

The Faculty Digital Archive

TERRELL JOHNSON
terrell.johnson@nyu.edu

The Faculty Digital Archive (FDA) is a place where full-time NYU faculty can deposit their work in digital form and share it via the web. Content can be open to the world, or restricted to the NYU community or selected individuals. The FDA is intended to be a highly visible repository of NYU faculty digital scholarship. With unlimited storage, and a technology designed to enable easy discovery (in Google Scholar, for example), the FDA is a great choice for sharing papers, research materials, video, audio, and images. In addition, it ensures a stable online location for your work, making citations to it as reliable as those within scholarly journals. Faculty and scholars looking for a flexible and easy-to-use option for storage and sharing should consider using the FDA.

Getting Started

Before setting up a collection, you must first decide on whether a public or private collection is the right choice for your purpose. Public collections are open to the world and are indexed by search

Editors' note: ITS offers a palette of resources for the storage, management, and sharing of files and data. Several of these were featured in the Fall/Winter 2008 issue of Connect. Here, we feature another offering in this dynamic and evolving service area for NYU and ITS.

engines, such as Google. Private collections can be restricted to the NYU community or to designated individuals. Faculty and scholars interested in creating a collection should email archive.help@nyu.edu. A member of the FDA service management team will assist you in the creation of your collection.

Once your collection is created, you can customize it with a logo, add descriptive text, add users as submitters or administrators, and upload content. Uploading content is an easy process, and all content can be labeled with descriptive metadata and tags.

A Few Sample Uses

The FDA is used daily throughout the NYU community. The Leonard N. Stern School of Business uses the

The screenshot shows the New York University Faculty Digital Archive website. The header includes the NYU logo and the text "NEW YORK UNIVERSITY Faculty Digital Archive". Below the header is a navigation menu with options like "Browse", "Search", and "Sign on to:". The main content area is titled "Communities and Collections" and lists various collections under different categories:

- Arts and Science**
 - David Ludden Archive
 - Facial expressions video collection
 - NYU-New York Department of Sanitation Museum Project
 - Professor Perrelli's Collection
 - Institute of Fine Arts
 - Abydos Project Archive
 - Program in Archives and Public History
 - Amanda French's Collection
 - Program in Museum Studies, GSAS
 - Museum Studies MA Theses Collection
- College of Dentistry**
 - John Ricci Collection
 - Mitchell Pines Collection
 - MS in Biomaterials Science
 - Tim Bromage's Archive
 - Tim Bromage's Gallery
- Division of Libraries**
 - Art/Science Collections Collection
 - East Asian Collection
 - Jennifer Vinopal's Collection
 - Monica McCormick's Collection
 - NYU Data Service Studio
 - NYU-TV Collection
 - Terrell Johnson
 - Timothy Johnson's Collection
 - Tamiment Library
 - Tamiment Administrative Collection
 - Abraham Lincoln Brigade Archive Collections
 - Anarchist Materials
 - Communist Party USA Collections
 - Non-Print Collections

The Faculty Digital Archive communities & collections (archive.nyu.edu)

Terrell Johnson is a Digital Studio Technology Specialist within the NYU Digital Studio, a joint Libraries/ITS resource.

FDA to store thousands of working papers and research materials gathered from their faculty. Professors at the Steinhardt School of Culture, Education, and Human Development archive hundreds of teaching and learning videos from classroom observations. And hundreds of images, documents, and videos are archived by the Graduate School of Arts & Science for its Museum Studies program.

FDA or Files 2.0?

Files 2.0 is NYU's web-based file storage system that is available to all part- and full-time faculty, staff, and students. With 2 GB of space, a very intuitive interface, and website-hosting capabilities, Files 2.0 is a great choice for storing your files for short-term use. The chart at the right compares some key features of these two services.

For more about the FDA, Files 2.0, and other options for file storage, management, and sharing, please visit www.nyu.edu/its/filestorage. §

Features	FDA	Files 2.0
Storage		
Storage limit	Unlimited	2GB
File format limits	none	none
Sharing/Administration		
Ability to share content to Public	Yes	Yes
Ability to share to restricted users/NYU only users	Yes	Yes
Ability to create Groups	No	No
Ability to allow users to administrator your collection	Yes	No
Content indexed by search engines	Yes	No
Content Management		
Versioning of files	No	Yes
Easily add, remove and edit content	No	Yes
Ability to create folders and nested file structures	No	Yes
Ability to add metadata to content	Yes	No
Easily search and Browse for content	Yes	Yes
Ability to create a persistent link/url for sharing content	Yes	Yes
Documentation and Support		
Online Documentation	Yes	Yes
One-on-One Support	Yes	Yes
Ease Of Use	Moderate	Easy

A comparison of the features offered by the Faculty Digital Archive (FDA) and Files 2.0

The Digital Studio

The Digital Studio, NYU's gateway to digital services supporting scholarship and teaching, offers a collection of information technology services to faculty working on a wide range of instructional and research projects. NYU faculty can visit the Digital Studio to use digital media equipment, receive assistance from Digital Studio lab assistants, and gain access to various supported technologies (e.g., video digitization, Faculty Digital Archive, and Files 2.0 training).

Visit www.nyu.edu/studio for additional information or to make an appointment, or contact the Digital Studio staff at digital.studio@nyu.edu or 1-212-992-9233. A collaborative resource of the NYU Libraries and ITS, the Studio is located on Bobst Library's second floor east and is open weekdays, 10 a.m.-6 p.m.

ITS Client Services: Your IT Helpdesk

You can also look to ITS Client Services for help and information on ITS computer, connectivity, email, and NYUHome services, and more.

Visit AskITS.nyu.edu or NYUHome's Ask ITS area for tutorials and FAQs, to ask questions, or to request help; or send email to AskITS@nyu.edu. For help by phone, call 1-212-998-3333; helpdesk staff are on hand Monday-Friday, 8 a.m.-midnight, and Saturday-Sunday, noon-midnight. For in-person help, visit us at 10 Astor Place, 4th floor, on weekdays, 9 a.m.-6 p.m.

For Further Help

For additional sources of technology help & training, including the NYU Data Service Studio, see p. 24 and p. 5.