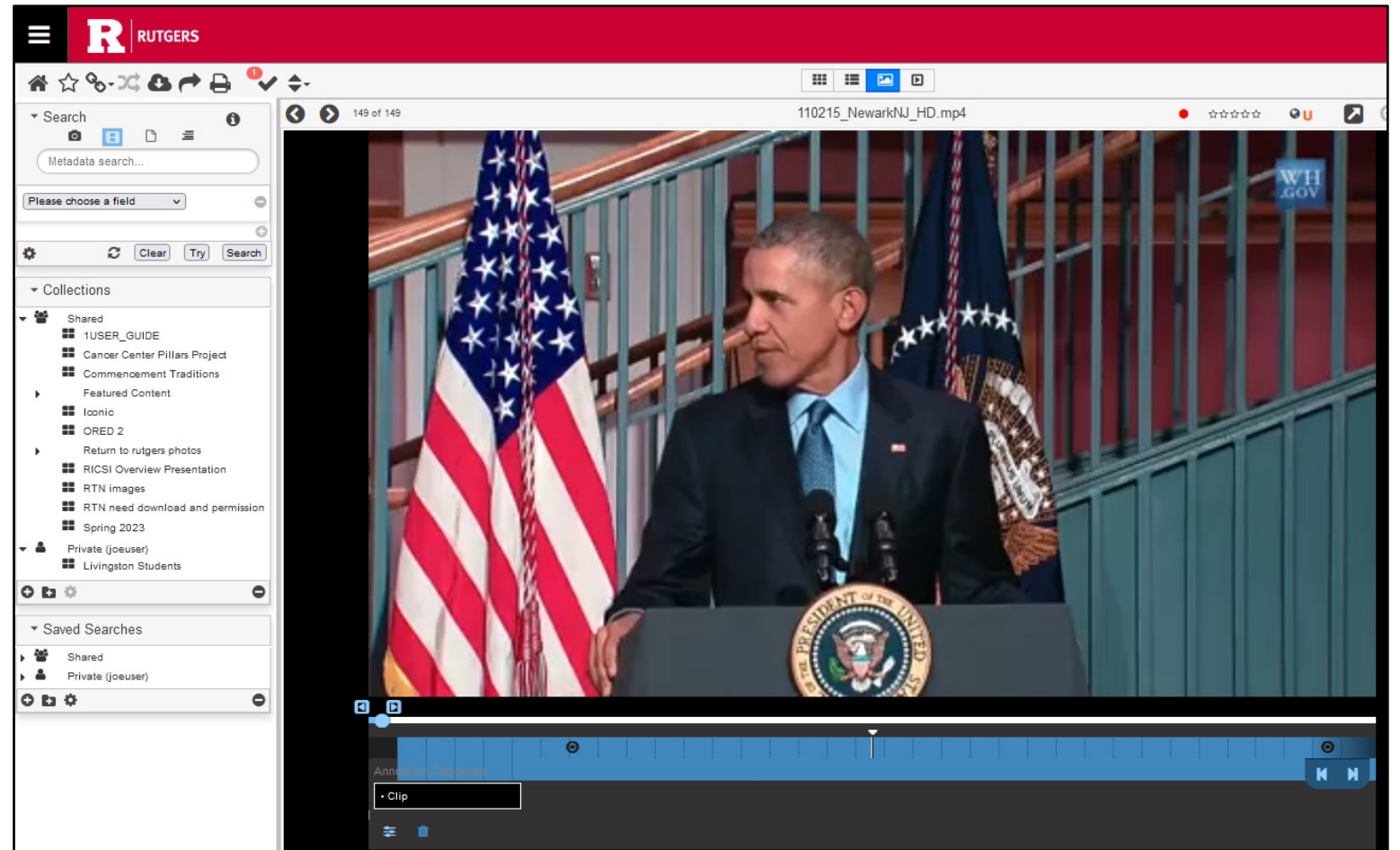
The screenshot displays the Rutgers digital asset management system interface. A 'Download' dialog box is open, showing details for the file '20231115\_0144\_melevans.jpg'. The dialog includes a 'File name' field with the filename, a 'Download in zip' checkbox, and an 'Output image(s) as:' section with a 'Resample images' checkbox. Below this is an 'Output History' section with a thumbnail of the image and its original caption: '( 1 to r) Enobong (Anna) Branch, PhD, Senior Vice President Equity, award recipient Tobias Schulze-Cleven, Associate Professor SMLR-Labor Studies, and Intended Use'. The 'Intended Use' field is currently empty and highlighted with a red border. At the bottom of the dialog, there are fields for 'Department:', 'Your University Unit:', and 'Agree to Usage Terms:'. A 'Download' button is located at the bottom right of the dialog. The background shows a gallery of images and a sidebar with search and collection options.

- Select image(s) to download; click download icon in toolbar.
- Complete mandatory fields in red.
- Hit Download.
- Some images are available by request only. Follow instructions during download.


# Video/Audio

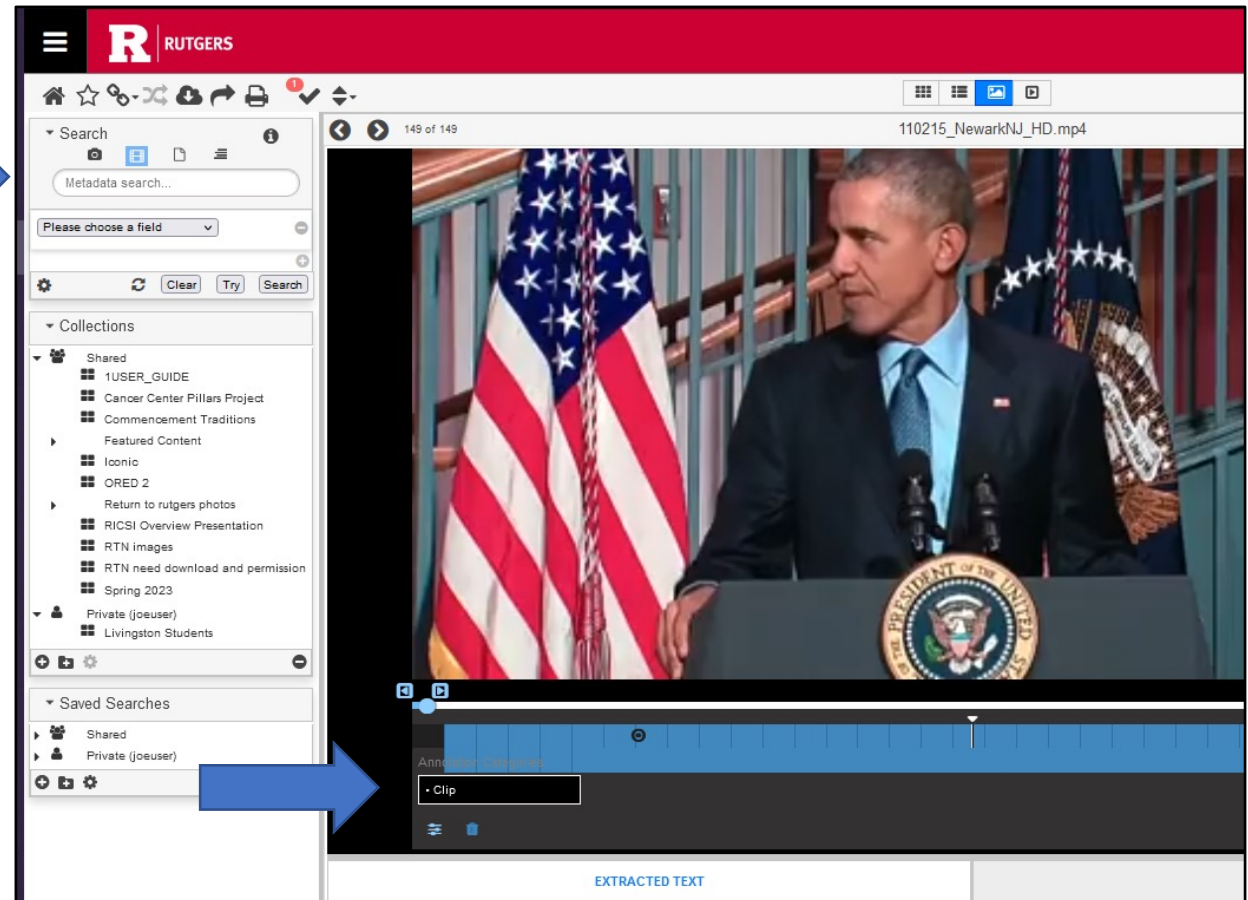


- Select the video tool in the Search area to view all video and audio files.
- Functions for images work for video.



# Searching in videos

- You can search for text in videos by using the standard search. 
- It will use the extracted text to find the location of your search term. Select Hits tab for search term location(s).
- Extracted text, which is automatically generated, **is not a transcript**. It may have spelling errors and other inaccuracies.



The screenshot shows a web browser window displaying a Rutgers University video player. The video player is showing a video of Barack Obama speaking at a podium with an American flag in the background. A search overlay is visible on the left side of the video player, with a search bar and a list of collections. A blue arrow points from the search bar to the search bar in the video player interface. Another blue arrow points from the search bar to the search bar in the video player interface. A third blue arrow points from the search bar to the search bar in the video player interface.

Need help?

Contact University Communications and Marketing  
at: [digitalassets@ucm.rutgers.edu](mailto:digitalassets@ucm.rutgers.edu)

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