

BU Photo Library's NetX Instructions

Please be advised:

- The new BU Photo Library is cloud-based; no VPN connection is required.
- The recommended browsers for optimal performance are Chrome or Firefox.
- Be sure to allow pop-ups on your web browser.
- BU faculty and staff have access to the BU Photo Library. External affiliates with BU logins can request access. Students cannot receive access to the BU Photo Library.
- You can purchase unlimited usage across print and web for your department to use within the University for \$75/image via ISR.
- If you are a BU employee but not already a registered user, please fill out the Image Library Request [form](#) to request access.
- We have permission from the photographers to use their images within Boston University materials but not materials external to the University. If you are unsure about whether your use is acceptable, please reach out to buphotos@bu.edu.
- The BU Photo Library is continuously evolving to enhance your experience. As a result, screenshots and visuals in this guide may differ slightly from what you encounter during your visit.

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Access

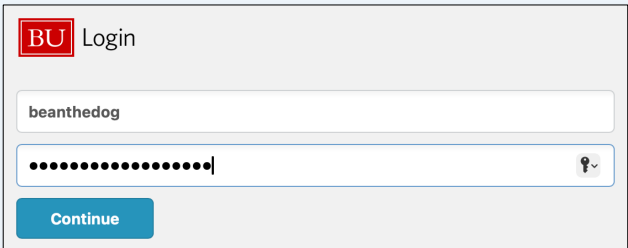
- Cumulus users will automatically be granted access to the new BU Photo Library and can use their same login and password for access.
- First-time users can request access to the BU Photo Library by visiting the link below and filling out the 'Image Library Request' form at the bottom of the page:

[Access the BU Photo Library](https://www.bu.edu/marcom/our-expertise/photo-video/photo/image-library/)

<https://www.bu.edu/marcom/our-expertise/photo-video/photo/image-library/>

Login

photos.bu.edu Use your Kerberos login to sign in.

A screenshot of a web login form. At the top left is a red square logo with the letters 'BU' in white, followed by the word 'Login' in a sans-serif font. Below this is a text input field containing the username 'beanthedog'. Underneath the username field is a password input field with a series of black dots for masking and a small eye icon on the right to toggle visibility. At the bottom of the form is a blue button with the word 'Continue' in white text.

Navigation

The homepage includes:

- Browse Photos
- Order Instructions
- BU Brand
- Contact Us
- Search Bar

Navigation

continued

On the homepage, thumbnails indicate categories of BU photography:

 **Photo Library**

[Browse Photos](#) [Order Instructions](#) [BU Brand](#) [Contact Us](#)

Welcome to the BU Photo Library! Search for the image(s) you want by name of individual, college/school, or setting. You can also browse by category from the options below. For a more detailed walkthrough, refer to the “Order Instructions” in the menu bar.



Athletics



Boston



Campus



Events



Historic Images



One Editorial



People



Research



Schools and Colleges

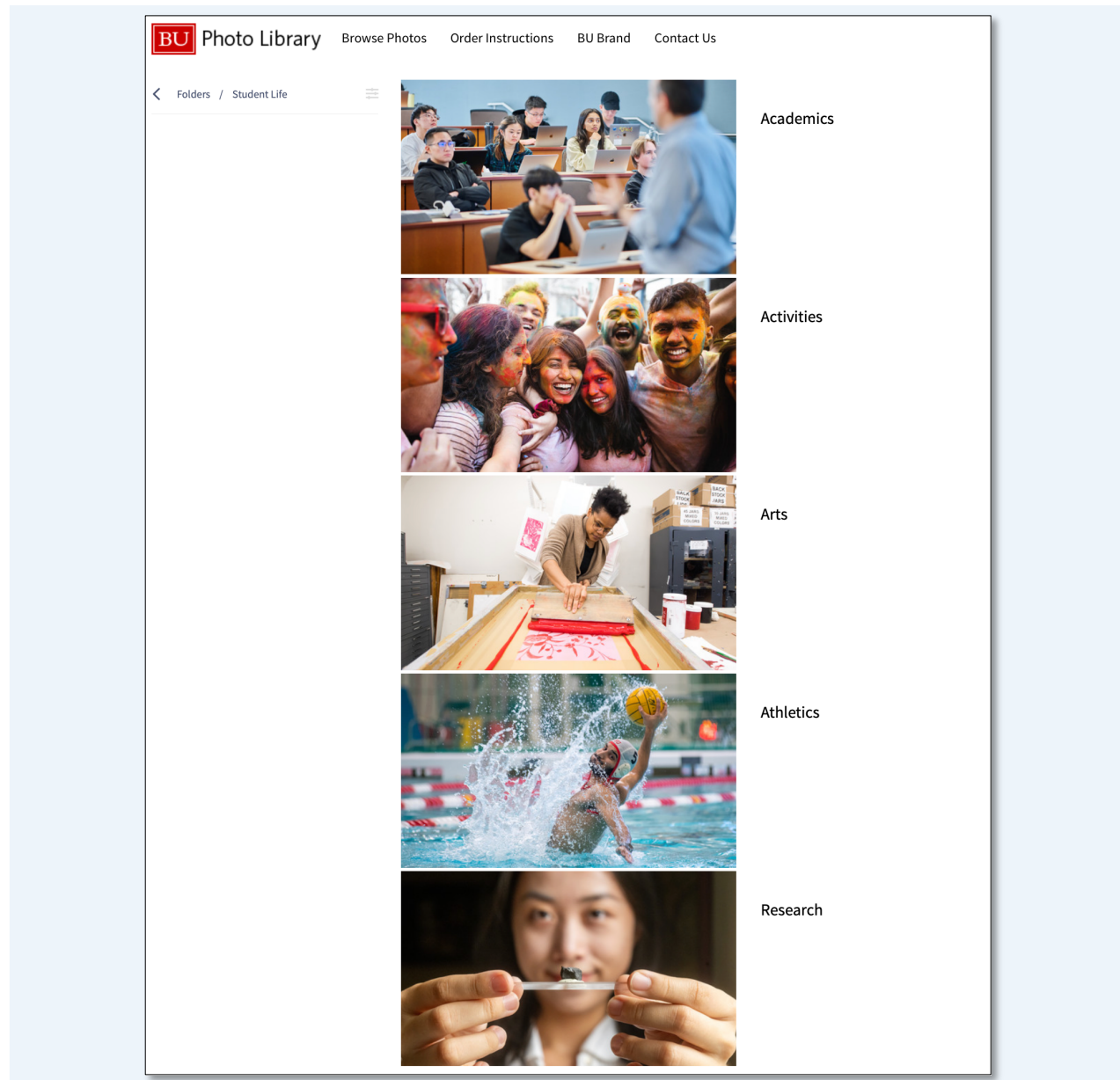


Student Life

Navigation

continued

Each category contains subfolders that further organize the images. For example, the Student Life category contains 5 subfolders: *Academics*, *Activities*, *Arts*, *Athletics*, and *Research*:

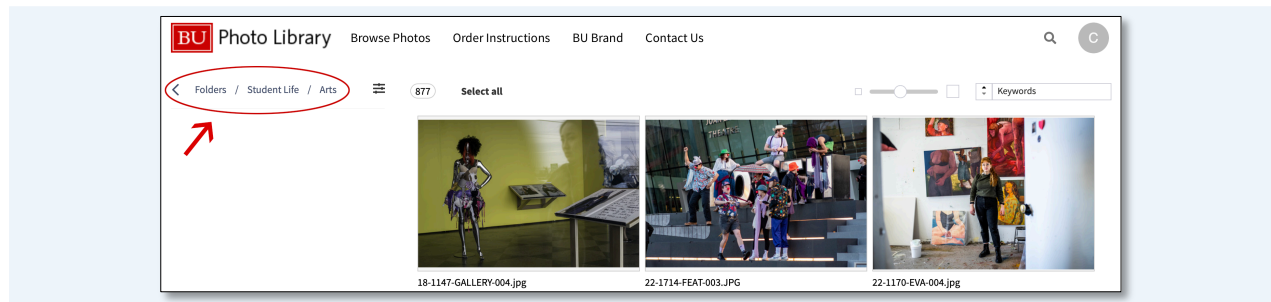


Navigation

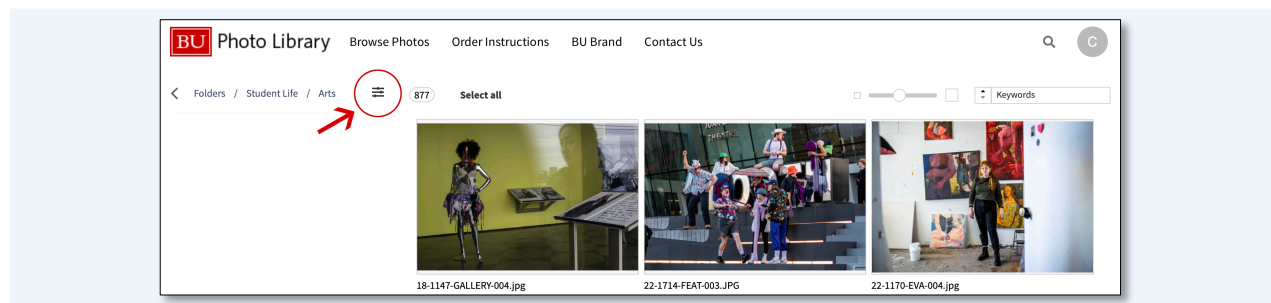
continued

In each subfolder, you can view the full gallery of images that is categorized within that subfolder. For example, clicking into the Arts subfolder will give you the opportunity to:

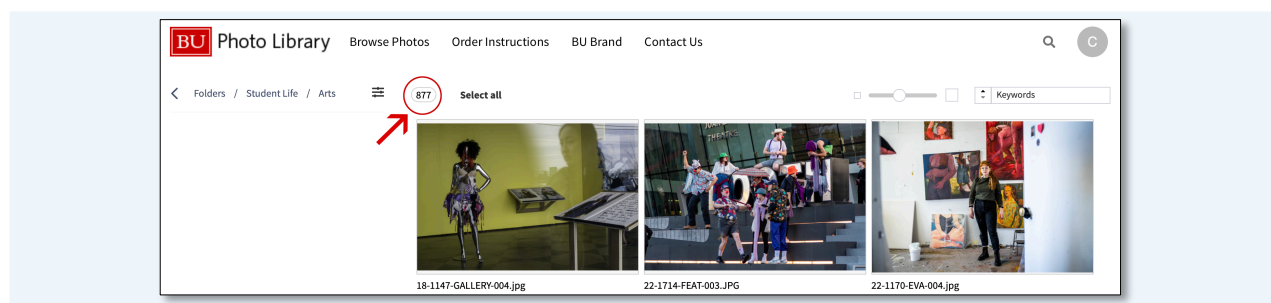
1: View folder hierarchy and navigate to previous categories:



2: Toggle your filtering options on and off using the filter slider:

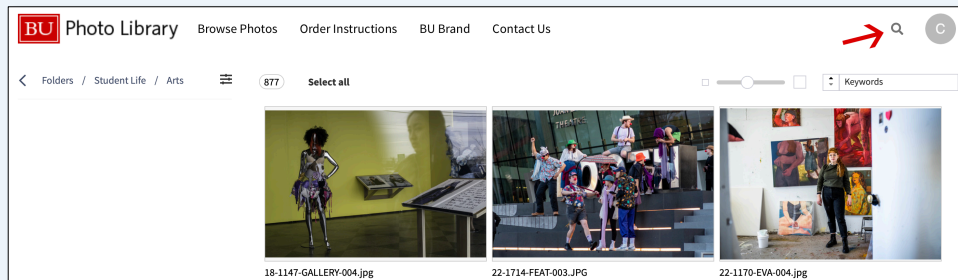


3: View the image count:

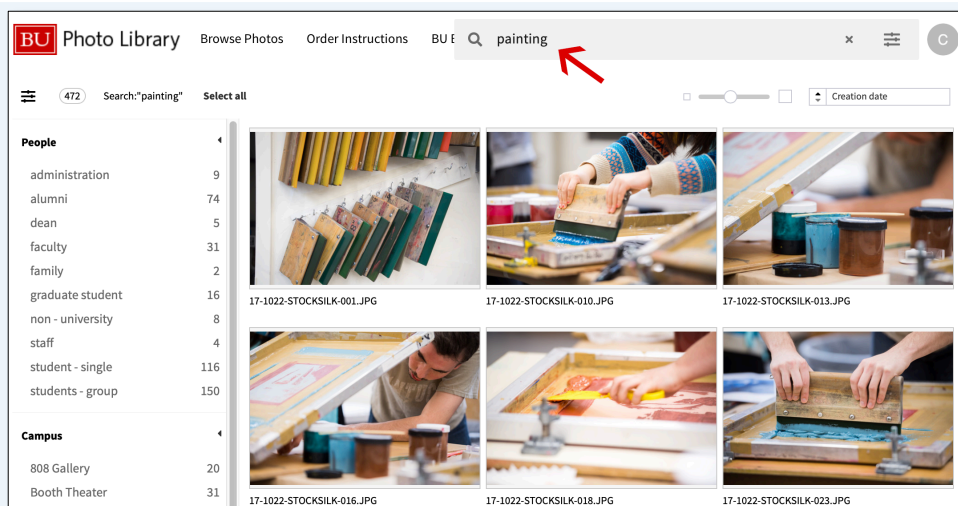


Search

The search bar offers multiple ways to refine and customize your search:



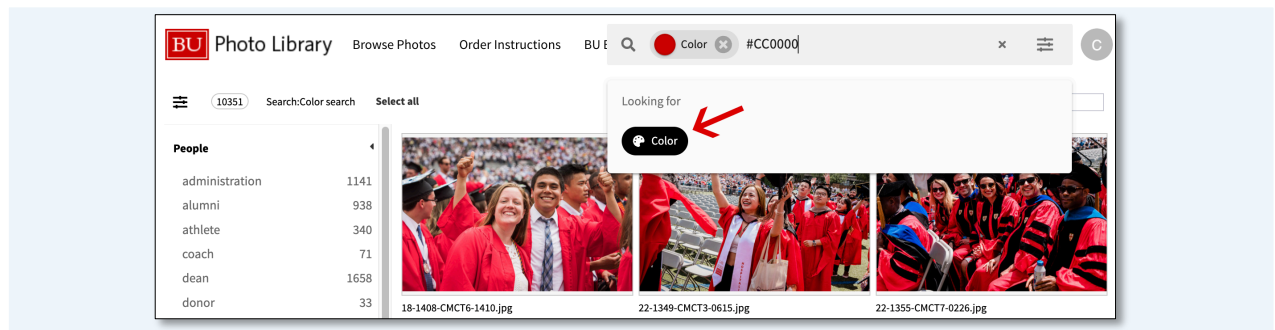
Keyword search: Use the search bar to search by a single keyword, or multiple keywords. Search functionality is powered by multiple attributes (e.g., file name, location, person); in the example below, we searched for the keyword “painting.”



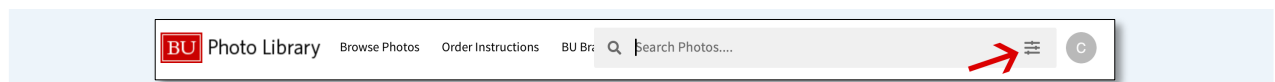
Search

continued

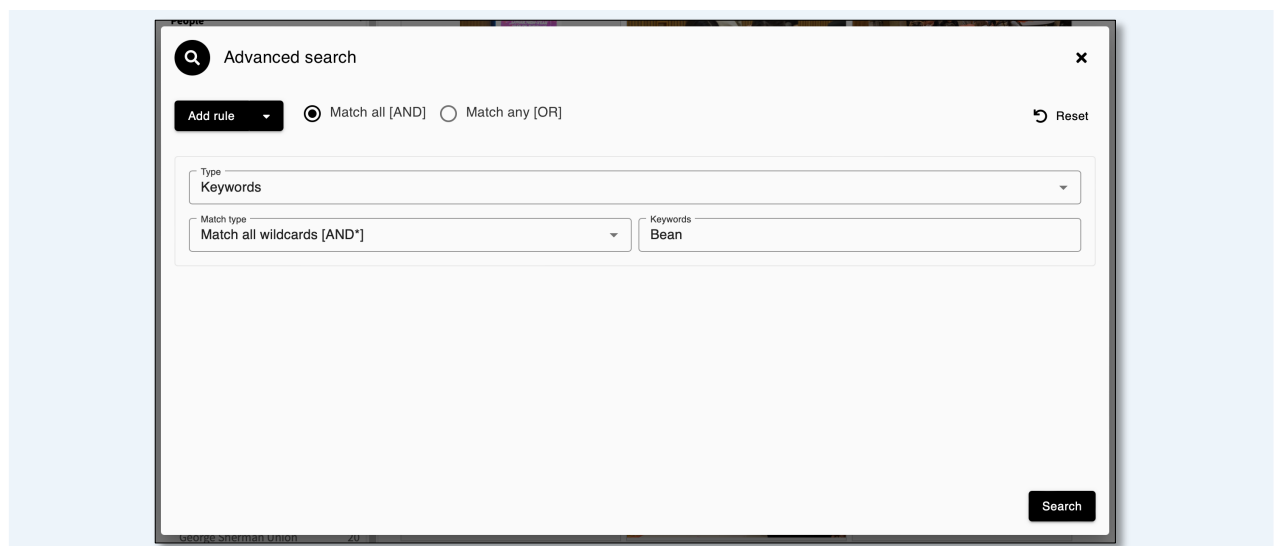
Color search: Click “Color” to add the color picker to the search field. This will help you find images that are visually similar or contain a specific color. Once the color picker is enabled, you can enter a custom hex value or use the color picker to generate a hex value.



Advanced search: This feature allows you to create effective queries by applying precise, customizable filters and complex search rules. Click on the advanced search slider within the search bar:



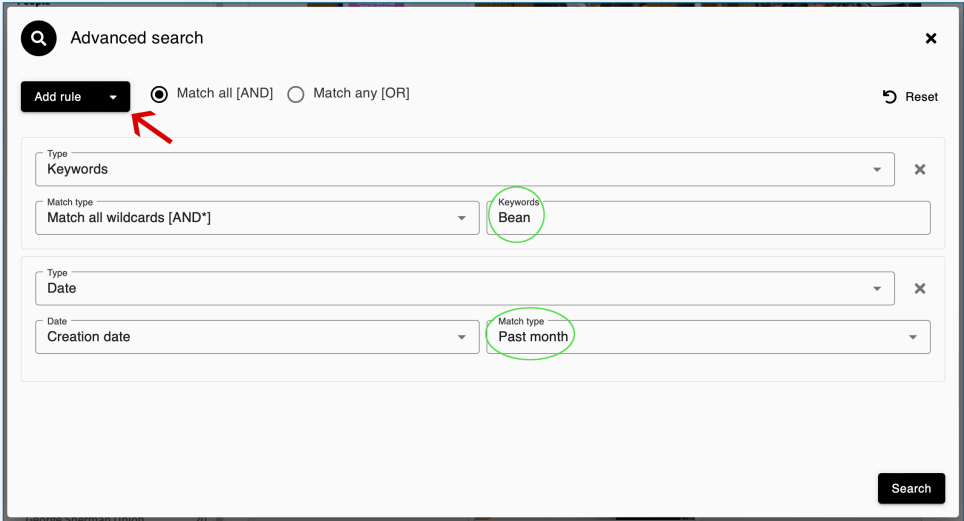
The default rule is set to “keywords,” which allows you to enter a search term in the keyword field. In the example below, we’re searching for photos of *Bean* the dog:



Search

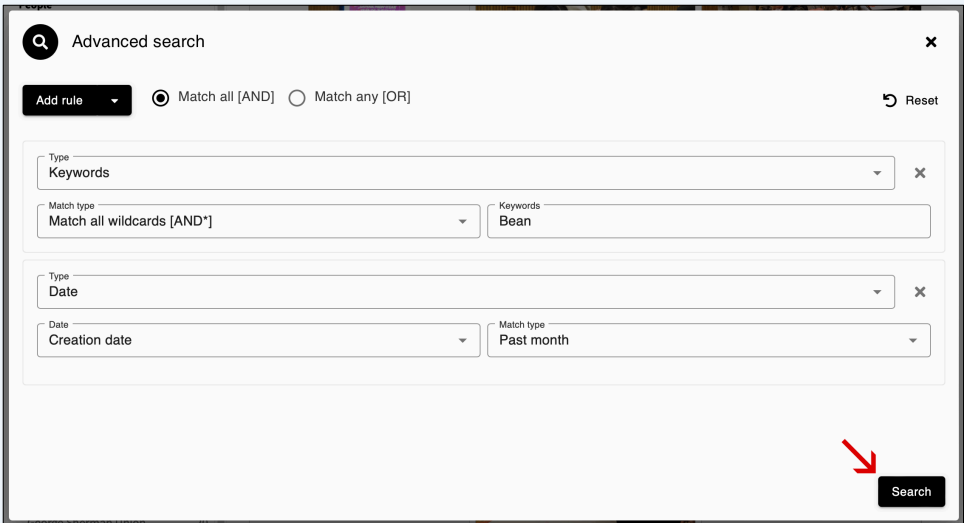
continued

Adding a second rule will help you find more specific matches. In the example below, we narrow the search by adding a “date” rule. Other types of rules to narrow a search could include additional keywords, or image content:



The screenshot shows the 'Advanced search' dialog box. At the top, there is a search icon and the title 'Advanced search'. Below this, there are two radio buttons: 'Match all [AND]' (selected) and 'Match any [OR]'. To the right of these is a 'Reset' button. Below the radio buttons is an 'Add rule' button with a dropdown arrow. A red arrow points to this button. The dialog contains two rule sections. The first rule has a 'Type' dropdown set to 'Keywords', a 'Match type' dropdown set to 'Match all wildcards [AND*]', and a text input field containing 'Bean'. The second rule has a 'Type' dropdown set to 'Date', a 'Date' dropdown set to 'Creation date', and a 'Match type' dropdown set to 'Past month'. Both 'Bean' and 'Past month' are circled in green. At the bottom right of the dialog is a 'Search' button.

When finished, click the “Search” button to apply your settings.

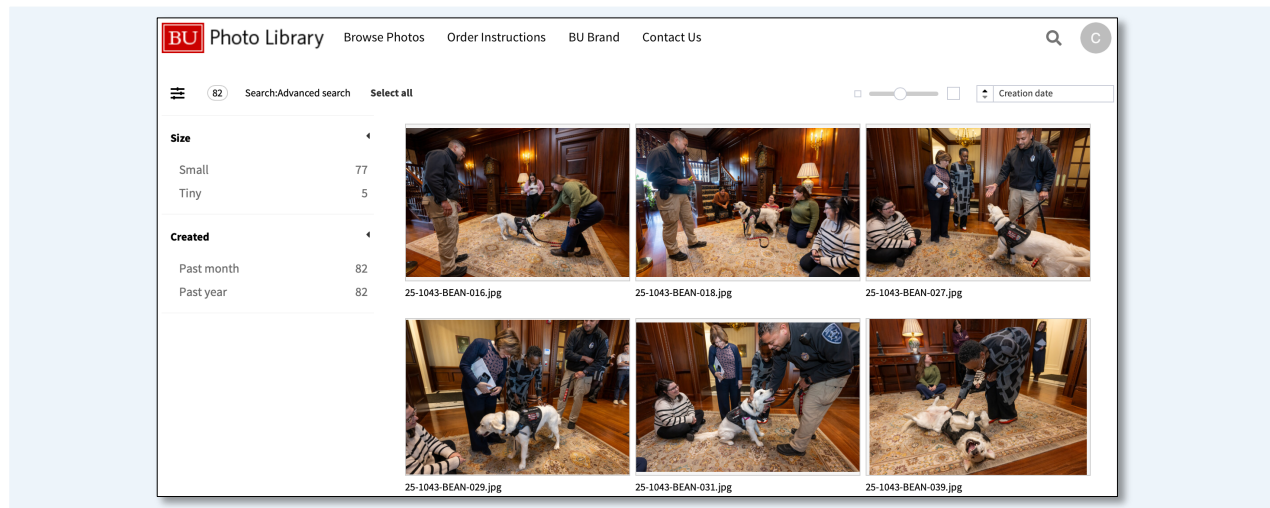


This screenshot is identical to the one above, showing the 'Advanced search' dialog box with the same two rules. However, a red arrow points to the 'Search' button at the bottom right of the dialog.

Search

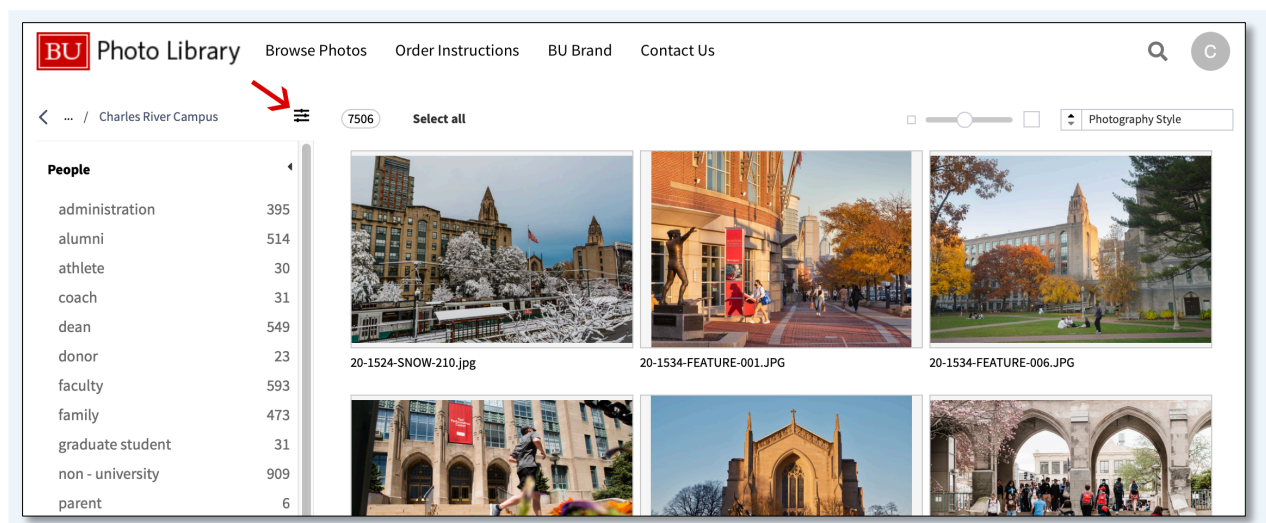
continued

Your refined results will populate tailored to your search criteria: in this example, photos of Bean created within the past month:



Filtering

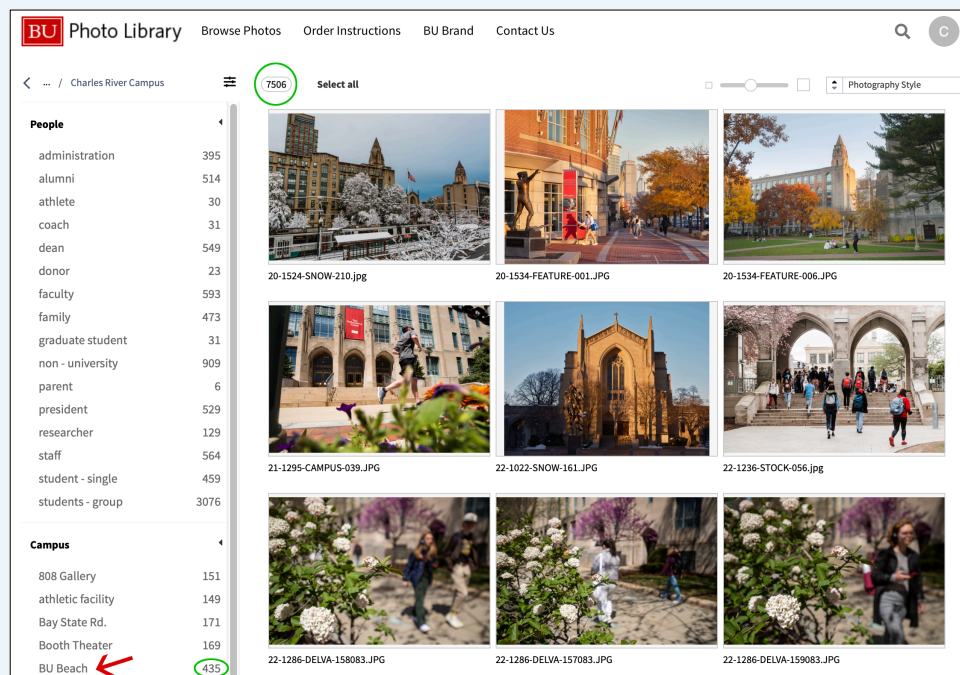
Filtering gives you the power to refine your search by selecting relevant tags from a curated list, which displays on the left, once you toggle on the filter slider:



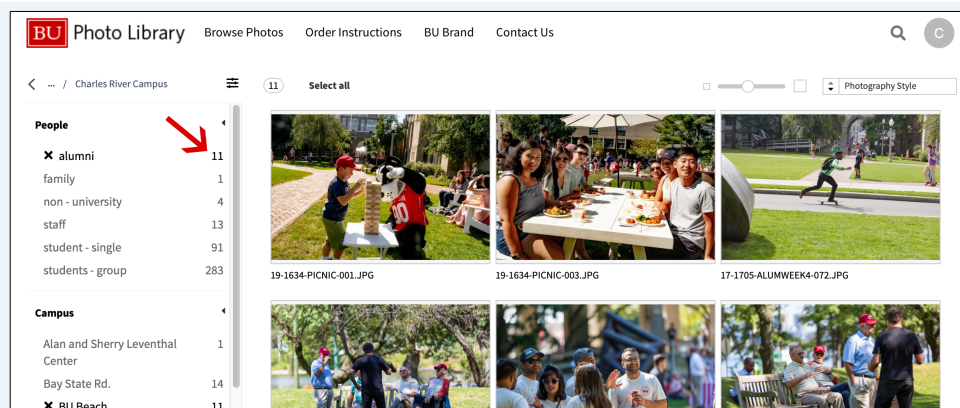
Filtering

continued

For example, you can refine a search so that you only see photographs associated with BU Beach: Each tag displays the number of associated images. Clicking on the tag “BU Beach” refines the search to display only images related to that location. As shown below, clicking “BU Beach” reduces results from 7,506 images to 435.



You can select multiple tags to refine your search further. In our “BU Beach” example, adding “Alumni” reduces the image count to 11.



Filtering

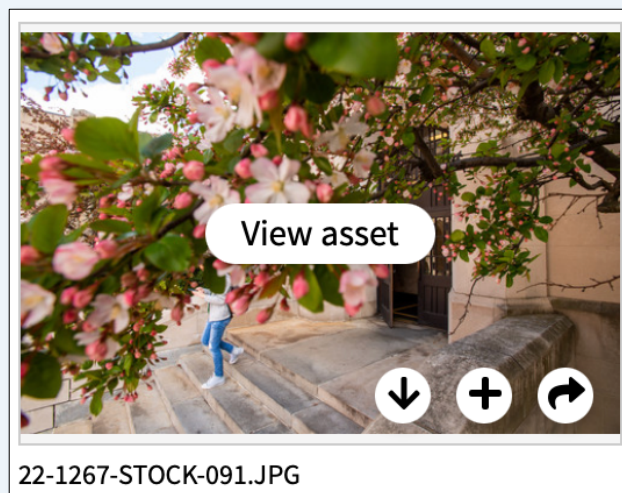
continued

Clicking on the “X” next to any tag will remove that tag from your active filtering preferences:



Ordering

You can order single or multiple images from the BU Photo Library archive. When you hover over an image, four options will appear:

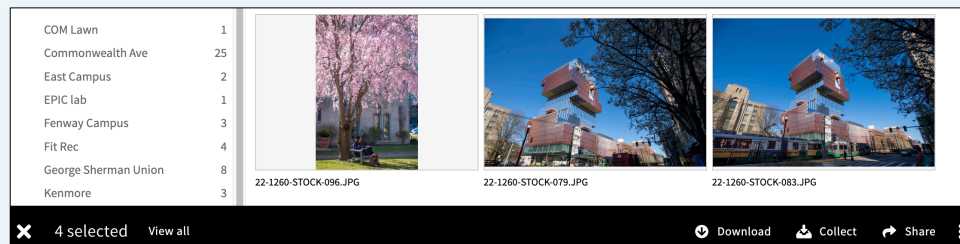


1. **View asset** provides a detailed view of the image, displaying key information such as the photographer, description, date, and location.
2. **Download** ⬇ allows you to save the selected image as a watermarked low-res version.
3. **Add to selection** ⊕ will add the chosen image to your basket, giving you the option to purchase the image or create a custom collection that can be accessed later.
4. **Share** ↻ lets you share a watermarked low-res version of the selected image. After filling out the required information, a shareable link will appear; the link can be copied or emailed directly to a recipient.

Ordering

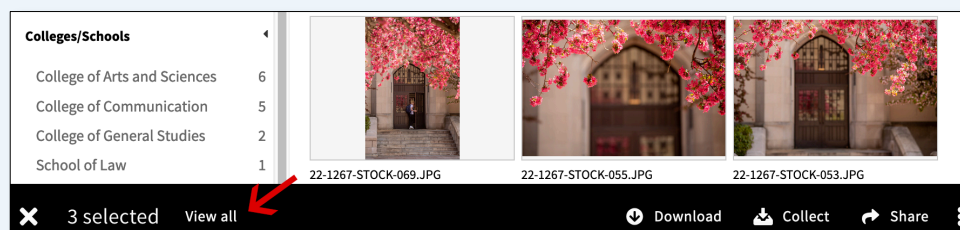
continued

When you're ready to order the selected hi-res image(s), locate the solid black bar at the bottom of your browser to view your options:



5. **View all** lets you review your selected image(s).
6. **Download**  allows you to save a watermarked low-res version of the image(s).
7. **Collect**  lets you conveniently save your selected images into a custom collection that can be titled and accessed later.
For more details on creating a custom collection, refer to the “New Features” section of this guide.
8. **Share**  lets you share a watermarked low-res version of the image(s).

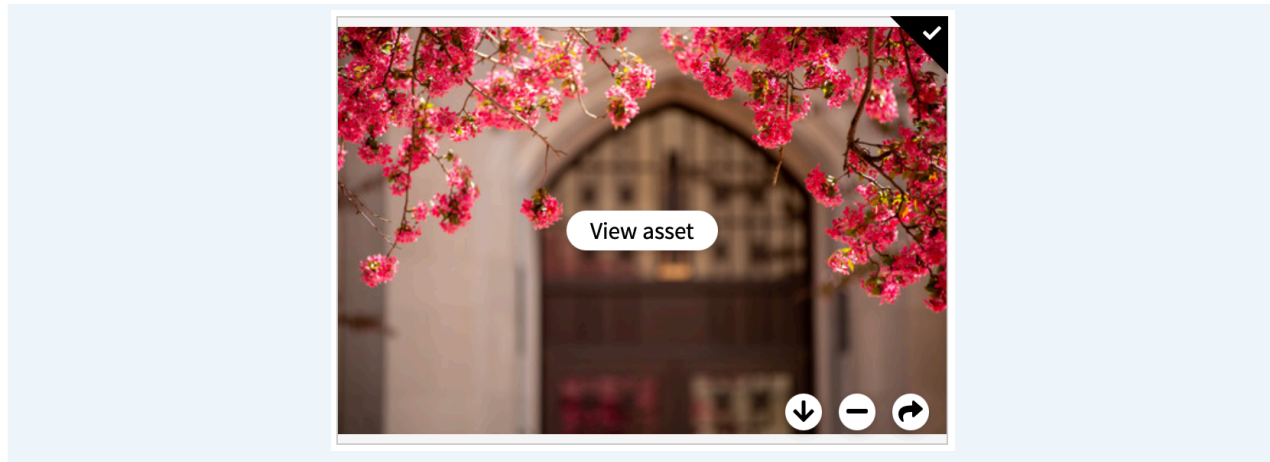
To order your selected image(s), click View all to review and confirm that the images in your basket are the ones you want to purchase.



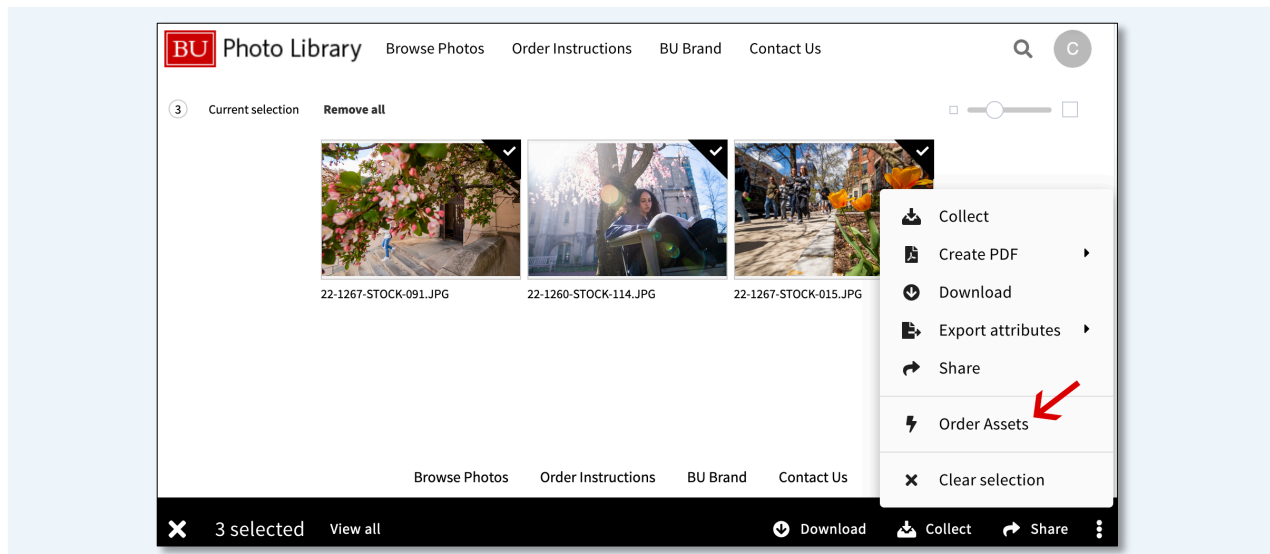
Ordering

continued

To remove an image from your selection, click the minus symbol  on the bottom right of the image.



Next, click on the vertical ellipsis  and select Order Assets  to begin ordering your hi-res images.



A new window will pop up in your browser, which will display the following secured web address: <https://one.damtoolkit.eu/orderbu>

Ordering

continued

Order Basket

Order Basket

Welcome to the order basket.

Please follow the steps on the right to complete the order.

Once completed the order will be mailed to you with a download-link.

Note: Exercise discretion when using images that contain identifiable subjects. This pertains especially to students in classes, but extends to students, faculty, and staff in other settings, too. Before using an image with identifiable subjects in external-facing materials, contact BU Photography

New Order Basket

Welcome - User Name - 01100__School of Law - user@bu.edu [U]

All images in this asset library are for University use only, and should not be obtained for personal use. Completed orders will be billed to the department for your current project.

Note: Before purchasing an image with identifiable subjects for external use, contact BU Photography (buphotos@bu.edu) to confirm if the intended use is permitted and whether subjects' approval is required.

Select the department for which the files will be used:

Department

[Start Order](#)

Assets in the basket

-  [2083] 22-1267-STOCK-091.JPG
16600__One Editorial

After clicking on “Start Order,” the total amount due will be displayed above the images you’re about to purchase (to be paid for via ISR). If an image has already been purchased by your department, the department will not be charged for it again. This will be clearly noted in the summary, for your reference. Click on “Start Order”:

New Order Basket

Welcome - Cheryl Skinn - 01100__School of Law - cskinn@bu.edu [U]

All images in this asset library are for University use only, and should not be obtained for personal use. Completed orders will be billed to the department for your current project.

Note: Before purchasing an image with identifiable subjects for external use, contact BU Photography (buphotos@bu.edu) to confirm if the intended use is permitted and whether subjects' approval is required.

Department

ISR Number

Close ISR?

[Order Now](#)

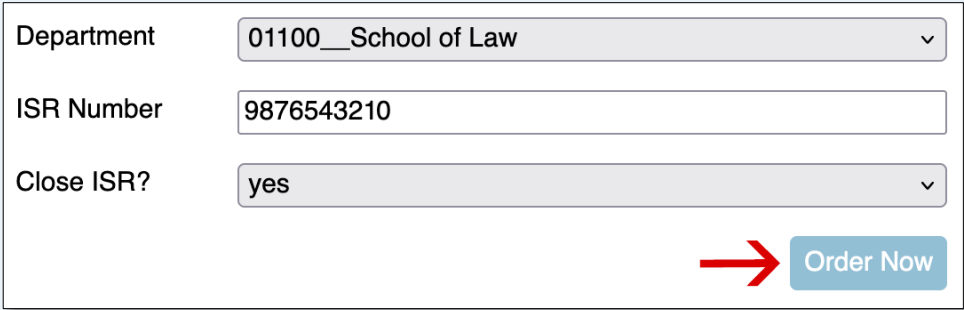
Assets in the basket -- Total amount due: \$ 150.00

-  [2083] 22-1267-STOCK-091.JPG
16600__One Editorial
\$ 0.00 -- 2 previous orders
-  [2080] 22-1267-STOCK-015.JPG
16600__One Editorial
\$ 75.00 -- 0 previous orders
-  [2062] 22-1260-STOCK-114.JPG
16600__One Editorial
\$ 75.00 -- 0 previous orders

Ordering

continued

Your designated department will auto-populate. You are required to provide a 10-digit ISR number. “Close ISR?” is set to “yes” by default. Once the required fields are complete, click “Order Now.”



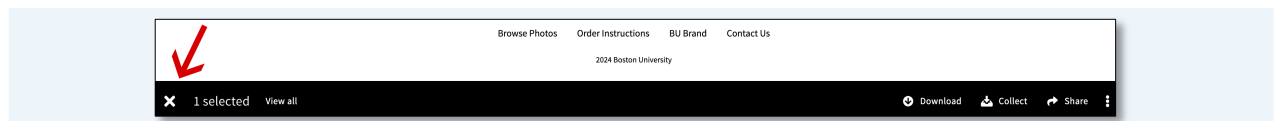
Department 01100__ School of Law

ISR Number 9876543210

Close ISR? yes

 Order Now

Review BU Photography’s usage rights, which will appear once your order has been placed. After reviewing the usage rights, close your browser window. Then, return to the BU Photo Library to manually empty your basket by clicking the “X” located in the black bar at the bottom left.

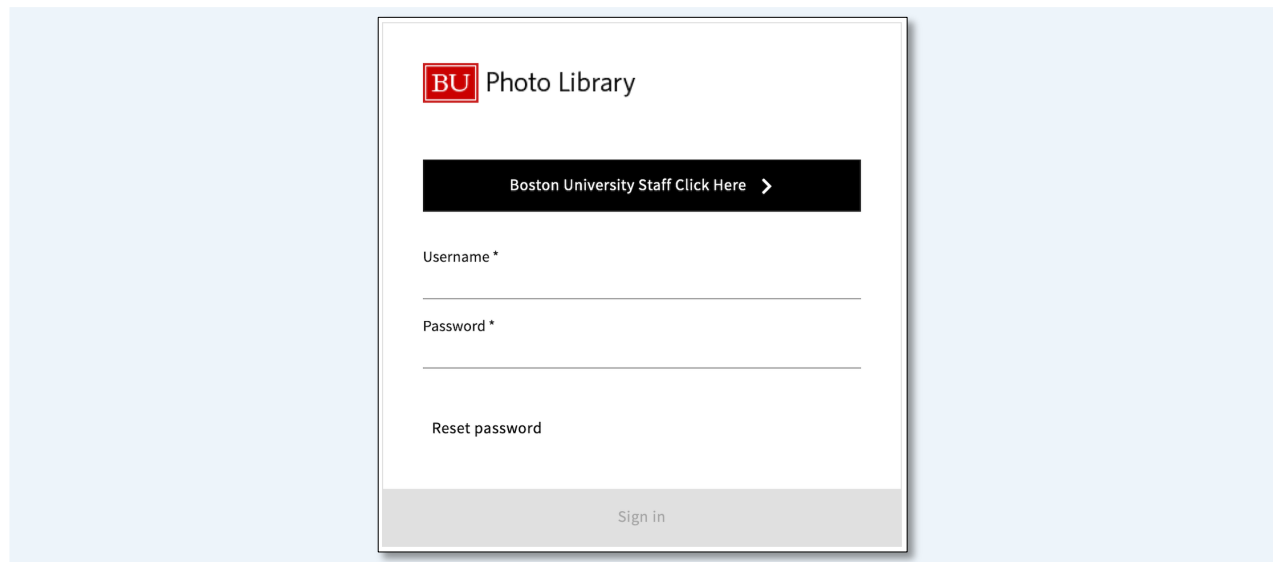


You will receive an email from support@damtoolkit.be that contains a download link and your order summary. Open the email and select “Click here to download your image(s)” to download the hi-res images directly to your computer.

If you do not receive a delivery email within 5 minutes of placing the order, please contact BU Photography at buphotos@bu.edu.

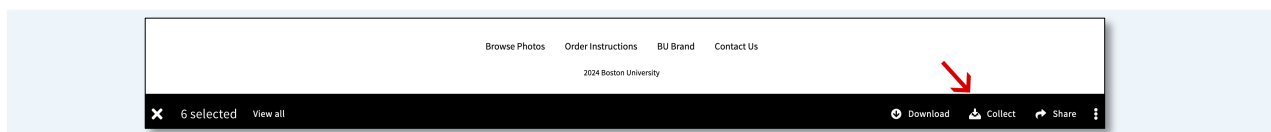
Helpful Tips

If the following login box appears – which sometimes happens after you sign out or close the browser and reopen it – please be sure to click “Boston University Staff Click Here” to log back in to the BU Photo Library.



New Features

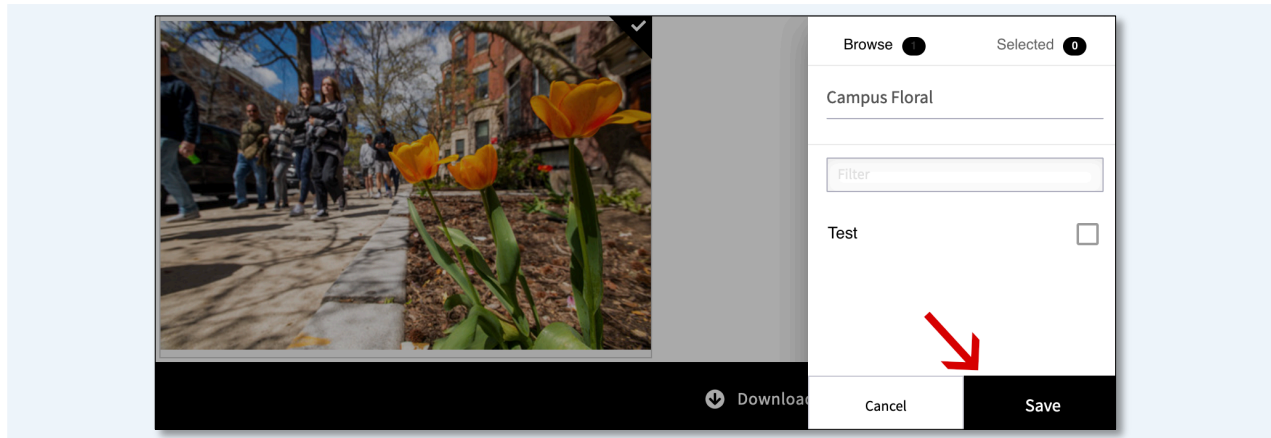
Collections: You can easily curate a collection of images, which can be saved for later use or shared with internal/external recipients. Select the desired images and click “Collect” from the black bar along the bottom:



New Features

continued

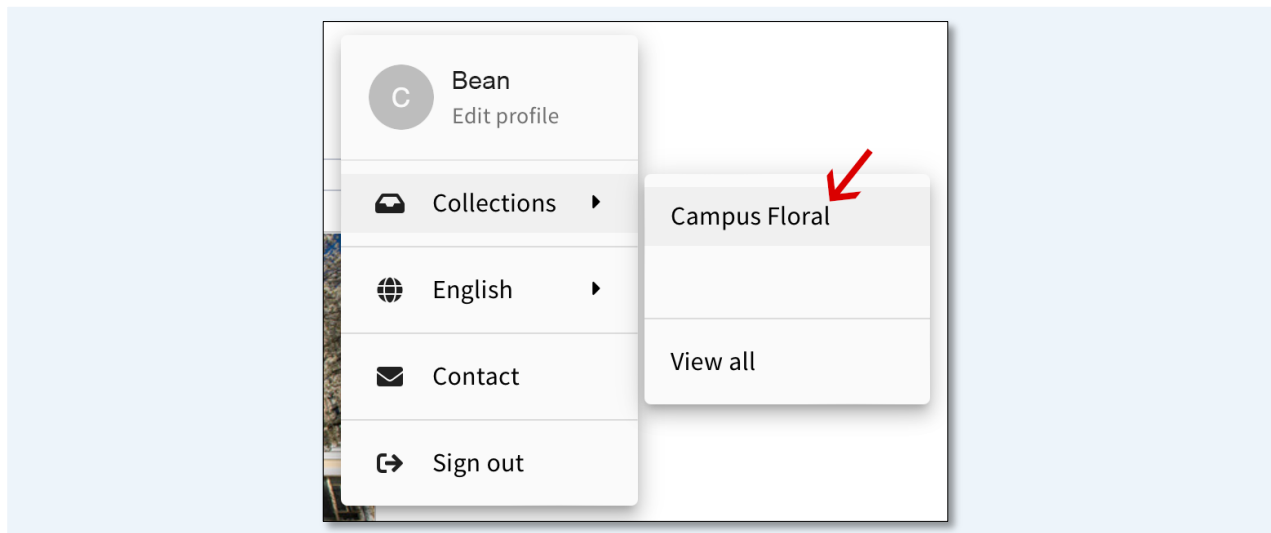
A side panel will appear on the right-hand side that will allow you to name your collection. Once you enter the name, click “Save” on the bottom right.



In the upper right corner, you'll see the first initial of your name.



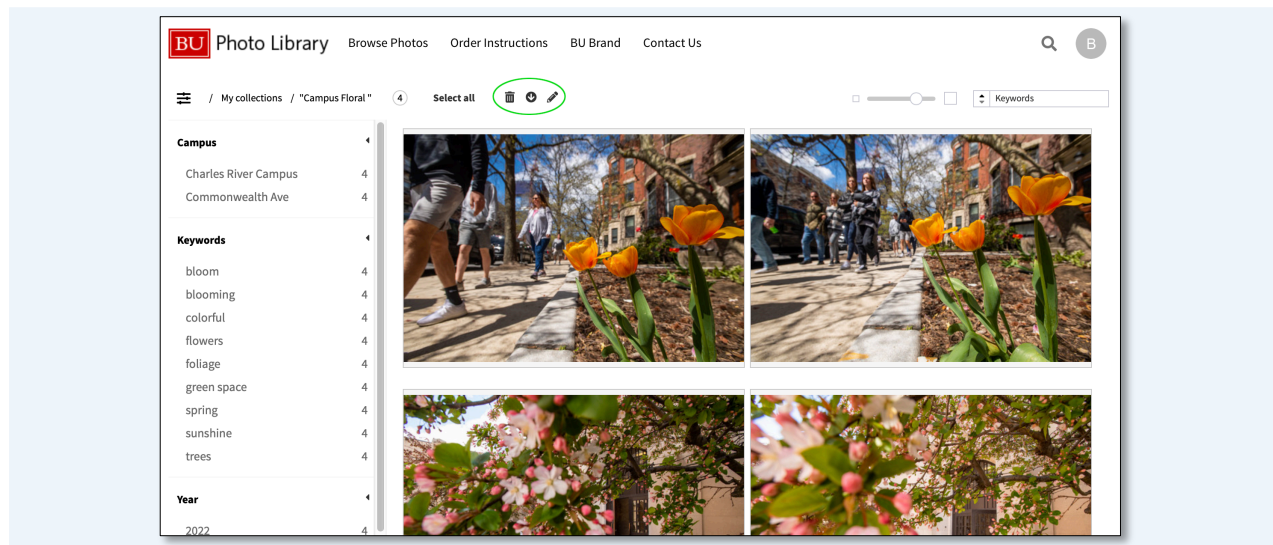
Clicking on the first initial of your name will open a menu, giving you access to view your “Collections.”



New Features

continued

From this page, you can either delete or rename your collection. Additionally, you can add images to your cart or choose multiple images to download as watermarked lo-res versions.



Right-clicking on an image provides a range of options: you can add the image to your cart, create a PDF, download a watermarked low-res version, remove it from the current collection, or easily share the image.

