

Digital Library User Guide

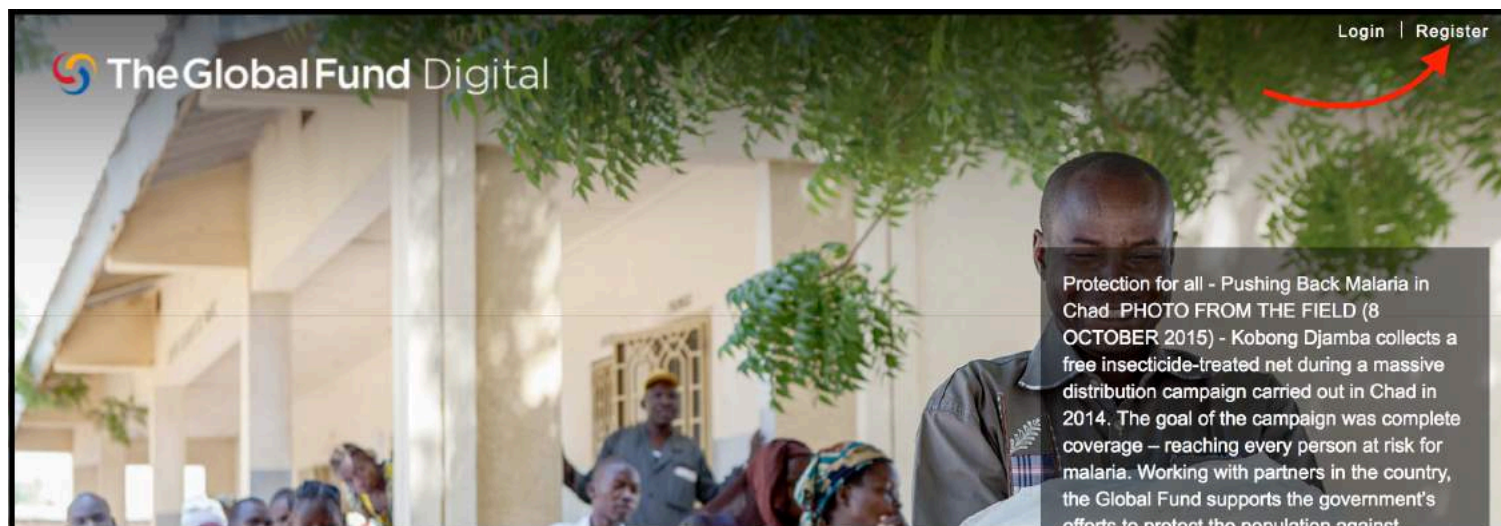
The Global Fund's Digital Library is a repository of thousands of assets - images of the programs we support, videos, publications, and other digital media - produced by the Global Fund. Staff and external users can freely download assets in watermarked format or order high-resolution versions without the watermark.

HOW TO ACCESS THE DIGITAL LIBRARY

To access the Digital Library, go to <http://digital.theglobalfund.org/>

HOW TO REGISTER AS A USER

On the home page, click “Register” on the upper right of the page.



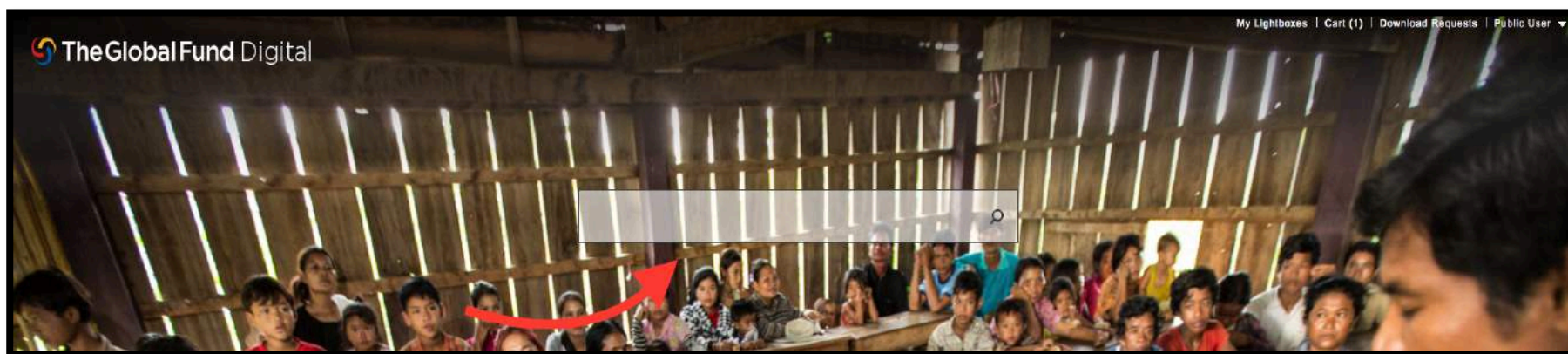
After your registration, you will receive a confirmation email that will enable you to access the digital library.

HOW TO SEARCH FOR PHOTOS, VIDEOS OR DOCUMENTS

Searching for assets can be done in two ways: by using text search terms, or by browsing through the archive.

HOW TO SEARCH USING SEARCH WORDS

A search bar tool is available on the upper-center of the homepage in which you can type any search word.



As you enter a key/descriptive word in the search bar, your results will appear in the center of the page as well as a column on the left side that allows you to filter your search results by type of asset, country, name of photographer, orientation, etc.



HOW TO SEARCH BY BROWSING THROUGH KEY FOLDERS AND COLLECTIONS

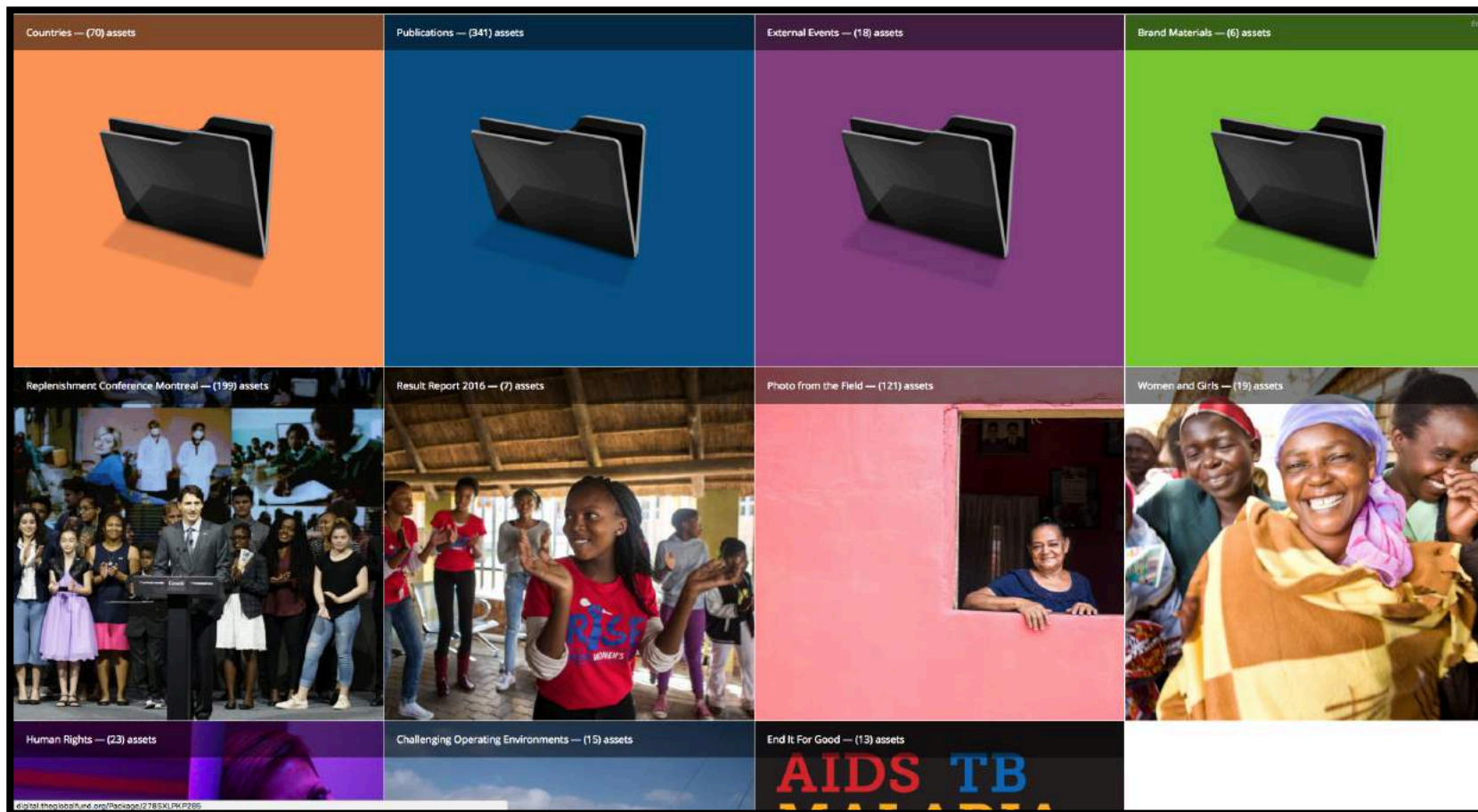
If you would rather browse our collections, various folders containing key materials are available on the homepage, below the search bar. Here, the permanent asset collections available are:

Countries
Publications

External Events
Brand Materials

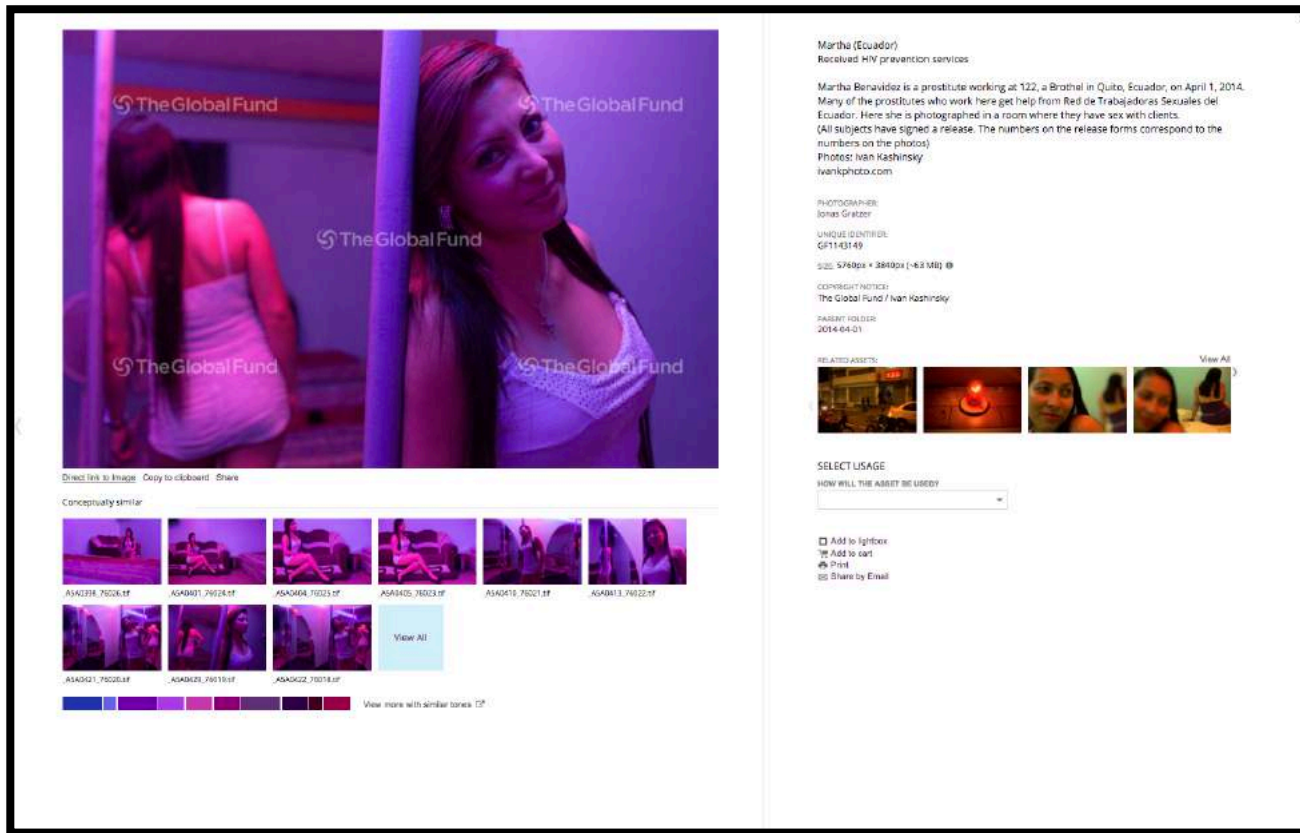
In addition, there are collections, which will change periodically, including assets linked to specific themes, campaigns or events.

To browse through key folders and collections, click on one of the labeled boxes (Countries, Publications, Photo from the Field, etc) below the search tool bar.



HOW TO FIND CAPTION INFORMATION

By clicking on an asset in the search results page, detailed information about the asset will appear on the right side of the screen, such as asset description, file information, name of photographer, and similar assets in the archive. Should you need additional caption information, please contact Vincent Becker (vincent.becker@theglobalfund.org).



The screenshot displays a digital library interface. On the left, a large photograph of a woman in a white top is shown. Below the photo are options for 'Direct link to image', 'Copy to clipboard', and 'Share'. Underneath, there is a 'Conceptually similar' section with a grid of smaller image thumbnails, each with a unique identifier (e.g., AS4239, 7622L.tif). A 'View All' button is present. Below the thumbnails is a color calibration bar and a link to 'View more with similar tones 13*'. On the right side of the interface, detailed metadata is provided:

- Martha (Ecuador)**
Received HIV prevention services
- Martha Benavidez is a prostitute working at 122, a Brothel in Quito, Ecuador, on April 1, 2014. Many of the prostitutes who work here get help from Red de Trabajadoras Sexuales del Ecuador. Here she is photographed in a room where they have sex with clients. (All subjects have signed a release. The numbers on the release forms correspond to the numbers on the photos)
Photos: Ivan Kashinsky
ivanphoto.com
- PHOTOGRAPHER:
Jonas Grätzer
- UNIQUE IDENTIFIER:
GFI143149
- SIZE: 5740px × 3810px (-4.8 MB) @
- COPYRIGHT NOTICE:
The Global Fund / Ivan Kashinsky
- ASSET HOLDER:
2014-64-01

Below the metadata, there is a 'RELATED ASSETS' section with a row of four small image thumbnails and a 'View All' link. Underneath is a 'SELECT USAGE' section with a dropdown menu labeled 'HOW WILL THE ASSET BE USED?'. At the bottom right, there are icons for 'Add to favorites', 'Add to cart', 'Print', and 'Share by Email'.

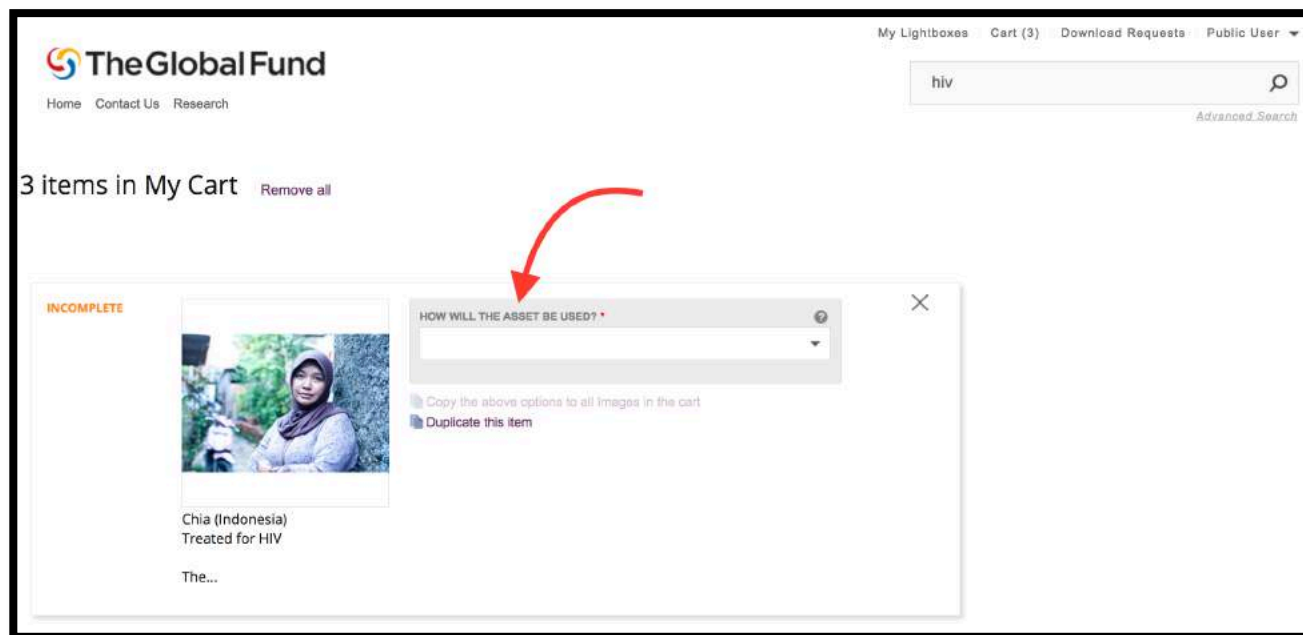
HOW TO REQUEST ASSETS

A watermarked version of an image can be downloaded immediately by right clicking on the previewed image. High resolution, non-watermarked assets need to be “ordered” through a cart/checkout process.

To add an asset to your cart, hover the mouse over the asset of your choice and select “Add to Cart”.

Browse your selection by clicking on “Cart” on the upper right of the results page.

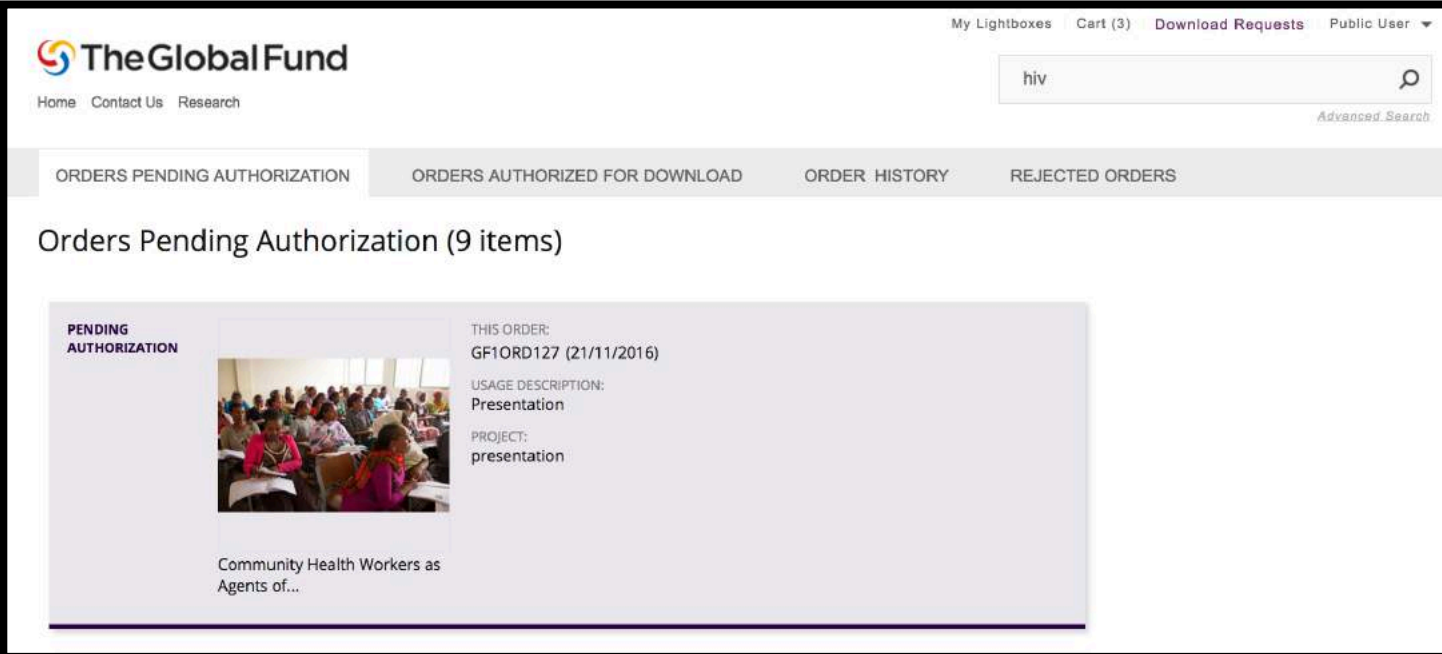
Before submitting your request, you will need to indicate, “How Will the Asset be Used” through a series of dropdown menus. The appropriate size of the asset(s) is determined based on intended (for example document, presentation, and poster).



Next, a “Request Authorization” button will appear at the bottom of your screen. When clicking on the button, a small window will appear in which you need to enter the project name and the description of the use of the asset.

Once that is completed, you are ready to submit your request. Normally assets are approved and assets are made available for download within 24 hours.

After submission, requests may be tracked by clicking on “Download Requests” on the upper right of the results page. This will let you check your requests that are pending, authorized, rejected as well as your request history. A watermarked image may be placed in a document or presentation as a placeholder.



The screenshot displays the 'Orders Pending Authorization' section of the The Global Fund website. The page header includes the logo, navigation links (Home, Contact Us, Research), and user information (My Lightboxes, Cart (3), Download Requests, Public User). A search bar contains the text 'hiv'. Below the header, a navigation bar highlights 'ORDERS PENDING AUTHORIZATION'. The main content area shows 'Orders Pending Authorization (9 items)'. A specific order is highlighted with a thumbnail image of a group of people, the title 'Community Health Workers as Agents of...', and the following details:

- PENDING AUTHORIZATION**
- THIS ORDER:** GF1ORD127 (21/11/2016)
- USAGE DESCRIPTION:** Presentation
- PROJECT:** presentation

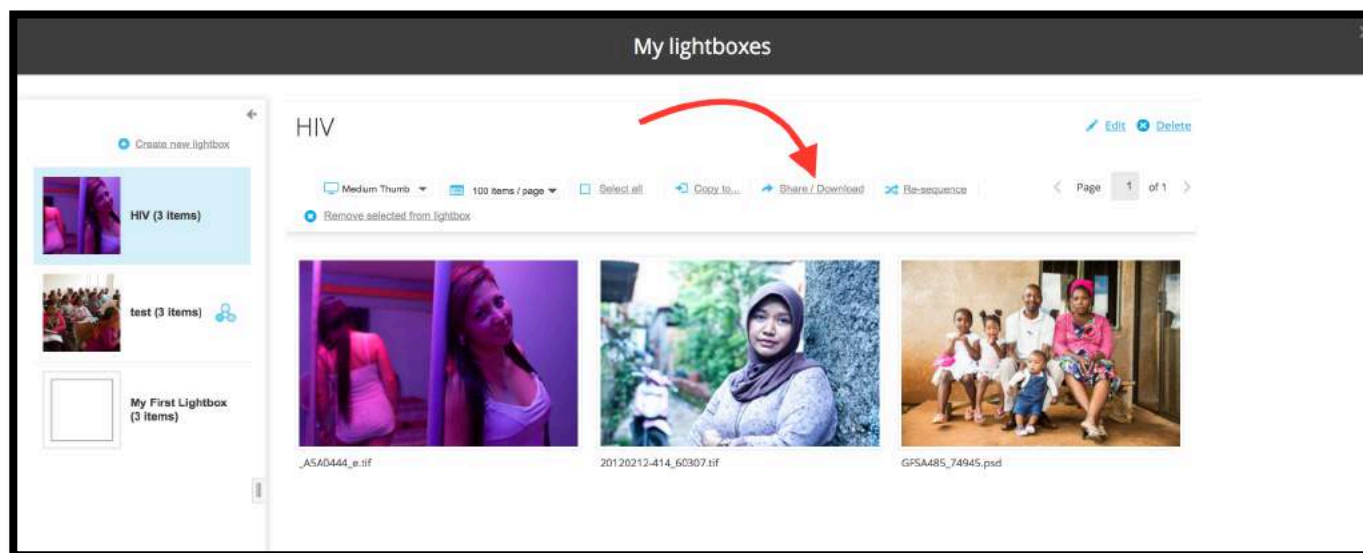
HOW TO CREATE CUSTOM COLLECTIONS OF ASSETS USING THE LIGHTBOX FEATURE

The “lightbox” feature allows you to create multiple collections with assets of your choice. These collections and assets can be “ordered” later or kept for reference.

To create a collection of the assets of your choice, create a “lightbox” available on the upper right of your page labeled “My Lightboxes”.

To add assets to a lightbox, simply drag or hover the mouse over your asset and select “Add to Lightbox”.

Lightboxes can also be shared with other registered users who could be given permission to add assets themselves.



If you have any questions or require additional support navigating the library, contact photos@theglobalfund.org.