

Appendix

Nuxeo

This appendix contains definitions, guidelines, and examples to help you enter metadata, search for items, and communicate with others about assets.

Contents

Metadata.....	1
Creator and Contributor Roles.....	16
Copyrights.....	20
Reporting Statements.....	20
IP Codes.....	24
Contract Numbers	24
Groups and Permissions	25
Groups.....	25
Permissions	26
Glossary	26


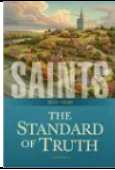





Metadata

This section contains definitions, guidelines, and examples to help you enter metadata. The more everyone enters metadata consistently, the easier it will be to find items. There are also definitions and examples of metadata that is copied from other sources: Workfront, Rights Media System (RMS), and Product Planning (PPM).








Most of the drop-down lists are managed by the Nuxeo leads, some are managed by asset management partners (AMPs). If you need an item added to a drop-down list, contact your AMP. For AMPs, contact a Nuxeo lead.

Field	Description	Example
Alt Text	Enter a word or brief phrase that describes the asset. This is used as the alt tag in html.	Christ in America
Asset Type	Select the category that identifies what type of asset this is from the drop-down list. You can select more than one.	
• A-Roll	A film or video clip that is primary footage.	
• AfterEffects Project	AfterEffects project files	
• Animation Project	Animation project files.	




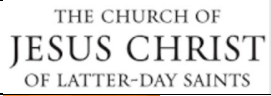

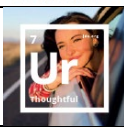



Appendix

Field	Description	Example
<ul style="list-style-type: none"> Audio Book 	Audio with narrator reading a book	Saints
<ul style="list-style-type: none"> Audio Project 	Audio project files, such as ProTools (.ptx and often includes audio masters, .wav) or Adobe Audition.	Scriptures (.mp3)
<ul style="list-style-type: none"> Banner 	A set of images and text embedded on a web page, usually for advertisement purposes.	
<ul style="list-style-type: none"> Book 	A written or printed work consisting of pages bound together along one side, with covers, such as the Saints series.	
<ul style="list-style-type: none"> Broadcast / Event 	An event or audio/video content transmitted via one or more channels, such as radio, television, web, etc.	MSD PRJ3250211 Laie Kiosk Full Mix Broadcast ENG
<ul style="list-style-type: none"> Brochure / Pamphlet 	Usually just 1 page, folded, but may be a few pages about a single subject.	
<ul style="list-style-type: none"> B-roll Newsroom 	For newsroom, B-roll refers to a video master (an edited sequence of video and audio clips from an event that cuts to black, .mxr or .mov).	St. George Temple construction update
<ul style="list-style-type: none"> B-Roll Shot 	A film or video clip that is supplemental or secondary to the primary footage, often used for filler or transitional cuts.	Boxes of Love Christchurch NZ Media B-roll
<ul style="list-style-type: none"> Card 	Items such as pass-along cards, reply cards, or Christmas cards.	
<ul style="list-style-type: none"> Certificate 	A printed certificate verifying the completion of training, certification, or an event such as baptism or marriage.	
<ul style="list-style-type: none"> Color Project 	Color project files, such as Resolve (.drp) or Flame (.flame).	
<ul style="list-style-type: none"> Contract 	Digital copy of a contract.	
<ul style="list-style-type: none"> Delivery Master 	The master for the delivery version.	
<ul style="list-style-type: none"> Documentary 	A nonfiction video intended to document reality for the purpose of education or a historical record.	
<ul style="list-style-type: none"> Edit Proxy 	Footage used for editing (720x480p, 800k, HLS format with timecode).	
<ul style="list-style-type: none"> eLearning 	Training provided over the web. It can be a video, a presentation with exercises, or a set of lessons, with or without an instructor.	
<ul style="list-style-type: none"> Exhibit 	A public display or art or items of interest, including explanation posters or cards	



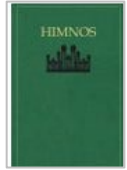


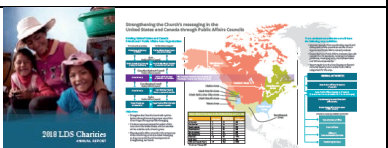



Appendix

Field	Description	Example
	describing the objects displayed and exhibit layouts.	
<ul style="list-style-type: none"> • Explainer Video 	A training video used to explain a concept or how to do something.	
<ul style="list-style-type: none"> • Fact Sheet 	A page with data or facts.	
<ul style="list-style-type: none"> • Flyer / Newsletter 	A printed sheet advertising an item or an event.	
<ul style="list-style-type: none"> • Form 	Either a static or interactive form, usually as a PDF or spreadsheet.	
<ul style="list-style-type: none"> • Full Mix 	The final mixdown of all the audio stems into one track (SFX, Dialog, Foley, Music, Etc.). An example would be an audio language master	
<ul style="list-style-type: none"> • Graphic 	Any illustration, line art, or icons.	
<ul style="list-style-type: none"> • Graphic Project 	Graphic project files, such as InDesign (.indd), Illustrator (.ai), or Photoshop (.psd).	
<ul style="list-style-type: none"> • Guide Book 	A book of information about a place, designed for the use of visitors or tourists.	
<ul style="list-style-type: none"> • Handbook 	A book giving information such as facts on a subject or instructions for operating a machine.	<i>Handbook 2: Administering the Church</i>
<ul style="list-style-type: none"> • Handout 	A page of information designed as part of a training to be handed out at a training meeting.	
<ul style="list-style-type: none"> • Infographic 	A chart or diagram used to represent information or data.	
<ul style="list-style-type: none"> • International Master 	For a video, a master that is free of any text or titles and prepared so it can easily be adapted into a new language master. Basically, it is a Titled Master with final color correction work and final audio mix but without any text or titles.	
<ul style="list-style-type: none"> • Invitation 	A printed or digital invite to an event.	
<ul style="list-style-type: none"> • ISO Cam 	For a broadcast, an ISO Cam represents a single timecoded un-edited camera angle for a broadcast (Cam 1, Cam 2, Cam 3, Cam 4, etc.).	OFP PRJ5410817 General Conference Apr2019


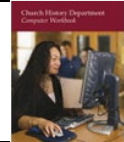
Appendix

Field	Description	Example
		Scenario Training 20Mar2019 Cam1 HDF-2997-1080p-eng
<ul style="list-style-type: none"> Job Aid 	A checklist or set of instructions or guidelines that help a person perform their job.	
<ul style="list-style-type: none"> Lesson 	A set of text and images or a presentation designed for the purpose of instruction, or one training session.	
<ul style="list-style-type: none"> Letterhead 	A standard set of text that appears at the top of a letter to identify the sender.	
<ul style="list-style-type: none"> Line Cut 	For a broadcast, the live edit of all the ISO Cams, including transitions and slates that are added live. If further editing is needed, a line cut is part of the production media, otherwise it is the final product.	OFP PRJ5410817 General Conference Apr2019 Scenario Training 20Mar2019 LineCut HDF-2997-1080p-eng
<ul style="list-style-type: none"> Logo 	A symbol used by an organization to identify itself or a product.	
<ul style="list-style-type: none"> Manual 	A set of instructions or lessons.	
<ul style="list-style-type: none"> Meme 	Text placed on a photo or illustration, usually for social media sharing.	
<ul style="list-style-type: none"> Music Cue 	This is the music as it was produced and has not been leveled.	CHD PRJ5625301 Saints TV Documentary 2019 Rob Elliott Music
<ul style="list-style-type: none"> NLE Project 	The NLE (non-linear editing) project file, such as from Premier or Avid Media.	
<ul style="list-style-type: none"> Org Chart 	A graphic representation of the structure of an organization showing the relationships of the positions or jobs within it.	
<ul style="list-style-type: none"> Packaging 	The labels for a food or distribution item or cover for a DVD that make up part of the packaging for an item.	
<ul style="list-style-type: none"> Page Layout 	The design file, such as from InDesign.	
<ul style="list-style-type: none"> Photograph 	Still images of people, objects, landscapes, etc.	
<ul style="list-style-type: none"> Podcast 	An audio file in a series, usually with narration only.	

Appendix

Field	Description	Example
<ul style="list-style-type: none"> Portrait 	An image of a person, usually depicting just the head and shoulders.	
<ul style="list-style-type: none"> Poster 	A large sheet with writing or pictures on it that is displayed as a notice, advertisement, or for decoration.	
<ul style="list-style-type: none"> Presentation 	A presentation, can include a PowerPoint or other visual images.	
<ul style="list-style-type: none"> Product Shot 	Image of physical book, pamphlet, DVD, etc. showing just the cover or item.	 
<ul style="list-style-type: none"> Program 	A printed sheet detailing the items in an event or presentation, such as for a Tabernacle Choir on Temple Square concert.	
<ul style="list-style-type: none"> Promo 	An edited piece of audio or video promoting or announcing an upcoming work.	
<ul style="list-style-type: none"> Raw Media 	Originally captured footage, image, or other unedited content, not intended for broadcast or use in its current form.	
<ul style="list-style-type: none"> Report 	A set of statistics and information designed to inform.	
<ul style="list-style-type: none"> Script 	The script for a video.	
<ul style="list-style-type: none"> Short Film 	An original motion picture that has a running time of 40 minutes or less.	
<ul style="list-style-type: none"> Slate 	The video title, pre-roll, or closing copyright notice with the Church symbol or wordmark.	
<ul style="list-style-type: none"> Sound on Tape 	In newsroom, refers to video master clip of someone talking.	St. George Temple Construction Update
<ul style="list-style-type: none"> Stem 	An audio file (SFX, Dialog, Foley, Music) that has been leveled.	
<ul style="list-style-type: none"> Stock 	A video or image from a stock library.	Adobe Stock
<ul style="list-style-type: none"> Style Guide 	Any images or templates created for a "brand," such as the Global Visual Style Guide.	GVSG
<ul style="list-style-type: none"> Table Tent 	A printed item with four-sides that can stand-up or sit on a table, used for advertising or to inform.	
<ul style="list-style-type: none"> Ticket 	A printed item to allow passage to an event.	 

Appendix

Field	Description	Example
<ul style="list-style-type: none"> • Titled Master 	For a video, a master that includes the final color correction work, titles, and the final audio mix.	
<ul style="list-style-type: none"> • Track 	For audio, a master that includes the full mix as intended for distribution, generally part of an album.	
<ul style="list-style-type: none"> • Trailer 	An advertisement or preview of a film or video before its release.	CDP PRJ3537267 BMVL Music Only Trailer LR UHD20 11JUL2019
<ul style="list-style-type: none"> • Transcript 	The text from an audio or video narration.	
<ul style="list-style-type: none"> • Veme 	Like a meme, a short video clip with a phrase or text message used for social media sharing.	
<ul style="list-style-type: none"> • VFX Project 	VFX project files, such as After Effects (.ae).	
<ul style="list-style-type: none"> • Video News Release 	Video master (.mxf or .mov) for a news release .	St. George Temple Renovation
<ul style="list-style-type: none"> • Video Package 	A video clip intended for use as part of a broadcast, but not to be used as a stand-alone video.	
<ul style="list-style-type: none"> • VIO Certification 	Digital copy of the VIO Certification.	
<ul style="list-style-type: none"> • Website 	Templates or designs for a website.	
<ul style="list-style-type: none"> • Workbook 	Exercises, activities, or practice items to be used as part of training.	
Asset Usage Terms	These are contracted usage guidelines from the Rights Management System (RMS).	
Audio Mix	The number or type of channels for an audio clip. This is supplied when an asset is imported.	Mono, Stereo
Background/Transition Color	Select the background or transition color for an asset from the drop-down list.	Black, Blue Screen, Green Screen, Transparent, White
Bit Depth per Channel	An indication of the color information stored in an image. The higher the number, the greater the range of colors. This is supplied when an asset is imported.	8, 16, 24
Camera Name	This is the name assigned to a camera.	
Campaign	Enter and select the social media campaign this asset was used in from the drop-down list.	Easter , Light the World, RootsTech
Card Name	This is the number assigned to a camera card.	A1, A2
Certification Number, Certificate Number	Click Add to enter the certification number, when applicable, assigned by VIO or Correlation during approval for a final deliverable. Get this number from a Publishing Support Specialist (PSS), a producer, or look it up in RMS. You can add more than one.	32495-2010-00001
Character	Enter and select the character being portrayed in a creative work from the drop-down list. This	Nephi, Joseph Smith

Appendix

Field	Description	Example
	can be either a historical person or a fictional character. You can add more than one.	
Color	Enter the GVSG style guide color used for a template asset. In the metadata view, you can click the blue underlined color to see metadata details.	Blue 30, Blue 40
Color Profile	This is the color space for an image, part of the EXIF data. This is supplied when an asset is imported.	SR6B
Contract Number	The number assigned to a contract in the Rights Management System (RMS).	
Contributor	Click Add to enter who contributed to the creation of this asset. This can be a person or an organization, such as cinematographer, director, etc. You can add more than one.	
<ul style="list-style-type: none"> Contributor Name 	Enter the name of the person, group, organization, or vendor who contributed to the creation of this asset. Make sure you are spelling it correctly. In the future, this will act like tags, so as you type, names others have entered will be shown so you can select the name.	Mack Wilburg Bonneville Communications
<ul style="list-style-type: none"> Contributor Role 	Enter and select the role of the contributor from the drop-down list.	Actor, Camera Operator, Conductor, Creator, Make-up Artist, Narrator, Interviewee, Performer, Photographer, Speaker, Recording Engineer
Contributors (also Last Contributor)	Lists anyone who worked on this asset in Nuxeo. This is supplied by Nuxeo.	
Copyright Year	The year (and month) an asset was created or assigned copyright. This is copied from RMS based on the certification number.	Jan 2020
Created by	Lists the Nuxeo username of the person who input this asset. This is supplied by Nuxeo.	
Created in Nuxeo	The date an asset was added to a workspace. This is supplied by Nuxeo.	July 15, 2019
Creative Application	The tool used to create or edit an asset, such as Photoshop, Illustrator, Adobe Premier, etc. This is supplied by Nuxeo based on the file type.	InDesign, Final Cut Pro, Photoshop
Credit Line	The text that must be posted if a credit line is required. This is copied from RMS based on the contract number.	CCA Christensen, Courtesy Church History Museum
Date Released	Enter or select the date the asset was released, published, or presented.	12/3/2019
Derivative Parent	The original asset for this derivative version. This is automatically added when you create a derivative version. In the metadata view, you can click the blue underlined parent item to view it.	(path to file)

Appendix

Field	Description	Example
Description	Enter a short description of the asset describing the subject matter, such as who and what. It is recommended that the description start with a statement of the resource type (e.g., "Video of" or "Painting of"). Be descriptive but only include details that would be helpful to users. Use complete sentences with proper grammar and punctuation. Avoid any commentary on or interpretation of the resource being described. Provide a basic description for level 1 or 2 assets, and a more detailed description for level 3 or 4 assets. <i>Note:</i> This is used on web or social media as the description of the asset.	Video of President Russell M. Nelson's talk at Women's Session of October 2019 General Conference Painting by Del Parson of Christ standing with his arms outstretched before the Nephites in America
Dimensions	The length and width of an image, usually measured in pixels. This is supplied when an asset is imported.	1200x630, 1024x768
Document Type	The type of Nuxeo document, such as Asset or folder. This is supplied by Nuxeo during import.	Asset
DRPS or DRPS Flag	An indication of whether an asset has been approved or not approved for acquisition to the Church Archives (DRPS system). "True" indicates an asset that is approved. "False" indicates an asset that is not approved. Null or blank indicates that the asset has not been reviewed. Only master assets or those of historical value are reviewed.	True False
Duration	The total length of time for a video or audio clip (hours:minutes:seconds). This is supplied when an asset is imported.	1:30:00, 00:16:05
Event	Enter or select the event associated with this asset, such as general conference.	
Event Date	Enter or select the date the asset was created. This is typically the shoot date for an image or video.	10/6/2019
EXIF	Exchangeable Image File (Exif) metadata embedded within all images captured with a digital camera. This information is automatically copied from the camera data or data the photographer or cinematographer added while editing the images or video.	
External Identifier	Click Add to enter the identification number for an asset acquired from another database. You can add more than one.	
<ul style="list-style-type: none"> Identifier Source 	Enter the source or name of the other database.	Church History Archives Adobe Stock
<ul style="list-style-type: none"> Identifier Value 	Enter the alphanumeric string which can be used to find the asset in another database.	230612-MUSM PH5087 folder2 item7 ADS12345678

Appendix

Field	Description	Example
<ul style="list-style-type: none"> External Source URL 	URL to the website where this asset was acquired.	
Format	The file type or extension. This is supplied when an asset is imported.	.jpg, .mp4, .pdf, .wav
Frame Rate	The frequency at which frames in a video are displayed (frames per second, fps).	25, 30
Genre	Select the genre from the drop-down list. A genre is a category of artistic composition, characterized by similarities in form, style, or subject matter. You can add more than one.	Animation, Biography, Conference, Devotional, Documentary, Family, Fireside, History, Holiday, Inspirational Message, Instructional, Interview, Lecture, Music, Music Video, News, Promotional, Talk
Has Cover Image	Enter part of the file name or other metadata and select the path to the cover image for an audio album from the drop-down list. This uses full-text search. In the metadata view, you can click the blue underlined color image item to view it.	
Has Part	Enter part of the file name or other metadata and select the path to the image or video that was used in this asset from the drop-down list. This uses full-text search. In the metadata view, you can click the blue underlined part item to view it. <i>Note:</i> IP will want a list of all images or video clips used as part of a final image or video.	
Has Thumbnail Image	Enter part of the file name or other metadata and select the path to the thumbnail image for a video or other asset from the drop-down list. This uses full-text search. In the metadata view, you can click the blue underlined thumbnail image item to view it.	
Height	The height of a video, in pixels. This is supplied when an asset is imported.	720
Historic	Use to indicate historic assets, such as temples, historic sites, general conference, and general authorities.	
Ingest Date	The date an asset was added to Nuxeo. This is supplied by Nuxeo.	August 28, 2019
IP Code	The intellectual Property code used to quickly identify rights. This is copied from RMS based on the contract, reporting statement, or certification number.	IP code-0
IP Code Cleared	An indication that an IP Code has been assigned.	
IP Code Override	An administrator can check this item to override and assign a different IP code for an asset.	

Appendix

Field	Description	Example
IPTC	International Press Telecommunications Council (IPTC) metadata copied from the camera data or data the photographer or cinematographer added while editing the images or video.	
Job or Job ID	<p>The Workfront reference number for a project or task. Enter the project (PRJ) title, reference number (in Workfront, this is located on the Project Details tab, Overview sub-tab and labeled "Reference number"), or owner and select the project. You can also add a Workfront task reference number and select it from the list. You can add more than one. For example, for a photography shoot, add the Workfront project and the Workfront task. In the metadata view, you can click the blue underlined job to see metadata details.</p> <p><i>Note:</i> Nuxeo automatically adds active Workfront projects to the Project Data in Master Data so they appear in the Job list. However, it does not automatically add Workfront tasks. To have other job types show up in the list, first add the job item (such as a Workfront task) in the Project Data list. It will then become searchable and appear in the Job list. You can click the blue job name to view project metadata.</p>	5473289, 1043268
Job Owner	The Workfront project owner.	Tom Jones
Job Type	<p>In Project Data, select the type of number entered (as Workfront Reference number) from the drop-down list. <i>Note:</i> This list corresponds with the Workfront Project type.</p> <ul style="list-style-type: none"> • Billing Project: A high-level project used to group expenses for smaller related projects, usually deliverable projects or job tickets. • Deliverable Project: A project that has a specific deliverable and a fixed bid. • Job Ticket: A Production House project with a fixed bid. • Project: Any standard project in Workfront. • Shoot: A Workfront task (reference number), usually used to identify photography, film, or video camera shoots. • Standard fixed bid: A project with an upfront agreed upon budget based on participants' bids on costs or time, etc. 	Billing Project, Deliverable Project, Job Ticket, Project, Shoot, Standard Fixed-Bid, Standard Time & Material

Appendix

Field	Description	Example
	<ul style="list-style-type: none"> Standard time and material: A project with a bucket of budget money used to pay for a person's time or materials used for a specific business purpose (no upfront bids). 	
Language	<p>Enter and select the language for the audio or text in this asset from the drop-down list. You can search by the ISO code (spa), Church code (002), or name of the language (Spanish). You can add more than one. In the metadata view, you can click the blue underlined language to see metadata details.</p> <p>For Romanized languages, select the one with "-LATN" in the Language Book path. For example, "English" has "ENG-LATN" in the Language Book path and "Portuguese" has "POR-LATN." For scripted languages, use the one with the country name. For example, "Japanese" has "JPN-JAPN" in the Language Book path.</p>	English, spa, 059
Last Modified (also Modified)	The date this asset or its metadata was changed. This is supplied by Nuxeo.	August 28, 2019
Location	This shows the storage location for this asset and includes: 1) Status: Online, Near-line (in Qumulo or S3), Archived (Far-line or Off-line), or Deleted, 2) date asset was added or last moved, and 3) file path to asset.	
Location Shot	Enter and select the area or place where the video or image was originally created or shot from the drop-down list. In the metadata view, you can click the blue underlined location to see metadata details.	Conference Center Palmyra, New York
Location Shown	Enter and select the area or place shown in the video or image from the drop-down list. This can be either the literal location or the implied location. In the metadata view, you can click the blue underlined location to see metadata details.	Jerusalem, Israel Goshen, Utah
Media Types	The type of media, such as video, image, audio, or document. This is supplied by Nuxeo based on the file type during import.	Video, Audio, Image, Document, Template
Mime Type	MIME stands for Multipurpose Internet Mail Extensions. It's a way of identifying files on the Internet according to their nature and format. This is the file type or extension of the imported file.	.jpg, .mp4, .pdf, .tiff, .wav
Modified or Modified Date	The date this asset or its metadata was changed. This is supplied by Nuxeo.	August 28, 2019

Appendix

Field	Description	Example
Nuxeo Published	An indication that an asset is published. If it is blank, the asset is not published.	Published
PD Number	Enter the product or PD number assigned to a deliverable.	
Product	Enter and select the PD number assigned to this deliverable from the drop-down list. You can add more than one. In the metadata view, you can click the blue product name to see the product metadata.	
Production Channel	Select the original use for the asset from the drop-down list. You can add more than one.	Business Communication, eLearning, Environmental, Mobile, Print, Social, Video/Broadcast, Web
Public Access	The amount of access for public users.	Download, Share, Unspecified, Use in Entirety, View
Publications	Displays the number of times this item has been published.	1, 2
Records Class	<p>The system automatically classifies an asset for a record retention policy based on the asset type. Records class is used to determine how long to keep an asset and whether it is kept online or off-line using tape back-up.</p> <ul style="list-style-type: none"> • Business Records: Reports, Script, Table Tents, Tickets, Transcript • Consumables: Distribution (Titled) Master, Motion Picture, Titled Master • Historic: Video News Release • Intermediates: B-roll Newsreel, Full Mix, International Master, Sound on Tape, Stem, Track • Masters: Banner, Book, Booklet, Brochure/Pamphlet, Cards, Certificates, eLearning, Exhibit, Explainer Video, Fact Sheet, Flyer/Newsletter, Form, Guidebook, Handbooks, Handout, Infographic, Invitation, Job Aids, Lesson, Letterhead, Manual, Meme, Org Chart, Packaging, Podcast, Portrait, Poster, Presentation, Programs, Promo, StyleGuide, Trailer • Production Assets: A-roll, Audio Project, B-roll Shot, Broadcast, Color Project, Edit Proxy, Graphics Project, Logo, Music Cue, Photograph, Product Shot, Short Film, Stock, VFX Project, (and if related to a correlated Product: ISO Cam, Line Cut, 	Business Records, Consumables, Historic, Intermediates, Masters, Production Assets, Templates

Appendix

Field	Description	Example
	<p>NLE Project, Page Layout, Raw Media; else put in Business Records)</p> <ul style="list-style-type: none"> • Templates: Slate <p>If more than one asset type is assigned, the Records Class is assigned based on this priority: 1) Historic, 2) Masters, 3) Production Assets, 4) Intermediates, 5) Business Records, 6) Templates, 7) Consumables.</p>	
Records Class Override	An administrator can override the automatic records class designation and change it.	True, False
Reference number	This is a number from Workfront, such as the project number or task number.	5473289, 1043268
Related	Enter part of the file name or other metadata and select the path to a related asset from the drop-down list (other than cover image, thumbnail image, derivative image, translated version, or part of). This uses full-text search. You can add more than one. In the metadata view, you can click the blue underlined related item to view it.	
Reporting Statement	Select the approved Church policy rights statement, when applicable, from the drop-down list. See Copyrights in the appendix for a list of statements and definitions. You can add more than one.	RS-FTE RS-News
Resolution	This is the number of pixels in an image or horizontal lines in a video.	360p, 480p, 1080p, etc.
Restriction	Click Add to enter a restriction, when applicable for an asset. A restriction usually indicates that an asset may only be used for a specific purpose or for a limited time. For any restrictions, the department must contact Devin Larry Smith. He forwards the requests to Mike Card in correlation to approve. You can add more than one.	
• Description	Enter a description of the restriction.	These photos are restricted to Family History use only. Please contact xxx for permission to use.
• End Date	Enter the date the restriction ends, when applicable. This can be a specific date or a year.	May 2010 After June 5, 2019
• Type	Select the type of restriction from the drop-down list. For definitions of the restrictions, see "Internal Restrictions" in the Product Manager DAM Executive Summary .	Context Restricted, Department Restricted, Right of First Publication. SPC (sacred, private, confidential)
Rights Doc Name	The name of a rights management item.	
Rights Status	The status of a rights management item.	Signed

Appendix

Field	Description	Example
Rights VIO Certification	Enter the VIO certification number for a product.	
RMS Number (Contract Number)	Enter the number assigned to signed contracts in RMS. Either get this number from a PSS, the person who added the contract to RMS, or look it up in RMS. You can add more than one. In the metadata view, you can click the blue RMS number to see contract details.	4578231
Scene	Enter the scene, generally thought of as the action in a single location and continuous time. Scenes are generally numbered, but can also be alphanumeric, titles, or phrases.	
RMS Type	The type of rights management item.	IPRA (Assessment), Non-Standard Contract, Reporting Statement, Standard contract, Submission (Deliverable), VIO Certificate
Scripture Reference	Click Add to enter the scripture reference for an asset that contains or displays visually that scripture. You can add more than one.	
<ul style="list-style-type: none"> Volume and Book 	Required. Select the volume and book from the drop-down list.	Isaiah, 1 Nephi, 2 Nephi
<ul style="list-style-type: none"> Chapter or Section 	Enter the chapter or section number or select it using the up and down arrows. <i>Note:</i> At this time, if there is more than one chapter or section, you will need to add it separately.	128, 10
<ul style="list-style-type: none"> Verse 	Enter the verse or select it using the up and down arrows. <i>Note:</i> At this time, if there is more than one verse, you will need to add each verse separately.	3, 6
Season	Enter the associated season for this asset, all aired in the same broadcast period.	1, 2
Security Classification	Select the security classification for the asset from the drop-down list. For example, temple dedication videos are “restricted.”	Public, Internal, Confidential, Restricted
Selects In	Indicates whether this image or video clip is a “selected” image in a set. This is supplied when an asset is imported.	
Series	Enter and select the series this asset belongs to from the drop-down list. In the metadata view, you can click the blue underlined series to see metadata details.	Mission President's Seminar Tabernacle Choir on Temple Square broadcast
Shoot ID	Currently, this is the Workfront task Reference Number, used to identify a photo or video shoot (located on the right, below who the task is assigned to). Historically this was called the Photo Work Order (PWO) number.	6763545

Appendix

Field	Description	Example
Sponsoring Department	Required for a project bundle. Select the Church department or entity who sponsored or paid for this asset's creation from the drop-down list. You can search by the 3-letter abbreviation (PSD) or the full name.	Asia North, Brigham Young University-Idaho, Family History Department
Status (Nuxeo)	<p>The lifecycle status of an asset. You can change the status.</p> <ul style="list-style-type: none"> • In Progress: The status given to a new item when it is added to a workspace. An individual or team can finish edits or metadata until the asset is approved and moved into production. No one else sees the asset except those with permissions to the workspace. • Approved: The status given to an item that has received IP, Correlation, and VIO approval. • Published: The status given to an item that is published to a section in "Approved Content." When you publish an asset, you select where to store it (what section in the approved content), what version to list, and what renditions to include. Published items may be searched and viewed by everyone. • Retired: The status given to an obsolete item. It will be archived, retained, or deleted according the department's records management plan. 	In Progress, Approved, Published, Retired
Status (Workfront Job)	The status of a Workfront project.	Approved, Asset Delivered, Canceled, Complete, Current, Dead, Idea, On Hold, Planning, Pre-Close, Rejected, Requested
Storyline	Enter and select the scriptural storyline this asset belongs to from the drop-down list. This is primarily used for scripture videos and images, such as Book of Mormon or Bible. In the metadata view, you can click the blue underlined storyline to see metadata details.	Nephi Gets the Plates, Lehi's Faithful Departure
Style Guide	Enter and select the style guide this asset is a template or graphic for. You can add more than one.	Global Visual Library, RootsTech
Take	Enter the take, or "version" of a particular shot. Takes of each shot are generally numbered but can be alphanumeric.	
Technical Duration	Same as "Duration." The total length of time for a video or audio clip.	

Appendix

Field	Description	Example
Title	Required. When an item is imported to a workspace, the file name is placed in the Title field. Enter or change the title to a short name for the asset. Use title case. Titles for assets and folders have a 128-character limit. <ul style="list-style-type: none">• For art, use the title of the painting.• For a portrait, list the name of the individual.• For an event, list the name of the event.• For a product, list the official title of the product.	Christ in the Americas, Russell M Nelson Official Portrait
Title (Workfront Job)	The title of a Workfront project. In the Workfront Job Information panel, click the title to view the project metadata.	CYD Children and Youth Development Social Media Marketing
Translation Parent	The original asset for this translation version. This is automatically added when you create a translation version. In the metadata view, you can click the blue underlined parent item to view it.	(path to file)
Version	Create or change the version. Major versions are for published items, such as 1.0. If an item is revised and republished, it becomes version 2.0. Minor versions accumulate as you edit and replace an item. They increment, such as 0.2, 0.3, and so forth. You can set the version.	1.2
Visual Orientation	The orientation of the asset. This is displayed by Nuxeo based on the dimensions during import.	Portrait/Vertical, Landscape/Horizontal, Square
Weight	This is the file size or a measure of how much data a file contains. This is supplied when an asset is imported.	3MB, 10GB
WF Type	Enter the type of Workfront number entered (as Reference number) when creating a job in Project metadata.	PROJ, TASK
Width	The width of a video, in pixels. This is displayed by Nuxeo when an asset is imported.	1280

Creator and Contributor Roles

Following are the definitions for creator or contributor roles.

Role	Definition
Actor	Person playing a character role in the production.
Adobe Stock Contributor	Person or organization who contributed an asset to Adobe Stock.
Artist	Person primarily responsible for the artistic content of the production, or the visual content contained in the media work, and who may hold copyright to it – for example, a video artist like

Appendix

Role	Definition
	Andy Warhol, or a painter commissioned to provide a visual work for the production.
Artistic Director	Person responsible for unifying the feel and vision of a television production, film production, theatrical company, etc.
Associate Producer	Person who takes on responsibilities delegated to them by the Producer. They work on the development and pre-production stages, and on the production. Duties can range from supervising the production design team or post production, or coordinating the work of visual effects companies. This is an industry term, and specific roles and responsibilities may vary between jobs and productions.
Author	Person primarily responsible for the intellectual content of the production and who may hold copyright to it – for example, a novelist whose work is adapted into a film.
Broadcast Engineer	Person who works with hardware and broadcast systems that are used across television, radio and new media to broadcast and distribute programs.
Camera Operator	Person responsible for manning the camera. Several people may fill this role on one production.
Caption Writer	Person or organization responsible for editing/adding closed captioning.
Casting Director	Person responsible for initially finding the cast members chosen for a production.
Choreographer	Person responsible for selection or creation of dance compositions and plans and arranges dance movements and patterns for dances and especially for ballets.
Commentator	Person who discusses news, sports events, weather, or the like, as on television or radio.
Composer	Person who writes music for a specific production, or who is responsible for the artistic content of a piece of music used within a specific production and who may own copyright to that content. Composers of specific elements (for example, theme music) may be identified in an annotation.
Concept Artist	Person who produces an artistic rendering of an element or elements in a film, TV show, or video game, created as part of the development and visualization of characters, costumes, environments, etc.
Conductor	Person who directs the performance of an orchestra or choir.
Co-Producer	Person who performs a substantial portion of a creative producing function, or who is primarily responsible for one or more managerial producing functions. A co-producer has less responsibility than a producer for the completion of a project. This is an industry term, and specific roles and responsibilities may vary between jobs and productions.

Appendix

Role	Definition
Copyright Holder	Identifies a person, people, or organization that holds the copyright to the resource.
Costume Designer	Person responsible for designing and creating costumes and wardrobe for a production.
Creator	Person who created this asset.
Director	Person who supervises the actors, camera crew, and other staff for a movie, play, television program, or similar production.
Director of Photography	Cinematographer or director of photography (sometimes shortened to DP or DOP) is the chief over the camera crews working on a film, television production or other live action piece and is responsible for achieving artistic and technical decisions related to the image.
Editor	Person who assembles the footage for a production into the final end product.
Foley Artist	Person that uses objects to create (or recreate) sound on a Foley sound stage to be added to the final audio mix, such as footsteps, the opening and closing doors, or mechanical sounds.
Graphic Designer	Person who creates and designs visual elements for a production, such as logos, posters or brochures.
Graphic Editor	Person who assembles graphics and animation for a production.
Guest	Person who is invited to appear on one or several episodes of a television show, but is not a regular part of the cast or crew.
Host	Person who introduces a television or radio program, presents the various program elements, and interviews any guests.
Interviewee	Person being interviewed.
Interviewer	Person who asks the questions during an interview.
Job Owner	Person who manages or owns a Workfront project (job).
Lighting Technician	Person responsible for the creation of the lighting design for a given production.
Lyricist	The writer of the text of a song.
Make-Up Artist	Person responsible for designing and creating make-up and prosthetic effects for a production.
Moderator	Person who moderates a discussion.
Music Arranger	A person who takes a pre-written piece and writes a new score to present the original piece of music in a particular way. The arranger will write parts for all the individual instruments and voices which they want to appear in their version of the piece.
Music Supervisor	Person responsible for working with the director and composer of a production to manage, select, and/or edit music for the production; this may also be identified as music director or music editor.
Musician	Player of a musical instrument.

Appendix

Role	Definition
Narrator	Person whose voice explains what is happening in a television program or movie, but who generally is not seen.
Performer	Person, company, band, or group of performers that entertains people by dancing, singing, acting, playing music, or providing some other form of entertainment.
Photographer	Person who takes photographs. In film and television this person may be called a unit still photographer or simply, still photographer, who creates still photographic images intended for use in promotion, continuity and documentation of films and television productions.
Producer	Person who initiates, coordinates, supervises and controls all aspects of the production process, including creative, financial, technological and administrative. A Producer is involved throughout all phases of production from inception to completion. A production may have more than one producer.
Product Manager	Person who manages a product at the Church.
Product Owner	Person who owns a product at the Church, may be a sponsoring department.
Product Plan Manager	Person who manages the product pplan at the Church.
Publisher	A person or organization primarily responsible for distributing or making the asset available to others.
Recording Engineer	Person who operates consoles and other equipment to record, control, replay, and mix sound from various live performances and in the production of radio, television, music, and film. Recording Engineers may also be called Sound Recordists, Sound Mixers, or Audio Engineers. There are also specialized engineers such as Sound Engineers (for film sets), ADR Recordists, and Foley Recordists.
Reporter	Person who conducts interviews, reports events, or presents news information for a broadcast.
Set Designer	Person who designs and creates the set for a production.
Sound Designer	Person who works closely with the production team to design any required sounds to include in a production.
Sound Editor	Person who creates the soundtrack by cutting and synchronizing all sound elements. There may be specialized editors for specific sound element types as well, such as a Sound Effects Editor.
Speaker	Broad term for a person whose speech or lecture is included in a production.
Technical Director	Most senior technical person on a production team, who oversees the technical quality of the production and/or supervises the technical crew. This is an industry term, and specific roles and responsibilities may vary between jobs and productions.
Translator	Person responsible for translating material from one language to another.

Appendix

Role	Definition
Video Engineer	Person who is responsible for technical aspects of video recording and production systems. This is an industry term, and specific roles and responsibilities may vary between jobs and productions.
Vocalist	Person who sings or otherwise vocally contributes a production or a composition used in a production.
Voiceover Artist	Unseen performer who adds their voice to the production in various ways, such as for animated characters or when dubbing into another language. For musical performances use Vocalist.
Writer	Person who created or contributed to the script of a production; usually involved with the production as a work-for-hire.
Speaker	Broad term for a person whose speech or lecture is included in a production.
Technical Director	Most senior technical person on a production team, who oversees the technical quality of the production and/or supervises the technical crew. This is an industry term, and specific roles and responsibilities may vary between jobs and productions.
Translator	Person responsible for translating material from one language to another.
Video Engineer	Person who is responsible for technical aspects of video recording and production systems. This is an industry term, and specific roles and responsibilities may vary between jobs and productions.
Vocalist	Person who sings or otherwise vocally contributes a production or a composition used in a production.
Voiceover Artist	Unseen performer who adds their voice to the production in various ways, such as for animated characters or when dubbing into another language. For musical performances use Vocalist.
Writer	Person who created or contributed to the script of a production; usually involved with the production as a work-for-hire.

Copyrights

When you import an asset, add a certification number from VIO or correlation, a contract number, and/or a reporting statement to generate the required IP code.

Reporting Statements

The following are definitions of reporting statements used in the Rights Management System (RMS). IP Codes are assigned based on contracts, reporting statements, and certification numbers.

Reporting Statement	Description	Example
RS-FTE	Full-time Church employee (FTE), list the person's name as a contributor or other content creator. (IP code-0)	FTE cinematographer, director, designer, photographer, and so forth

Appendix

Reporting Statement	Description	Example
RS-Translation	List PSD Translation Services as translator. For other translation, will need name of translation service and contract number. (IP code-0)	Text translation done by Church translators
RS-GA	First Presidency, Quorum of the Twelve, First Quorum of the Seventy, Second Quorum of the Seventy, The Presiding Bishopric, Area Seventies, Sunday School General Presidency, Young Men General Presidency, Primary General Presidency, Young Women General Presidency, Relief Society General Presidency, and Auxiliary General Board Members. Also includes the spouse if the spouse participates as part of the spouse's Church assignment. Emeritus General Authorities are not covered. List the person's name as content creator or contributor and what was contributed. (IP code-0)	Photos of or content created by General Authorities, Area Seventies, General Officers of the Church and Auxiliary General Board Members during their active service
RS-TCH	Mormon Tabernacle Choir, Orchestra at Temple Square, Temple Square Chorale, Bells on Temple Square and/or Pipe Organs of Temple Square performs as part of a Church sponsored event. List the name of the group who performed. (IP code-0)	Tabernacle Choir or orchestra photos or videos
RS-FHD Missionaries	List Family History Department (FHD) missionary as contributor. (IP code-0)	Photos or videos of or content created by FHD missionaries
RS-Unrecognizable Image	When an individual in the image is unrecognizable. (IP code-1)	Person in background cannot be recognized
RS-News	For limited use in a specific context, such as a news report. Other uses may need written consent. (IP code-1)	Image for news report
RS-Documentary	For limited use in a specific context, such as a news report. List event. Other uses may need written consent. (IP code-1)	Images of an event
RS-Screenshots – Church-owned	Screen shots of approved Church web sites or subsites (such as churchofjesuschrist.org, familysearch.org, josephsmith.net, josephsmithpapers.net, providentliving.org, intranet). The toolbar or other indication of browser or software running on the computer should be eliminated or the Church's rights to use such software should be documented (software on all Church machines does not need documentation, such as Microsoft products). Church's right to use the content included on the screenshot should be documented. Include the name of the product and date the screen shot was taken. (IP code-0)	Computer screen shots of ChurchofJesusChrist.org
RS-Screenshots – 3 rd party	Screen shots of Third party websites and licensed software. (IP code-1)	Computer screen shots

Appendix

Reporting Statement	Description	Example
RS-Product Shots	Images of Church produced products used as an illustrative example. Include product title, SKU number, and page number (if inside shot) in additional information. Add the product certification number to change IP code to 0. (IP code-1)	Images of book cover, inside individual pages, or other product shot
RS-Incidental Image	For situations where a trademark or copyrighted element is found in the background. Trademark must be in background and not primary focus of shot ,viewed for significant amount of time, or on clothing of featured individual. Include product title or trademark and where it appears. (IP code-0)	Trademark or copyrighted element in image
RS-Ordinary Text	This is for <250 words from one source. This does not apply to poems or if the entire source is used. List author, source of text, title or description of text. (IP code-1)	Meme or other text
RS-LDS Scriptures	Use of LDS editions of scripture text or scripture maps (does not include scripture photos). List book, chapter, verse. (IP code-0)	Scripture or scripture map
RS-Implied Consent for Comment on Church Website	For use of comments submitted to a Church website. Use must be related to the website in which it was received. List submitter and website name. (IP code-1)	Text with comment from Church website
RS-Quotations for News Use	Use limited to reporting on specific newsworthy event. Must have written consent for sensitive subjects. Include description of quote and name of contributor. (IP code-1)	Quote used to report on an event
RS-Repurposed Text	Text from another product is repurposed and quote refers to original product. Original product must still be available at Distribution Center or online. Include title of product, website, SKU number, page number, and/or URL and the sponsoring department as author or contributor. (IP code-1)	Repurposed meme or other text item
RS-Repurposing Content from Previously Approved Products	When repurposing elements from a previously approved product. List the IP approval number from the original product in the contract field. Note: Cannot use this if the original IP code was 1 or 8. If 1RF, PSD IP manager must certify that repurposed elements do not contain any restrictions. Include description of repurposed elements, title of original product and project or product number. (IP code=code from original product)	Repurposed images, video clips, or text in a new product
RS-Grandfathered Product	For repurposed product in a product created before 1 July 2004 and still available from Distribution Center. Usually when changing format, such as VHS to DVD. The grandfathered product must be reproduced in its entirety. List the title and SKU of the	Repurposed product

Appendix

Reporting Statement	Description	Example
	original product and the sponsoring department. (IP code-1GF)	
RS-Repurposed Church Created Documents	Repurposing a Church created document, such as a report or form, that did not go through the IP process before 1 July 2004. Ensure no personal information is included. List the title of the original document. (IP code-0)	Repurposed Church documents
RS-Promotional Clips for Kiosks	Clip from a Church produced video for promotional purposes used in a kiosk located on Church property (JSMB, Visitor Center, Distribution Center) for videos that are currently shown at the facility or available for purchase on-site. Video must have had IP/Correlation approval. Clips must be 30 sec. or less. Include name of video and SKU. (IP code-1)	Promotional video clip from Church produced video
RS-Promotional Music Audio Clips	Music clip (less than 30 sec.) from Church produced products used for promotional purposes on official website, social media, or mobile apps for music products currently available for purchase through Distribution Centers or authorized resellers. Music product must have had IP/Correlation approval. Include music product name, individual music title, and product approval numbers. (IP code-1)	Music clip
RS-Radio Music Licensing	For music on Latter-Day Saints Channel radio programs when licensing obtained through ASCAP, BMI, or SoundExchange. Please note that the channel radio policy is to not use music licensed through SESAC. Include song title and artist. (IP code-1)	Latter-Day Saints Channel radio music
RS-Implied Consent for Vendor Forms	For use of vendor logos or trademarks included on forms or documents supplied by a vendor licensed by the Church. Permission is implied if forms supplied by vendor and Church is required to use forms to communicate with vendor. Include name and description of the form. (IP code-1)	Vendor logo or trademark
RS-Implied Consent for Training Materials	For use of vendor logos or trademarks included on training products to demonstrate use of equipment or product. Use is limited to training material only. Include name of equipment or product. (IP code-1)	Vendor logo on training material or equipment
RS-VIO Incidental	VIO approval of use of a Church logo is not needed if it appears on an object or on a person but is incidental or not the focus or primary element in the image. Include where the logo appears in the description. (IP code-0)	Church logo appearing in an image
RS-Live Religious Assembly	Image documents the live performance of a nondramatic literary or musical work or display of work in the course of services at a place of worship or religious assembly. The content must be from a legally made source, used in the services, and in a	Live religious assembly

Appendix

Reporting Statement	Description	Example
	place of worship previously authorized by the IP Division director. Any additional uses of the musical work may need to be reported to ASCAP, BMI, and SESAC. Any additional uses of the literary work may need to be licensed from the copyright owner. Include the title or description of work and author. (IP code-1)	
RS-Exhibits	For the display of undocumented artifacts in an exhibit. Only original artifacts can be exhibited (not derivative copies). The artifacts should not be photographed or videotaped and should not be included in promotional materials. Use is limited to original exhibits only. Include the name and description of the artifact. (IP code-1)	Exhibit displays (not photos or video of the display)
RS-Public Domain	For use of material in the public domain. Material must have been published before 1923 or created more than 120 years ago. Include description of material and date the work was created or published. (IP code-7)	Material in public domain

IP Codes

The following are definitions of the IP Codes assigned to assets.

IP Code	Definition
0	IRI owned. All uses permitted.
0E	IRI owned. Department approval required.
0MR	Same as code 0. All uses permitted based on IP rights assessment. MR stands for “managed risk” and indicates documentation is spotty or missing, but legal counsel has determined the Church can claim ownership of rights.
1	Not IRI owned. Review agreement to determine usage rights.
4	IRI licensed. All IRI uses permitted.
4MR	Same as code 4. All IRI uses permitted based on IP rights assessment. MR stands for “managed risk” and indicates documentation is spotty or missing, but legal counsel has determined the Church can claim ownership of rights.
5	Unknown rights. No use permitted without additional research.
6	IRI licensed. Some uses permitted.
7	Public Domain. All uses permitted.
8	Not IRI owned. Conditional use. Review agreement to determine usage rights.
9	IRI licensed. All IRI use and third-party use permitted.
10	Mixed elements. Each individual element must be reported separately on an IP report and reviewed to determine usage rights.

Contract Numbers

Appendix

Contract numbers are assigned in the Rights Management System (RMS) when a contract is added. If needed, get contract numbers from the Publishing Support Specialist (PSS), the person who added the contracts to RMS, or look them up in RMS.

Following are some standard contract numbers:

- Hired by casting office: 11088682
- Adobe Stock: 43573953
- Create (donated by volunteers on Create website): 07357428
- Unsplash: 19111295

Groups and Permissions

Security for folders and assets is controlled through groups and permissions. Users can belong to more than one group.

Groups

The following groups have been created in Nuxeo.

Group	Nuxeo Group Name	Permissions
General Workforce (anyone with a workforce Church account)	generalChurchWorkforce	Read Master Data Download Approved Content
All teams in PSD	allTeams	Read
Content Administrator	dmam_content_admin	Create Team Work space Bulk import assets Create Master Data Download Approved Content Publish to Approved Content
Asset Management Partner (AMP)	dmam_amp	Create Team Work space Bulk import assets Download external Master Data Create DAM Master Data Download Approved Content Publish to Approved Content
Production Management (project manager, international publishing services manager (PSM))	dmam_prod_mgmt	Create Team Work space Read Master Data Download Approved Content Publish to Approved Content
Production Team (designers, photographers, content creators)	dmam_production	Create Team Work space Read Master Data Download Approved Content Publish to Approved Content
Publishing Teams (web, social media)	dmam_pub	Create Team Work space Read Master Data Download Approved Content

Appendix

Group	Nuxeo Group Name	Permissions
		Publish to Approved Content

Permissions

The following charts shows what actions are available for the different permission levels. The next level includes actions from the previous level. For example, if you have Create rights, you also have rights for edit, download, and view.

Permission	Actions in Work Spaces	Actions in Approved Content
View	<ul style="list-style-type: none">• View Assets• Add Comments or Tags• Add assets to a collection• Share assets• Add notification	<ul style="list-style-type: none">• View Assets• Add Comments or Tags• Add notification
Download	<ul style="list-style-type: none">• Download original or renditions• Export	<ul style="list-style-type: none">• Download renditions
Edit	<ul style="list-style-type: none">• Edit metadata	
Create	<ul style="list-style-type: none">• Add assets• Edit assets• Add or remove relationships (create derivatives and language versions)• Start workflows• Delete assets	<ul style="list-style-type: none">• Create and delete sub-folders (project bundles)• Unpublish assets
Manage	<ul style="list-style-type: none">• Manage permissions• Set alerts• Apply presets• Manage trash• Publish	<ul style="list-style-type: none">• Manage permissions• Set alerts• Apply presets• Manage trash
Can Ask for Publishing	<ul style="list-style-type: none">• Submit documents for publishing	
Everything	<ul style="list-style-type: none">• Do all actions	<ul style="list-style-type: none">• Do all actions

Glossary

This glossary contains general terms used in asset management, Nuxeo, and audio, video, and publications production.

Audio Stems	In audio production, a stem is a discrete audio source to be used as one unit. At the Church, individual stems are used for music, effects, and dialogue (including language audio dialogue).
Binary or Blob	The actual asset (video, audio, image, document) vs the metadata record.
Black Pearl	This is the off-line tape storage system that is replacing DIVA.

Appendix

Captioning	The addition of text to accompany an audio track, usually provided as a viewable option. It is department policy to provide captioning on all English videos that are posted online on any site owned or operated by the Church. It is also strongly encouraged (but not required) that captioning be included on all other languages. This was done to comply with recent interpretations of the Americans with Disabilities Act.
Cards (Camera card, Audio card, SD card)	A physical card used to store data, such as from a camera or audio device. In video production, camera cards and audio cards break together, so the card numbers consistently match at all points in production.
Clip	A short excerpt taken from a moving image or audio resource. A clip may not convey a complete intellectual concept.
Codec	A device or program that compresses data to enable faster transmission and decompresses received data. In this case, the term codec is an acronym for coder/decoder.
Color space	Color space is a mathematical model which describes a specific organization of colors, usually as a number or combination of letters or numbers. This allows for reproducible representations of color.
Exif	Exchangeable Image File (Exif) metadata embedded within all images captured with a digital camera. This information is automatically copied from the camera data or data the photographer or cinematographer added while editing the images or video.
Frame rates	The frequency at which frames in a video are displayed, usually expressed as frames per second (fps). The higher the frame rate, the smoother fast actions appear.
International Master	For a video, a master that is free of any text or titles and prepared so it can easily be adapted into a new language master. Basically, it is a Titled Master with final color correction work and final audio mix but without any text or titles. See the <i>Video Production Standards</i> for specifications on codecs, color space, and file formats.
IPTC	International Press Telecommunications Council (IPTC) metadata copied from the camera data or data the photographer or cinematographer added while editing the images or video.
Master Files	The files used to create a final product deliverable.
Metadata	Metadata is information about other data. For our purposes, it is descriptive, administrative, and reference information about an asset (video, image, audio, document).
Proxy	For a video, footage that is lower in resolution, with a smaller file size, and thus a lesser data rate, used for editing. The proxies in Nuxeo will be 720x480p, 800k, HLS format with timecode.
Renditions	Other formats for an asset. For published video
Resolution	Resolution refers to the number of pixels in an image. Resolution is sometimes identified by the width and height of the image as well as the total number of pixels in the image. For example, an image that is 2048 pixels wide and 1536 pixels high (2048 x 1536) contains (multiply)

Appendix

	3,145,728 pixels (or 3.1 Megapixels). The higher the resolution the more detail the image has.
Slate	A board with information written on it used to mark the beginning or end of a take. Since scenes are shot out of sequence and audio recorded separately from the visual portions of a production, the metadata written on the slate is crucial for identifying assets. When the shooting is completed, scenes, audio, and visual components are pieced together during editing with help from the video slate.
Stock Footage	Pre-recorded footage used or collected and organized to be used in the production of films, broadcasts, and video recordings.
Stock Image	Pre-captured image used or collected and organized to be used in the production of another product.
Timecode	Timecode, also known as SMPTE or SMPTE code, is an electronic signal which is used to identify a precise location in time-based media like audio or video. SMPTE is an acronym for Society of Motion Picture and Television Engineers, the developers of this standard.
Titled Master	For a video, a master that includes the final color correction work, titles, and the final audio mix. See the <i>Video Production Standards</i> for specifications on codecs, color space, and file formats.
Transcode	Transcoding is the process of converting video or audio from one editing or encoding format into another.
Vantage	A vendor used to transform and compress video footage and renditions.