

Introduction for new users of the King's Image Library



1. What is the King's Image Library?

The King's Image Library is the central repository for images, artwork and videos that the College owns, produces, commissions or has bought. It includes images used for current business and older images that have historical value.

2. How is the image library structured?

The Image Library is structured around the way it is used. There is the 'public' Image Library which consists of the main 'Image Library' folder (the green icon symbolises this area) and sub-folders which have images in them that all users are free to re-use.

The 'public' Image Library folder is divided into several themed sub-folders. Main areas covered by the public Image Library sub-folders are;

- Notable people of the College, including Nobel Laureates, honorary fellows, famous alumni, senior officers and past principals
- Past events that have taken place at the College
- College campus buildings
- Images of the local area surrounding the College
- Generic subject specific images, e.g. scientific, health, and IT imagery
- Images that have been bought from iStock, Shutterstock and equivalents

Each School and some Professional Services teams have their own 'area' or folder structure to store and manage their own images.

Tip: Not all images within the Library have metadata attached to them, meaning search results may not come back with every relevant image. It's useful to spend some time browsing the folders that make up the 'Image Library' to get a feel for what the Image Library holds and to understand where certain images may be located. In places the folder structure can go several layers deep, so it's always best to check if the folder has a '+' symbol and to expand where necessary.

3. Object Collections

Another way to locate images is by browsing the public object collections.

Object collections are essentially baskets where you can group images that are housed in different folders across the Image Library but are needed for a specific purpose. There are two main ways to use object collections:

- An object collection entitled 'College History' will store images relevant to the history of the College. The images held in this collection could be stored across many folders within Celum, for example, the Archives folders, Marketing folders, PR folders and even School folders. The actual physical home for the image hasn't changed, simply that the image exists virtually in the object collection.
- If a set of images are required by an external party, it is possible to group these images into an object collection, attach a pin code to this collection and allow external access to these images via the pin code.

You can view object collections in two main ways:

- Change the view from 'Folder' to 'Object Collection'. You can do this by clicking on the 'suitcase' icon on the left hand side of your screen. This is the third icon from the left.
- Change the layout of your screen to include both the folder structure and the object collections. Click on 'View' in the top left hand corner of the screen and select 'Layout' where you can choose from 5 different screen layouts.

Tip: A good layout for viewing the folder structure and the object collections is 'With second tree and second object list'.

4. How do I know which images I can and can't use in the library?

When an account is created for you to access the Image Library, you are given permission to download from the 'Image Library' folder and sub-folders, currently over 115,000 images and growing. These images do not have any copyright restrictions on them and so can be re-used as part of your everyday work.

Permission is granted to every user of the Image Library to see all objects across every folder within the Library, apart from where a department has created a restricted access folder. A user can browse all non-restricted images from other departments but will not be able to download those images without permission from that department. If an image cannot be downloaded the 'Download' icon will not show when looking at the 'Object Details' of an image.

As a rule of thumb, if the image is housed in the 'Image Library' folder or one of its sub-folders, it is available for download; if the image is located in a departmental folder, you will have to request permission to download from the originating department.

You can confirm the location of an image by right clicking on the image; this will bring up the 'Object Details' and show the 'Path' for the image. Alternatively, if you are browsing through folders, the taskbar above the images displays the path and target folder of the image.

5. Where do I go for more information?

5.1. Technical problems with the Image Library

Contact the IT Service Desk on 8888@kcl.ac.uk - try to include as much information as possible, such as the time the error occurred, the action you were carrying out, and the error message you

received. The IT Service Desk will need to contact Celum regarding the error and providing detailed information will ensure your problem is resolved as quickly as possible.

5.2. Requesting access to download from a department folder

Contact the department in the first instance. If you are unsure of who to contact in the department, email archives@kcl.ac.uk and a member of the Archives Services team will be able to advise you.

5.3. To identify ownership of an image and decide whether it can be re-used

For all image ownership queries, please contact the Archives Services team for assistance, email archives@kcl.ac.uk or telephone 020 7848 2015.

5.4. Registration of new users

Any member of King's staff can register for an Image Library account by emailing the IT Service Desk at 8888@kcl.ac.uk to request access to the system. Users should include their King's ID number and department.