Canto Contributor Requirements

> ⊘ **About this document**
> To make contributions into Canto, use this document to guide you through the process of preparing for asset contributions.

Contributor Questionnaire

Review and answer the following questions to prepare you for asset migration.

Preparation Questions	Your Response
What kinds of assets do you plan to share? Will you be contributing images, videos, or other media?	
How many assets and how much disk space will you need? Provide some information about how many assets will be imported *initially* and how much space you will require.	
Provide information your frequency of uploads. How often do you plan to upload after your initial import (i.e., daily, weekly, etc.)? About how many assets do you estimate are imported per load (100 images, 1,000, etc.)? Depending on your involvement, the Canto Admin team will make a recommendation on how to setup your account.	
Who will be importing assets in your department? You can designate a single person or multiple people to upload. Explain how each person intends to use Canto to determine the level of access each person will need.	
Do you have authorization to use the assets you plan to upload? You must have the rights to use any asset uploaded to Canto, that includes having approval from external photographers and/or waivers or photo release forms from anyone who may appear in your photos/videos.	
Are the assets you plan to share appropriate for communications materials and all users at UIW? Any assets uploaded to Canto are visible to all UIW staff and faculty. Assets in Canto are also meant to be utilized in various marketing materials and communications channels. Therefore, make sure whatever asset you share can be used by anyone in many ways.	
Where are your assets currently located? *Depending on your license*, if your assets are in a OneDrive, Dropbox, Box, or Google Drive, you may be able to migrate all of your assets in bulk	

following the same structure you have them within your cloud storage service.

How do you acquire assets for your department?
Do you have an assigned photographer, work with someone in another department, or often hire an external photographer to acquire your assets?

Are your assets organized? Provide some information about how you currently organize your assets.
The more organized your assets, the easier it'll be to upload them in bulk, tag them in bulk, and move them where they should reside in the Canto Library.

When will you perform asset cleanup?
You will want to make sure you do not have duplicate assets, assets that are blurry or of low quality, etc. Determine whether you'll be cleaning up your assets in your current storage area *prior* to uploading into Canto, or whether you'll be doing the cleanup *after* you upload to Canto—make sure to add that to your task list/timeline.

Contributing Assets

Asset Requirements

1. Only fully released images may be uploaded to the site; contributors <u>must</u> ensure waivers are in place for any assets that are to be loaded into Canto
2. Images or assets are reusable for needs within your department or other UIW departments
3. Images are appropriate for branding, marketing or media purposes
4. Images or assets do not display content that is outdated or misleading in its representation of UIW
5. Images or assets are appropriate to individuals or groups of all ages
6. If importing videos, only upload the final video produced (no raw footage)
7. Images are quality, high-resolution photos that are not blurry, pixelated or stretched
8. Upload images once, do not upload duplicates, including multiple iterations (different sizes) of the same image

Upload Process Requirements

1. All assets with must contain at least 1 keyword when uploaded
2. Always review the available keywords, followed by custom field available for you to fill in, before assigning tags
3. When assigning tags, review the prepopulated list of tags that have been previously used to maintain consistency in Canto
4. All assets with an identifiable location (campus, building, school) must be tagged with such metadata

Obtain Approval

Once you have reviewed the section above and understand you meet the criteria to perform contributions, request access by emailing you Canto Admins at cantoadmin@uiwtx.edu.

Checklist for Contributors

Below is a quick checklist to ensure you complete all the steps and requirements to begin contributing assets to Canto.

Complete the Contributor Questionnaire

Completing the questionnaire above will prepare you to contribute assets to Canto.

Request contributor access

After you have completed the questionnaire, and reviewed the asset and upload requirements, submit your request for contributor access to the Canto Admin team with your completed form via email to cantoadmin@uiwtx.edu. The team will provide you with a response and the recommended method to upload assets into Canto.

Learn to use Canto as a contributor

Make sure to become familiar with the Best Practices Guide, the Contributor User Guide, and that you review the Contributing Assets section in this document.

Share your images

Upload your images to Canto via the method suggested to you by your Canto Admin.

Add metadata

Add at least 1 keyword to each of your assets uploaded, but preferably add as much metadata as possible to make your assets easily searchable.

Perform asset cleanup (optional)

If you chose to perform your asset cleanup inside of Canto, make sure to complete your cleanup to avoid keeping unusable assets in Canto.

Wait for Admin review and approval (optional)

Depending on your setup, an admin may need to review the assets you uploaded, approve them, and move them into the best suited folders and albums in the main Canto Library.

Use your assets

Once your assets become available in the Canto Library, it's time to search for them, download them, and share them with others!