

Naming and Describing an item to the Media Library

When adding an image to the Media Library, here are the considerations for naming and descriptions.

The screenshot shows the 'Media library' interface with the 'Media details' section. The form includes a file upload area, a 'Media type' dropdown set to 'Image', a 'Name *' field, a 'Description' field with the example text 'e.g. A student sitting under a tree', a 'Syntax highlighting language' dropdown set to 'HTML/XML', and 'Media language dependence' radio buttons with 'Fully independent' selected. Below this is the 'Media language dependence' section with a 'keywords' text area. Red boxes and labels A, B, and C highlight the 'Name *', 'Description', and 'keywords' fields respectively. At the bottom right are 'Cancel' and 'Save changes' buttons.

A – Name

As brief as possible. For documents, as generic as possible. 80 characters max but keep it short.

B – Description

The most important field of information. A brief description of what is in the image. This description becomes the “alt tag” which is what makes us compliant with ADA requirements. This field is also what the search capability of the Media Library is based on. (i.e. Students studying in Buswell Memorial Library.) 400 character limit.

C – Keywords

Can be a copy of what is in the description field, but this content becomes the meta-data that search engines will look for.