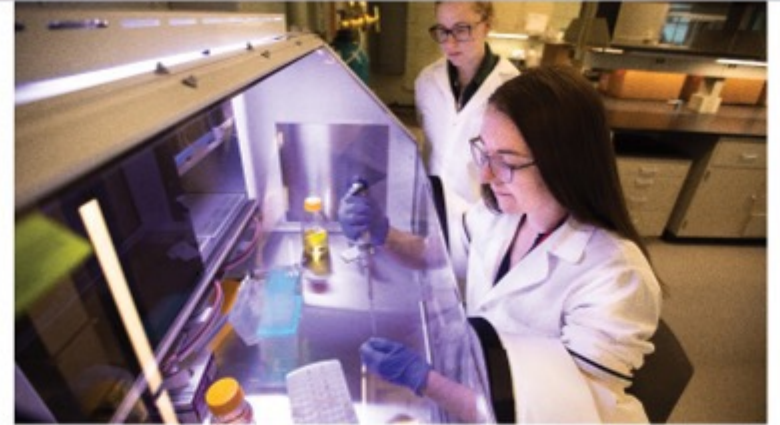# Digital Asset Library
Quick Start User Guide

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

- 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

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

Digital Asset Library Window

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

Set Views

Change what you see: image thumb size, search view

Arrange your window

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

Toolbar

Hover over the toolbar icons to learn their functions.

Search

- A general search will search keywords, captions, and other metadata.

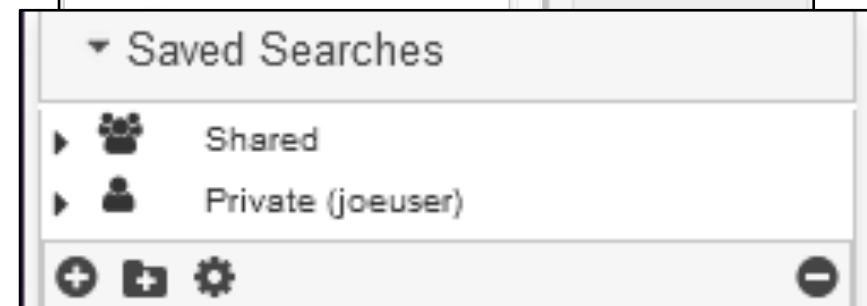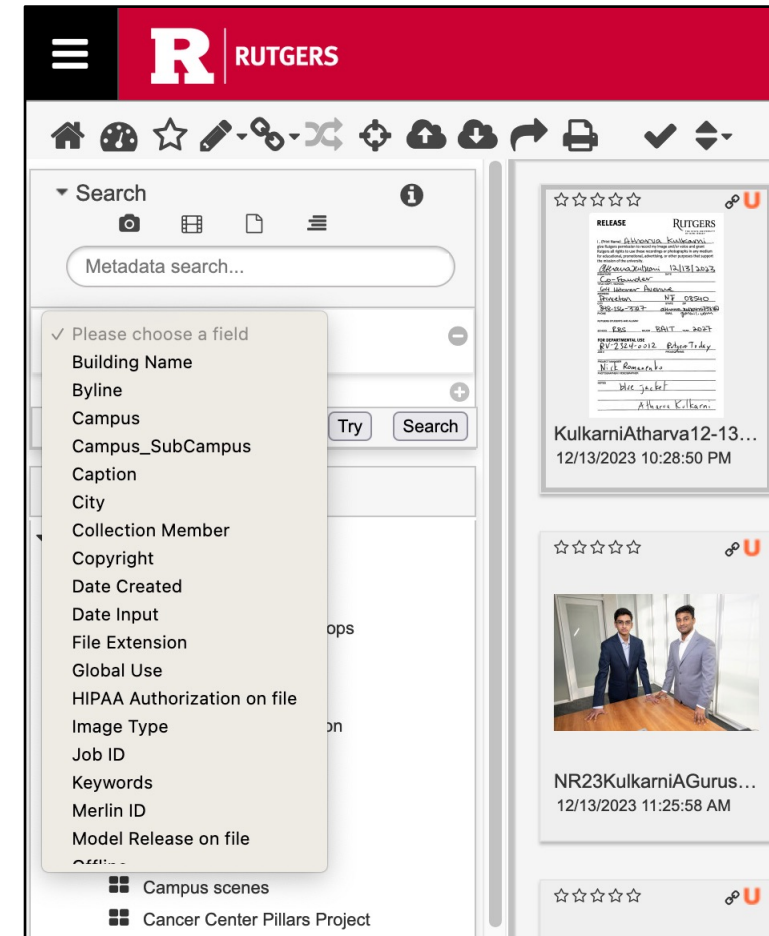- You can also search specific fields.

- 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
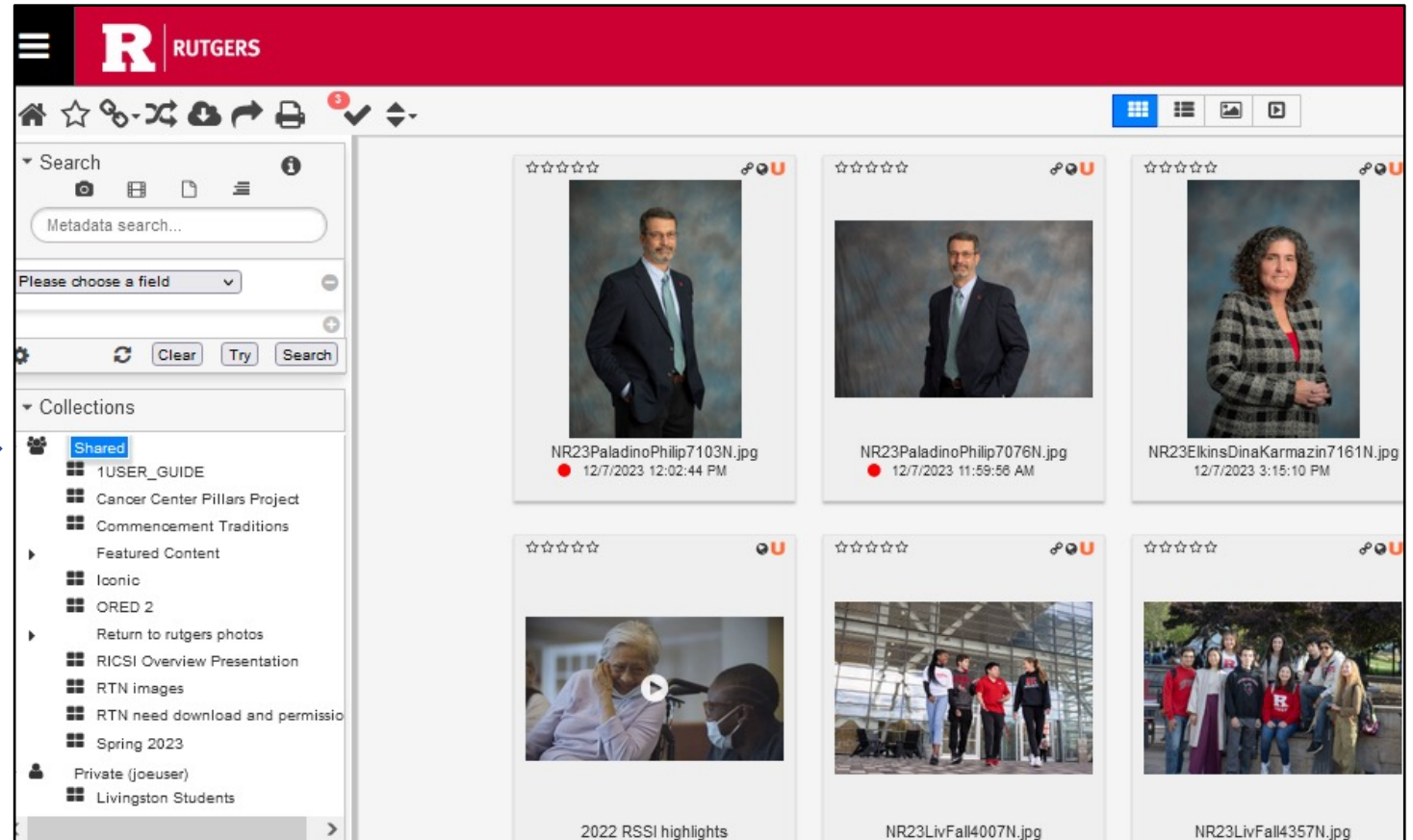
Collections

- 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).
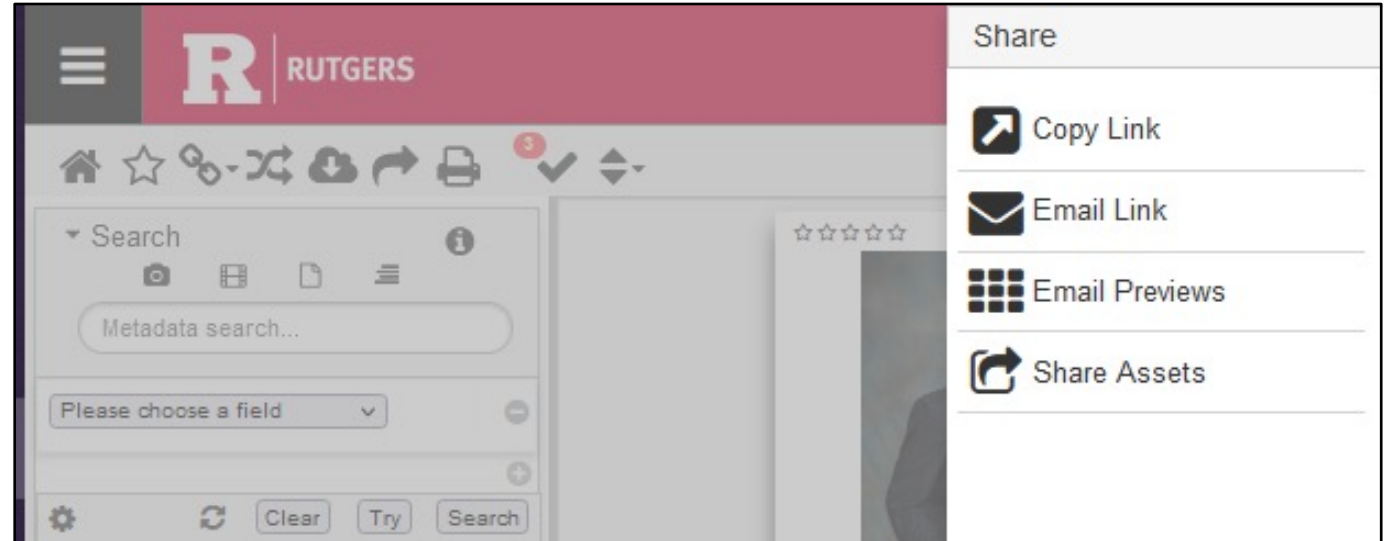
Sharing Searches and Collections

- Select the gear at the bottom of the Collections or Saved Searches palettes.

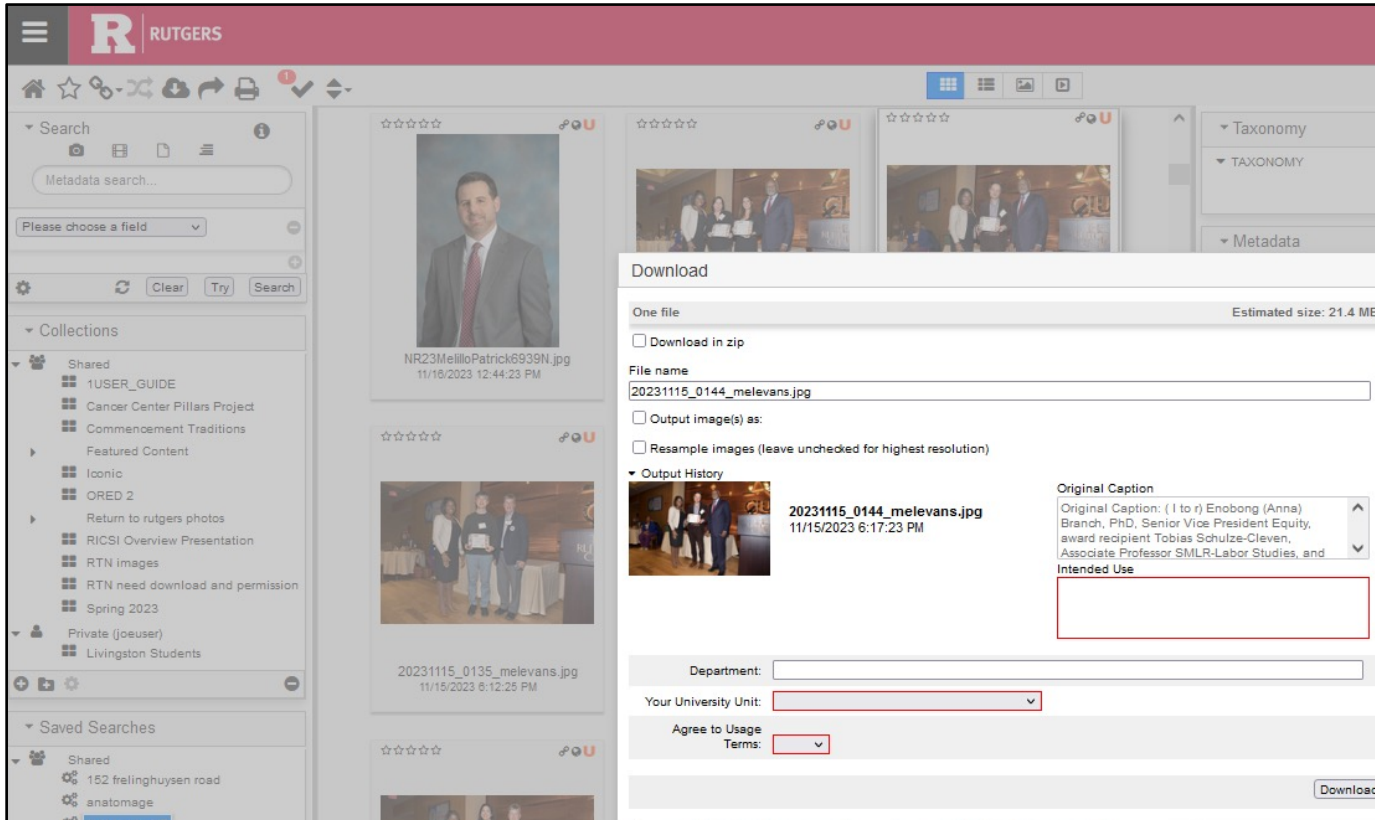- Email or copy the link. This can only be shared with Rutgers users.

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

- 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.
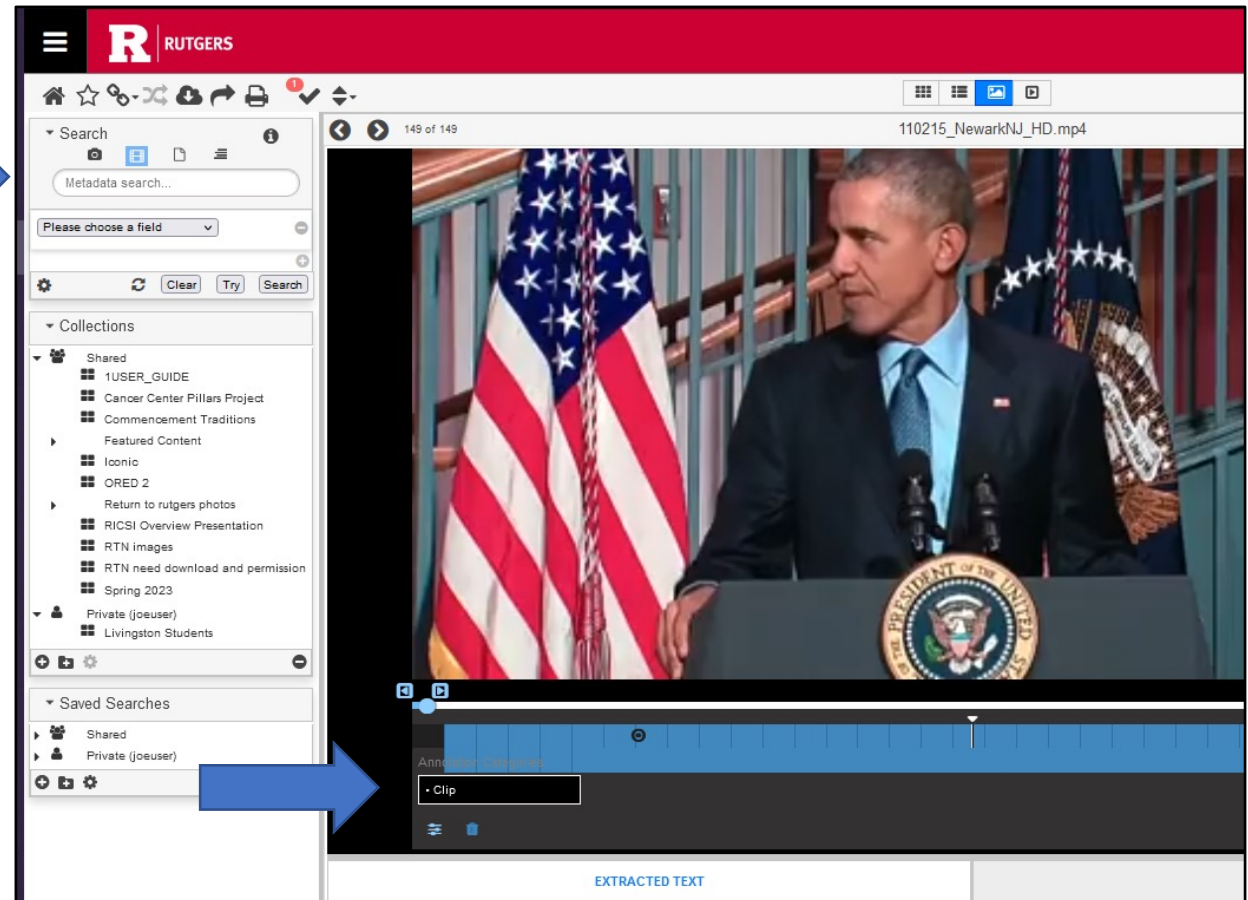
Video/Audio

- Select the video tool in the Search area to view all video and audio files.

- Functions for images work for video.
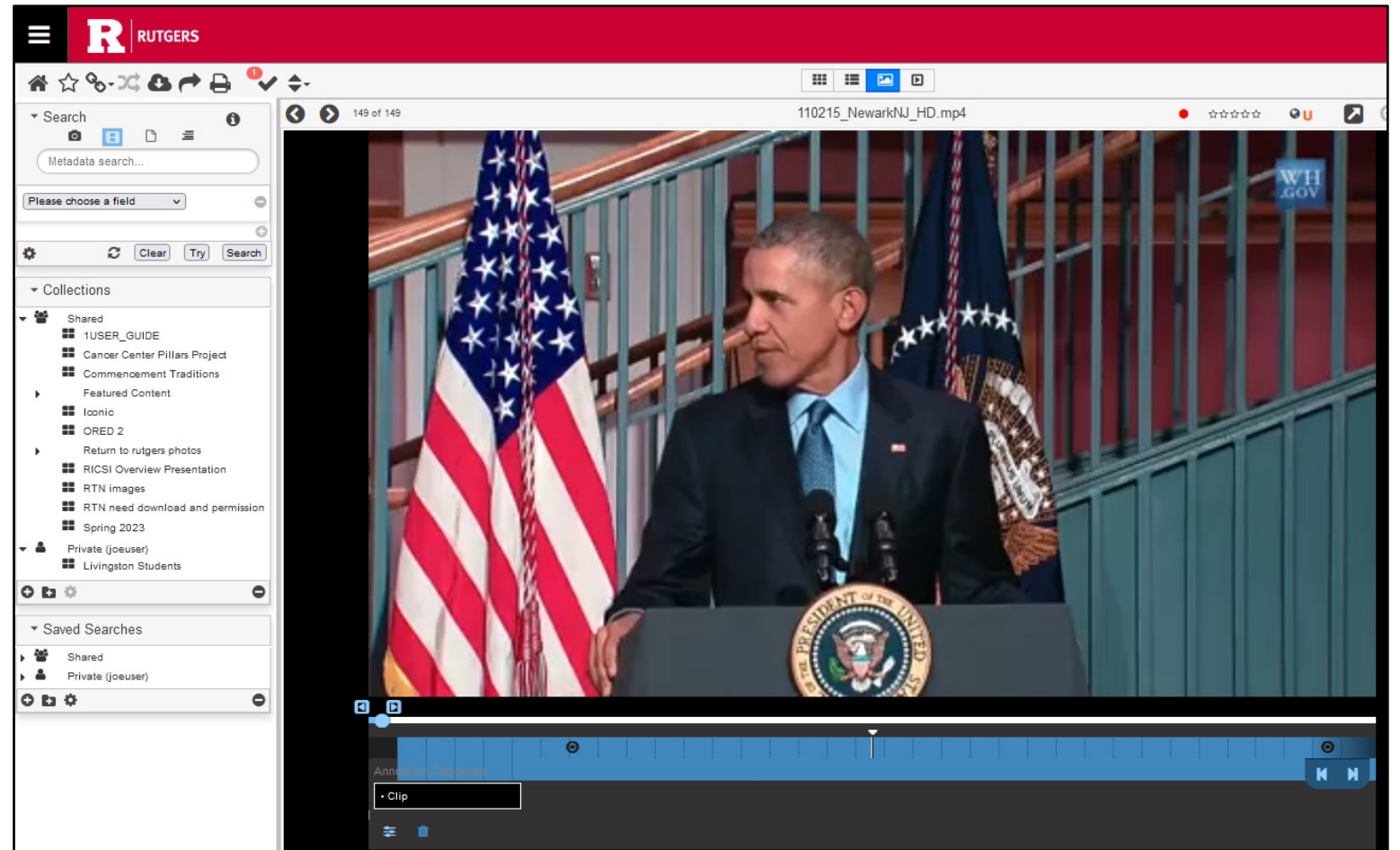
Searching in videos

- 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.

Need help?

Contact University Communications and Marketing at: digitalassets@ucm.rutgers.edu