

# Best practices to build a video library for everyone across a corporation

## Introduction

This document provides best practices to build a video library that everyone can access across a corporate network. If you follow these recommendations you can quickly and easily setup a video library solution for your company even if you do not have a dedicated it department.

## Performance and structure

Fast video cataloger is designed to be fast, easy to use and manage, as there is no central server to setup, install and maintain. To uphold a high-quality video library, we recommend a process to ensure that edits to the video catalogs are not conflicting between users. It is also important to ensure that new videos get shared and are reflected in the video catalog with relevant meta data.

## The preferred setup with a video editor

The person in your company that is responsible for your video library, the Video Editor, maintains a master video catalog. He or she is responsible for updating your video library, your video catalogs and ensures that there is a backup process in place.

1. When new videos are added to the company, the video editor copies them to a Windows shared folder. This folder should be accessible as a shared drive that everyone can access.
2. The master catalog is updated with the new videos including adding keywords and descriptions so users everywhere in the company can search, find and use the new videos.

3. After updating the video catalog the Video Editor publishes the updated video catalog to a shared folder on the local network by copying the master file. The published catalog is set as access right Read only.
4. Everyone in the company can enjoy the fresh video catalog via a shared folder including the newly added videos.

This process allows for a clear ownership of the video catalog which make sure the quality of the video catalog is kept high. If mistakes are made, it is clear who made them and who will fix it. This structured and simple workflow save time for everybody and allow an entire company to leverage the work done on one video catalog.



## How and why Fast Video Cataloger

Fast video cataloger is optimized for high performance, single user scenarios. However, sharing catalogs with multiple users in an entire corporation, like described above, requires no additional licenses.

Even though it is possible for several people to write to the catalog at the same time it is not recommended. When accessing the catalog directly

without a server there is no synchronization in place. This means that when edits happen at the same time there is a theoretical risk one user is writing over changes from another user.

Paths to videos should look the same and be accessed the same way for all users. Simply set up a share with videos that everyone on the network can access with the same path, i.e. V:\. The video catalog, used in everyone's Fast Video Cataloger software will reference videos through the v:\ device.

The network server holds all videos in one place, i.e. **d:\company\videos\** where the Video Editor works and where new videos are added. This is shared over the local network as drive v:\

Structure is always important when working with many files and even if the video catalog provide a great structure it is also needed on a video file level.

Add videos in a standardized structure that is simple to understand for everyone, this will save time in the long run. I recommend using one folder per month or year if you don't have any other more natural structure in mind for your corporation.

Fast Video Cataloger automatically create evenly spaced thumbnails for each clip to assist searching through large collections of video clips.

Your catalog can be enriched with your keyword, images and metadata to fit your need. The videos are easy to overview and browse which saves hours of searching.

### Next step

Download the free evaluation version to get started today <http://videocataloger.com/download/>. Find out more about Fast video cataloger at <http://videocataloger.com>.

