

INTERNATIONAL COUNCIL ON ARCHIVES  
CONSEIL INTERNATIONAL DES ARCHIVES

# STUDENTS

# MARKET SURVEY OF COMMERCIALY AVAILABLE OFF-THE-SHELF ARCHIVAL MANAGEMENT SOFTWARE

COMMITTEE ON INFORMATION TECHNOLOGY

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**Market Survey of Commercially Available Off-The-Shelf Archival Management Software**

This study is the work of the International Council on Archives Committee on Information Technology.

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## Introduction

This document is the result of the International Council on Archives (ICA) Committee on Information Technology's (ICA/CIT) commitment to its mandate to undertake study and research, and to draft guidelines concerning automation in archives, to provide professional advice on relevant training programs, and to promote the exchange of views and experiences in this area. It also strives to help fulfill the ICA's mission goal of facilitating the use of archival documents by making their contents more widely known and encouraging greater ease of access.

The information contained within this document is intended to serve as a starting point for institutions looking to automate, wholly or in part, their collection management process. It also attempts to provide some "lessons-learned" guidance on purchasing software. As archives professionals, we are aware of the gap between archives and software companies when it comes to understanding our institutional needs. However, by producing documents such as this market survey, and conducting open dialogues on listservs and in other discussion forums, we can better demonstrate to software companies the need for, and interest in, archival management software. As you will see in this document, there are few vendors who specifically market their product as archival management software for archival institutions, while many others market the application of their records management or museum appropriate software to the archives setting.

As a rudimentary "market survey" of archival management software packages commercially available, this information should serve as a means to focus on software solutions that may be appropriate to the needs of your institution, and eliminate those that may be clearly unsuitable. A more detailed examination of any package should be undertaken by the institution prior to purchasing.

## Methodology

It should be noted that:

- Only commercially available packages specifically marketed to archives and historical societies are included. Commercial library products, most of which support the MARC (Machine Readable Cataloging) standard, were not included.
- Only software packages targeted to the English language market were considered. However, a large number of the included packages offer non-English versions.
- Commercial records management software was not reviewed. For more information about records management software and links to reviews, please visit the ARMA International website at <http://www.arma.org/>
- Information was gathered directly from the vendors' product websites and placed into our template. In doing so, some information may not have been mapped properly or may have been excluded accidentally. Interested parties should always check with the product manufacturer for a full description of available features and support.
- Inclusion in this document does not imply recommendation or endorsement by the ICA, the ICA/CIT, or the authors.

If there are any other archival management software packages worthy of inclusion in any future versions of this document, or if there are any issues with the information provided, the authors would be pleased to hear about them.

## **Lessons Learned, Things to Consider**

It is important to remember that unless a system is developed completely from scratch, or is radically customized, it is unlikely that all of your needs will be met by a single software package. It is important to have a clear understanding of your institution's needs and know which functions or needs should be the determining factors in choosing a software package. By documenting and assigning priorities to the functions and needs, selecting an acceptable package with the features most important to your institution will be easier. If a package clearly does not meet your critical needs, simply move on to the next. Remember to focus on what your needs are, and don't let any "extra" features become determining factors.

Another issue to consider when examining software packages is vendor reliability. Are they market leaders? Have they been around for a while? Do they have a proven track record with other institutions? Were they easy to contact and swift in responding to you?

Many vendors will freely provide lists of clients to whom they have sold their product. If a vendor doesn't provide you with a list of satisfied customers, you might ask them why. Remembering that the vendor provided the list, you might contact a few of them and ask how satisfied they are with the product. Also be sure to ask them how they use the software and which, if any, of their needs it does not meet. If there are any institutions located relatively close by, you might ask for a site visit and demonstration of the product. This gives you the opportunity to see the software as it exists in an actual institutional setting, and provides you with a clearer understanding of what the software is being used for and what processes it controls.

Perhaps even more critical, a demonstration given by another institution gives you the opportunity to see what kind of support the product receives. Ask the demonstration host as many questions about training and ongoing support that you can think of, giving specific examples when possible. You might want to ask what training, documentation, and support is included in the purchase price. Also, how frequently does the software maker offer product updates or upgrades, and what, if any, are the associated costs.

After examining the product information, rating each package according to your requirements, visiting other sites for demonstrations, and formulating your opinions and detailed questions, you may want to ask the remaining vendors for a demonstration at your site that will showcase how their software can meet your institution's specific needs.

There are also significant and complex technical issues for institutions to consider when procuring software products. Often, one of the biggest hidden costs involved in a software purchase is the hardware upgrade required to run the new software optimally. Few institutions enter the software purchasing process with a full understanding of their technology infrastructure and the processes required in implementing a new software package. When purchasing software, it is important to ensure that it is compatible with your existing network and software, or that you have outlined a plan for upgrading your current infrastructure or installing a new stand-alone network.

Besides immediate compatibility, it is essential that any prospective software have the ability to export current and future data into your next software package. With hardware and software obsolescence ranges being roughly 18 months and 5 years respectively, this purchase will not be your last. By ensuring that the software package can import and export data in a variety of formats, one can help limit additional conversion or migration costs. The capability to export data can also help in future upgrades that provide a different means of presentation or access (i.e. web access modules). The ability to import data in multiple formats will help limit the initial data conversion process impact and costs if you currently have data in an automated system.

Finally, if a suitable product is found, be sure to get a detailed price quote in writing that includes the software price and number of licenses, any installation or maintenance fees, and any hardware costs required. Also be sure that any training or documentation, number of updates/upgrades, and any support included in the cost of the software is well-documented.

## **Where to go from here**

After browsing the information contained in this paper, selecting a few products to review in further detail, and talking with a few product vendors, you should have a clearer picture of what the market holds for you.

We hope that this paper can be used as a starting point for further research into and evaluation of current and proposed archival management software packages. We look forward to the seeing the results of the upcoming ICA Study for the Development of a Standardized Software Package for Description and Encoding of Archival Finding Aids and reading the report of the United Nations Educational, Scientific, and Cultural Organization's (UNESCO) Open Source Archival Resource Information System (OSARIS) project.

We also hope that this and the other upcoming projects will help foster a better working relationship with software manufacturers and help reduce the gap of understanding that currently exists between archivists and the software creators.

## Archives Management Software Products Discovered During Market Survey

Product	Manufacturer
1 Accutrac with EDMS module	Accutrac Software Inc.
2 ADLIB Archive	ADLIB Information Systems
3 Archives One	Technology One
4 Archives Online	Andornot Consulting Inc.
5 ARGUS	Questor Systems, Inc.
6 CAIRS – RMS	CAIRS
7 CALM for Archives	DS Ltd.
8 Collections MOSAIC Plus	Information Services & Technology Pty Ltd.
9 CORA	Solcara
10 DB/Text	InMagic
11 Docuexplorer	Docuexplorer Software
12 Eloquent WebArchives	Eloquent Systems Inc.
13 EmbARK Collections Manager	Gallery Systems
14 Heritage Sentinel	Sentinel Computer Consultants, Inc.
15 IRims	OpenText Corporation
16 KE EMu	KE Software
17 MicroMARC for Integrated Format	Michigan State University
18 Minaret	Minaret Corporation
19 OPUS32	National Archival Services Ltd.
20 PastPerfect	Pastime Software Company, Inc.
21 Re:discovery	Re:discovery Software, Inc.
22 SIMPLE/32 Records Manager	Records Management Software Inc. (RMS)
23 STAR	Cuadra Associates Inc.
24 TRIM Context	Tower Software
25 Vernon Systems COLLECTION	Vernon Systems Ltd.

## Functions Supported At A Glance

The functionality matrix below provides an overall summary of the products and the archival functions and standards supported by each product.

### Archives Management Software Functionality Matrix

	Accutrac with EDMS module	ADLIB Archive	Archives One	Archives Online	ARGUS	CAIRS - RMS	CALM for Archives	Collections MOSAIC Plus	CORA	DB/Text	Docuexplorer	Eloquent WebArchives	EmbARK Collections Manager	Heritage Sentinel	IRims	KE EMu	MicroMARC for Integrated Format	Minaret	OPUS32	PastPerfect	Re:discovery	SIMPLE/32 Records Manager	STAR	TRIM Context	Vernon Systems COLLECTION
Appraisal			●		●							●		●	●				●		●	●	●		
Accessioning	●	●	●	●	●	●	●	●	●			●		●		●	●		●	●	●	●	●		●
Archival Description		●	●	●	●	●	●	●	●	●		●	●	●	●	●	●	●		●	●	●	●	●	●
Authority Control		●	●					●																	
Custodial Management	●	●	●		●	●	●		●	●			●	●	●	●	●	●	●	●			●	●	●
Workflow Management	●	●	●				●								●	●	●					●	●	●	●
Research Room Management		●	●		●	●						●													
Internet Access / Search Tools	●	●	●	●	●	●	●		●	●		●	●	●	●	●	● <sup>1</sup>	● <sup>1</sup>	● <sup>1</sup>	● <sup>1</sup>	●	●	●	● <sup>1</sup>	●
Deaccessioning / Disposition			●		●									●	●				●	● <sup>2</sup>	● <sup>2</sup>	●	●		●
Order Fulfillment (Reproductions)		●	●		●	●								●	●										
Reporting Capabilities	●	●	●	●	●			●	●	●	●		●	●	●	●	●	●	●	●	●	●	●		●
Supports MARC						●										●	●			●	●		●		
Supports EAD		●				●	●																		
Supports ISAD (G)		●		●			●	●																	
Supports ISAAR (CPF)		●				●	●																		
Supports Other Standard(s)			●	●	●	●	●					●		●	●	●							●		

1. Only search tools available.

2. Only supports deaccessioning.



## Glossary

The following is a list of terms and their definitions as used in this paper.

**Accessioning** – The formal acceptance into custody of an acquisition, and the recording of such act.

**Appraisal** – The process of determining the value and thus the disposition of records based upon their current administrative, legal, and fiscal use; their evidential and informational value; their arrangement and condition; their intrinsic value; and their relationship to other records.

**Archival Description** – The process of analyzing, organizing, and recording information that serves to identify, manage, locate, and explain the holdings of archives.

**Authority Control** – The process of verifying and authorizing the choice of unique access points such as names, subjects, and forms, and ensuring that the access points are consistently applied and maintained in an information retrieval system.

**Custodial Management** – The process of documenting the succession of offices or persons who had custody of a body of archival materials from its creation to its acquisition by an archives or manuscript repository.

**Deaccessioning / Disposition** – The process of removing archival materials from the institution holdings through transfer or destruction.

**Internet Access / Search Tools** – Methods of accessing and viewing an institution's holdings directly and/or the ability to access an institution's catalog or finding aids via the world wide web.

**Order Fulfillment (Reproductions)** – A process of accepting, tracking, billing and sometimes filling orders for reproductions of an institution's holdings.

**Reporting Capabilities** – The ability to produce detailed preset or ad hoc reports concerning certain aspects of the institution's holdings or management functions.

**Research Room Management** – The process of tracking and maintaining researcher information. This information can include researcher personal information, access requests, holdings requests, and any fees.

**Workflow Management** – The process of tracking a transfer throughout its archival lifecycle. Components can include accessioning, preservation and conservation, inter-institutional loans or transfers, and deaccessioning / disposition.

**Detailed Product Information**

Software Name	<b>Accutrac with EDMS module</b>
Company Name	Accutrac Software Inc.
Contact Information	<p>Corporate Headquarters Accutrac Software Inc. World Trade Center, 350 South Figueroa St. STE. 141 Los Angeles, CA 90071, USA Tel: (213) 626-3000 Fax: (213) 229-9095</p> <p>New York City Office Accutrac Software Inc. Lincoln Building, 305 Madison Avenue. Suite 1033 New York, NY 10165, USA Tel: (212) 681-9220 Fax: (212) 681-1780</p> <p>Technical Support Tel: (800) 578-9361 E-Mail: <a href="mailto:help@accutrac.com">help@accutrac.com</a></p> <p>Sales/Product Information Tel: (800) 578-9361 Website: <a href="#">Request Information</a> Email: <a href="mailto:info@accutrac.com">info@accutrac.com</a> Website: <a href="http://www.accutrac.com/modules_edocs.html">http://www.accutrac.com/modules_edocs.html</a></p>
Cost	Unable to determine. Contact vendor for more information.
<p><b><i>The following product description has been taken in part or in whole from the vendor's product webpage and has not been edited for content. It may contain references to products or features outside the scope of this survey.</i></b></p>	
Product Description	<p>The Accutrac Records Management Software Program has the capability to manage electronic records in addition to physical files. Electronic records include: e-mail, image files, faxes and other electronic documents. Accutrac manages these files in the same manner as physical files providing classification, archival storage, retrieval and retention functions.</p> <p>Many traditional Electronic Document Management Systems manage all electronic documents and maintain them in an editable format. The Accutrac Electronic Records Management system allows users to designate selected electronic files as official records. Once designated as a record, the electronic file is archived in a static, non-editable format. In addition, the record receives the same classification information used to classify traditional paper documents. This allows it to be indexed, searched and retrieved in the same manner as other records.</p> <p>The Accutrac Records Management Program saves time and money by automating the manual tasks of records management and by providing greater efficiency in tracking and managing files. The program provides a complete cross-reference database of all files created, both active and inactive. Accutrac helps eliminate lost or missing files, reduces labor costs and provides numerous management and reporting functions. Accutrac provides a superior product with reliable service and support. We specialize in providing</p>

	<p>a records management solution that meets your needs and expectations.</p> <p>Accutrac Software is the national leader in records management. Accutrac allows you to create a complete database of all files in your office, with corresponding bar code labels to identify each file. A bar code reader can then be used to quickly and efficiently check files in and out of the file room and track them throughout the office. The program provides numerous other functions such as document indexing, multi-level tracking, a pop-up notes field, global searching, flexible reporting, on-screen file requests, portable uploading, entry validation, records retention, password protection, on-line help, and much, much more.</p>
Software Functions Supported	<p><input type="checkbox"/> Appraisal</p> <p><input checked="" type="checkbox"/> Accessioning</p> <p><input type="checkbox"/> Archival Description</p> <p><input type="checkbox"/> Authority Control</p> <p><input checked="" type="checkbox"/> Custodial Management / Inventory Control</p> <p><input checked="" type="checkbox"/> Workflow Management</p> <p><input type="checkbox"/> Research Room Management</p> <p><input checked="" type="checkbox"/> Internet Access / Search Tools</p> <p><input type="checkbox"/> Deaccessioning / Disposition</p> <p><input type="checkbox"/> Order Fulfillment (Reproductions)</p> <p><input checked="" type="checkbox"/> Reporting Capabilities</p>
Standards Supported	<p><input type="checkbox"/> MARC / MARC21</p> <p><input type="checkbox"/> Encoded Archival Description (EAD)</p> <p><input type="checkbox"/> ISAD(G)</p> <p><input type="checkbox"/> ISAAR(CPF)</p> <p><input type="checkbox"/> Other(s):</p>
Configurability / Customizability	<p>Yes, Accutrac Software offers complete program customization services. Based on our years of experience and customer feedback we have developed a standardized product to meet the needs of the majority of users. However, we recognize that each installation is unique and may have need for special terminology or features. Our experienced programmers are available to make program modifications either at the time of purchase or in the future. Customized features can be implemented into the system; however, customizations may impact the upgrades available for your program.</p>
Modules / Expansions Available	<p>Accutrac leverages your data by offering strategic modules to integrate relevant information into your records system. All modules are seamlessly integrated and share a common interface.</p> <ul style="list-style-type: none"> <li>• Accession</li> <li>• Accutrac Report Wizard</li> <li>• Electronic Document Management</li> <li>• E-Mail Management</li> <li>• Imaging</li> <li>• Retention Management</li> <li>• Web Edition</li> <li>• Conflicts Avoidance</li> <li>• Business Intake</li> <li>• Intellectual Property</li> </ul>
Security Features	<p>Unable to determine. Contact vendor for more information.</p>

Technical Specifications	The program operates in all Windows environments including Windows 95, Windows 98, Windows 2000 and Windows NT. Accutrac is written in the Clarion for Windows programming language. It provides an open back-end architecture providing true client/server support.
Languages Supported	Unable to determine. Contact vendor for more information.
System Limits	Unable to determine. Contact vendor for more information.
Import / Export Data Formats Supported	Unable to determine. Contact vendor for more information.
Help Features / Documentation Available	<p>Accutrac is a powerful records and information management tool. Accutrac clients are provided with user manuals as part of the software package. However, formal training is recommended to introduce users to the full range of features in the program. As with any software application, a user is most productive once he or she has a working knowledge of the tool. The Accutrac Software Program is user-friendly, but it takes time to educate users on how to maneuver through the feature-rich program. Training should be targeted to different user levels, including casual users, records center users, and administrative users. Training should be completed shortly before going live with the application. In addition, subsequent "follow-up" training should be scheduled for a time after the application is formally implemented, as users are likely to identify additional questions once they are using the application in their work environment.</p>
Customer Support / Maintenance Available	<p>Accutrac Software offers annual maintenance for the Accutrac Records Management program, which includes toll free phone support, free program updates and new releases. The maintenance program ensures that your investment will continue to provide the latest in available technology. Accutrac continually incorporates user suggestions and new features into the program. In addition, Accutrac maintains continual product development to support and integrate with new technologies.</p> <p>Technical Support resources are dedicated to assisting clients with program questions of a technical nature. Clients should take advantage of Internet-based training or schedule refresher courses to re-familiarize themselves with program features.</p> <ul style="list-style-type: none"> <li>• Dedicated Help Desk</li> <li>• Phone, E-Mail &amp; Internet Support</li> <li>• Software fixes</li> <li>• Software Upgrades/New Releases</li> <li>• Software Updates/Documentation Updates</li> </ul>

Software Name	<b>ADLIB Archive</b>
Company Name	ADLIB Information Systems
Contact Information	<p>ADLIB Information Systems The Bentley Centre, Stratton Road, Swindon Wiltshire SN1 2SH, UNITED KINGDOM Tel.: +44 (0) 1793 616333 Fax: +44 (0) 1793 435339 Email: For the UK and Ireland: Ian Rowson - Consultant <a href="mailto:sales@uk.adlibsoft.com">sales@uk.adlibsoft.com</a> Outside the UK and Ireland: <a href="mailto:sales@nl.adlibsoft.com">sales@nl.adlibsoft.com</a> or <a href="mailto:info@nl.adlibsoft.com">info@nl.adlibsoft.com</a> Website: <a href="http://www.uk.adlibsoft.com/">http://www.uk.adlibsoft.com/</a></p>
Cost	Unable to determine. Contact vendor for more information.
<p><b><i>The following product description has been taken in part or in whole from the vendor's product webpage and has not been edited for content. It may contain references to products or features outside the scope of this survey.</i></b></p>	
Product Description	<p>ADLIB Archive is a comprehensive and flexible system for professional archive management. The system comes complete with integrated image storage and retrieval capabilities, thesaurus facilities, and the ability to link to other file types, such as Word, Excel, or HTML. A genuinely international product, ADLIB Archive supports international standards such as ISAD(G) and ISAAR(CPF), and can be run in multiple languages.</p> <p>Although supplied 'ready to run', ADLIB Archive has absolute flexibility at every level. Fields can be modified, added and removed, or new data structures built from scratch. Forms, menus and reports can likewise be changed, and the ADLIB procedural language can be used to develop powerful and sophisticated data validation and manipulation procedures. All ADLIB systems are delivered with tools so that you can customize the system yourself or have our consultants do the work for you. Either way, we believe a system should meet the archive's needs and not the other way round.</p>
Software Functions Supported	<ul style="list-style-type: none"> <li><input type="checkbox"/> Appraisal</li> <li><input checked="" type="checkbox"/> Accessioning</li> <li><input checked="" type="checkbox"/> Archival Description</li> <li><input checked="" type="checkbox"/> Authority Control</li> <li><input checked="" type="checkbox"/> Custodial Management / Inventory Control</li> <li><input checked="" type="checkbox"/> Workflow Management</li> <li><input checked="" type="checkbox"/> Research Room Management</li> <li><input checked="" type="checkbox"/> Internet Access / Search Tools</li> <li><input type="checkbox"/> Deaccessioning / Disposition</li> <li><input checked="" type="checkbox"/> Order Fulfillment (Reproductions)</li> <li><input checked="" type="checkbox"/> Reporting Capabilities</li> </ul>
Standards Supported	<ul style="list-style-type: none"> <li><input type="checkbox"/> MARC / MARC21</li> <li><input checked="" type="checkbox"/> Encoded Archival Description (EAD)</li> <li><input checked="" type="checkbox"/> ISAD(G)</li> <li><input checked="" type="checkbox"/> ISAAR(CPF)</li> <li><input type="checkbox"/> Other(s):</li> </ul>

Configurability / Customizability	All ADLIB systems are delivered with tools so that you can customize the system yourself or have our consultants do the work for you.
Modules / Expansions Available	ADLIB Archive can be used either separately or as part of an integrated suite of applications together with ADLIB Library and ADLIB Museum. Cross-domain searching is fully supported.
Security Features	Different types of users can be given different access rights to data. ADLIB Archive incorporates a system based on 'roles'. One or more roles can be assigned to each user to give him or her certain types of access. Any unauthorized viewing, editing or deleting of records is thus made impossible.
Technical Specifications	ADLIB Archive has been developed for the Microsoft Windows operating systems (95, 98, NT and 2000). The software is fully millennium-compliant and can be used as a stand-alone system or in a network environment.
Languages Supported	English, French, German (contact for other supported languages)
System Limits	Unable to determine. Contact vendor for more information.
Import / Export Data Formats Supported	<p>Data can be imported into your catalogue from a range of external file formats, including EAD, and from structured word processor and spreadsheet files. This means that you can upgrade to ADLIB from other systems without losing any data, and that retrospective conversions can be accomplished using data from a wide range of sources.</p> <p>ADLIB can import Tagged, fixed length or comma delimited ASCII, DBASE, ISO 2709 and XML.</p> <p>ADLIB can export as comma delimited ASCII (CSV) or fixed length ASCII.</p>
Help Features / Documentation Available	<p>Clearly structured screens, consistency of operations, and user-definable and context-sensitive help ensure that working with ADLIB is always easy and efficient. In addition, the extensive validation lists make for ease and accuracy of data entry, resulting in consistent files that form a solid basis for successful data retrieval.</p> <p>Training is available in all aspects of ADLIB Archive operation and modification using the ADLIB toolkit.</p>
Customer Support / Maintenance Available	We offer a full range of maintenance and support services on all ADLIB products. Our standard maintenance contract includes entitlement to updates to the newest release of ADLIB and unlimited support from the telephone help desk, from 9:00 a.m. to 5:00 p.m., Monday to Friday.

Software Name	<b>Archives One</b>
Company Name	Technology One
Contact Information	<p>Brisbane Office</p> <p>Technology One Ltd Ground Floor, 67 High Street, TOOWONG QLD 4066 BRISBANE, AUSTRALIA Tel: (07) 3377 7300 International Tel: 61 7 3377 7300 Fax: (07) 3377 7301</p> <p>Sydney Office</p> <p>Technology One Ltd Level 6, The Denison, 65 Berry Street NORTH SYDNEY NSW 2060, AUSTRALIA Tel: (02) 9460 1000 International Tel: 61 2 9460 1000 Fax: (02) 9460 3066</p> <p>Email:</p> <p>Sales <a href="mailto:sales@TechnologyOneCorp.com">sales@TechnologyOneCorp.com</a> Customer Support <a href="mailto:T1Support@TechnologyOneCorp.com">T1Support@TechnologyOneCorp.com</a> Website: <a href="http://www.techone.com.au/archives/archiveone.html">http://www.techone.com.au/archives/archiveone.html</a></p>
Cost	Unable to determine. Contact vendor for more information.
<p><b><i>The following product description has been taken in part or in whole from the vendor's product webpage and has not been edited for content. It may contain references to products or features outside the scope of this survey.</i></b></p>	
Product Description	<p>Archives One is a powerful, new generation client/server archival management system, specifically developed to manage the wide-ranging archival needs of institutions within Australia. It is a fully integrated application and is web and Internet enabled.</p> <p>A highly flexible environment and function set means that Archives One can be easily tailored for other larger and smaller institutions.</p> <p>Archives One covers a wide range of archival functions including Work Flow Management, Appraisal, Arrangement and Description, Transfers, File Issue, Public Access, Researcher Maintenance, Location and Space Management, Microfilm Management and Destruction, all in a single integrated system.</p> <p>A state-of-the-art WYSIWYG (What You See Is What You Get) graphical report writer allows you to easily and quickly extract the latest up to the minute information from Archives One. A comprehensive set of reports are included. And, you have the ability to modify these reports or create new ones from scratch. New or updated reports can be seamlessly incorporated into the menuing system.</p>
Software Functions Supported	<input checked="" type="checkbox"/> Appraisal <input checked="" type="checkbox"/> Accessioning <input checked="" type="checkbox"/> Archival Description

	<input checked="" type="checkbox"/> Authority Control <input checked="" type="checkbox"/> Custodial Management / Inventory Control <input checked="" type="checkbox"/> Workflow Management <input checked="" type="checkbox"/> Research Room Management <input checked="" type="checkbox"/> Internet Access / Search Tools <input checked="" type="checkbox"/> Deaccessioning / Disposition <input checked="" type="checkbox"/> Order Fulfillment (Reproductions) <input checked="" type="checkbox"/> Reporting Capabilities
Standards Supported	<input type="checkbox"/> MARC / MARC21 <input type="checkbox"/> Encoded Archival Description (EAD) <input type="checkbox"/> ISAD(G) <input type="checkbox"/> ISAAR(CPF) <input checked="" type="checkbox"/> Other(s): ISO9001
Configurability / Customizability	Archives One's state-of-the-art architecture enables privileged end users to create system functions using existing windows via a simple point and click interface without any programming. As such, Archives One can be adapted to meet the specific work flow requirements of an institution.
Modules / Expansions Available	Unable to determine. Contact vendor for more information.
Security Features	Archives One includes comprehensive security and auditing features. Security is managed at a number of levels. Each series, agency, function and disposal registration is managed by user definable security access levels and most system operations such as updates or approvals are controlled by user privilege codes. An integrated auditing suite handles the recording and review of all user actions within the system.
Technical Specifications	Unable to determine. Contact vendor for more information.
Languages Supported	Unable to determine. Contact vendor for more information.
System Limits	Unable to determine. Contact vendor for more information.
Import / Export Data Formats Supported	<p>Ability to manipulate search results including sorting, printing, exporting to file, Word, Excel etc.</p> <p>Import of agency item lists in electronic format (EMAIL, floppy disk and so on).</p>
Help Features / Documentation Available	<p>Comprehensive online help.</p> <p>Customer support is available weekdays from 7.00am-7.00pm (EST).</p>
Customer Support / Maintenance Available	Technology One is committed to the ongoing development and support of Archives One. Managed by the Technology One support group, this extends to activities such as training, data conversion, software enhancements, performance tuning and helpdesk facilities.



Software Name	<b>Archives Online</b>
Company Name	Andornot Consulting Inc.
Contact Information	Andornot Consulting Inc. 1700-808 Nelson St., Vancouver B.C., CANADA V6Z 2H2 Tel: 604-269-2525 Tel 1-866-266-2525 Fax: 604-269-2527 Email: ao@andornot.com Website: <a href="http://www.andornot.com/products-ao.asp">http://www.andornot.com/products-ao.asp</a>
Cost	Archives Online v2 \$600 Support Contract (optional) \$300 (includes 6 hours of e-mail or telephone support) Upgrade from version 1 \$100 Conversion assistance from \$100
<b><i>The following product description has been taken in part or in whole from the vendor's product webpage and has not been edited for content. It may contain references to products or features outside the scope of this survey.</i></b>	
Product Description	Archives Online was developed by the City of Richmond Archives and is an add-on to INMAGIC Plus or Inmagic DB/TextWorks for Windows software. Archives Online is designed to allow the quick and easy creation of databases for archival descriptions and accessions and is especially suited to small- and medium-sized archives, in which archivists and volunteers, rather than full-time computer experts, are responsible for automation. The Archives Online databases can be adopted as is, or can be easily customized for specific needs.
Software Functions Supported	<input type="checkbox"/> Appraisal <input checked="" type="checkbox"/> Accessioning <input checked="" type="checkbox"/> Archival Description <input checked="" type="checkbox"/> Authority Control <input type="checkbox"/> Custodial Management / Inventory Control <input type="checkbox"/> Workflow Management <input type="checkbox"/> Research Room Management <input checked="" type="checkbox"/> Internet Access / Search Tools <input type="checkbox"/> Deaccessioning / Disposition <input type="checkbox"/> Order Fulfillment (Reproductions) <input checked="" type="checkbox"/> Reporting Capabilities
Standards Supported	<input type="checkbox"/> MARC / MARC21 <input type="checkbox"/> Encoded Archival Description (EAD) <input checked="" type="checkbox"/> ISAD(G) <input type="checkbox"/> ISAAR(CPF) <input checked="" type="checkbox"/> Other(s): RAD
Configurability / Customizability	Unable to determine. Contact vendor for more information.
Modules / Expansions Available	Unable to determine. Contact vendor for more information.

Security Features	Unable to determine. Contact vendor for more information.
Technical Specifications	Windows 95, 98, Me, NT, 2000 Inmagic DB/TextWorks ., version 5.01 or later
Languages Supported	Unable to determine. Contact vendor for more information.
System Limits	Unable to determine. Contact vendor for more information.
Import / Export Data Formats Supported	Unable to determine. Contact vendor for more information.
Help Features / Documentation Available	System documentation, on-screen help, and complete sample databases.
Customer Support / Maintenance Available	Basic limited support included. Optional conversion assistance available. Optional service contract available.

Software Name	<b>ARGUS</b>
Company Name	Questor Systems, Inc.
Contact Information	Questor Systems Inc. 21151 Western Avenue Torrance, CA 90501, USA Tel: 310-783-1450 Fax: 310-783-1449 Website: <a href="http://www.questorsys.com/argusintro.htm">http://www.questorsys.com/argusintro.htm</a>
Cost	Unable to determine. Contact vendor for more information.
<b><i>The following product description has been taken in part or in whole from the vendor's product webpage and has not been edited for content. It may contain references to products or features outside the scope of this survey.</i></b>	
Product Description	<p>ARGUS is a powerful application designed to integrate information about collections so that knowledge can be shared across the organization and with the visiting public.</p> <p>Its ability to integrate and provide access to the details of collection management is unrivalled, but its robust underlying relational database and simple Windows interface make it both dependable and easy to use.</p> <p>ARGUS not only stores and remembers everything, making collection managers more productive; it also enriches and extends information by linking catalog and transaction records to images, sound, video, and HTML. Using the ARGUS Web Module, organizations can now share their information at will with other members of staff and the public to support research, education, and community-building.</p>
Software Functions Supported	<input checked="" type="checkbox"/> Appraisal <input checked="" type="checkbox"/> Accessioning <input checked="" type="checkbox"/> Archival Description <input checked="" type="checkbox"/> Authority Control <input checked="" type="checkbox"/> Custodial Management / Inventory Control <input type="checkbox"/> Workflow Management <input checked="" type="checkbox"/> Research Room Management <input checked="" type="checkbox"/> Internet Access / Search Tools <input checked="" type="checkbox"/> Deaccessioning / Disposition <input checked="" type="checkbox"/> Order Fulfillment (Reproductions) <input checked="" type="checkbox"/> Reporting Capabilities
Standards Supported	<input type="checkbox"/> MARC / MARC21 <input type="checkbox"/> Encoded Archival Description (EAD) <input type="checkbox"/> ISAD(G) <input type="checkbox"/> ISAAR(CPF) <input checked="" type="checkbox"/> Other(s): Z39.50, SPECTRUM, ICOM (CIDOC)
Configurability / Customizability	<p>ARGUS will catalog your collection exactly as you please, and can be depended on to manage your administrative work with all the attention you require. We can promise this because we invite you to easily configure the software precisely to your needs, using our training and documentation.</p> <p>Argus's flexible data model and data control features allow users to comply with standard cataloging criteria by implementing a variety of database controls and on-line help prompts.</p>

Modules / Expansions Available	ARGUS Web Access Module Qscan32
Security Features	<p>Argus security controls fields, menu items, and processes by individual passwords. Security controls govern read, create, write, and delete capabilities for individual fields as well as records. The underlying structure of the security system is one of locks and keys, with each field, menu item, or process having an appropriate lock and the user having the matching key. If the user's keys match or exceed the locks, then the item in question is available. This system may be modified by adding new locks or by increasing key levels for any lock. Security is set by the system administrator without Questor intervention.</p> <p>Network security is handled by network software. Argus will not allow an action to be performed if the security requirements are not met; therefore security violation reports for the application are not required. The Argus audit trail can record all users' actions if the system administrator wishes to conduct regular reviews of database activities.</p>
Technical Specifications	<p>With ARGUS you have a choice of Sybase, Oracle, or Microsoft database management tools so that you can scale your automation project to the size of your collection, your technical preferences, and the constraints of your budget.</p> <p>Networks - We recommend a 100 Megabit network running on Category 5 wire or fiber optic cable. The network hubs must be able to maintain this transfer speed. Network installations of Argus make use of TCP/IP protocols to communicate between the database server and the client workstations. A file server is not required but may be employed. Argus database servers can coexist with most file servers on the same network. File servers and database servers need not be hosted on the same computer. We have found that using Windows NT/95 as the file server and Sybase SQL Adaptive Anywhere as the database server on the same machine yields satisfactory results. Please call our technical staff to discuss the specifics of your current configuration or proposed configuration if it differs.</p> <p>Minimum Hardware Requirements:</p> <p>Client workstation requirements - Windows-compatible personal computer · 300 MHz Pentium processor · Video adapter supporting 24-bit color at 800 x 600 pixels · 64 MB of RAM · Windows 95 or Windows NT Client · 50 Mbytes of hard-disk workspace for Argus client software · Network interface card · 3 ½" high-density floppy disk drive · year 2000 compliant · Modem with dedicated phone line (only necessary on one work station) · LapLink Pro software installed on the client workstation with a modem · TCP/IP networking software installed.</p> <p>Database server requirements - Windows-compatible personal computer · 300 MHz Pentium processor · 128 MB of RAM · 4 GB hard disk drive · SVGA monitor · 3 ½" high-density floppy disk drive · year 2000 compliant · CD-ROM drive · tape backup unit · network interface card · TCP/IP networking software installed * 128 MB of RAM will accommodate up to 8 users on Sybase SQL Adaptive Anywhere. 96MB, 128MB, 256MB, and 512MB of RAM accommodate up to 16, 32, 64 and 64+ users respectively on Sybase SQL Anywhere. Please contact our technical staff for information on RAM appropriate for other databases. If an institution can afford to purchase more than the minimum we highly recommend doing so.</p> <p><i>Single-user Systems: For a single-user system Argus does not require a</i></p>

	network. Windows-compatible personal computer · Pentium family processor with 200 MHz clock speed or higher · color video adapter/monitor supporting 24-bit color at 800 x 600 pixels · 32 MB of RAM or more · Windows 95 or 98 · year 2000 compliant · 2GB hard disk drive · 3 ½" high-density floppy disk drive · 8x CD-ROM drive · tape backup unit · modem with dedicated phone line
Languages Supported	Unable to determine. Contact vendor for more information.
System Limits	Unable to determine. Contact vendor for more information.
Import / Export Data Formats Supported	<p>Exporting and sharing data - As a Windows-based product, Argus supports many options for exporting data. Simple copy, cut, and paste functions apply to small tasks. For more complex needs, data may be exported as ASCII files to other applications. Since Argus is a fully SQL-compliant open system, other applications may query the data tables.</p> <p>Argus integrates digital images with collection data without additional configuration. Almost all image types are supported, but the most common are TIFF, TGA, JPG, BMP, and GIF. Argus records may have one or many images linked to Object, Activity, Lexicon, or Site windows. Images are stored as independent data files that are widely supported by third-party software. This allows the images to be used by software other than Argus. In addition to integrated viewing capabilities, Questor offers the add-on module QScan, which manages image acquisition and integration. This product works with all forms of image retrieval schemes including Kodak Photo CD, scanners, digital cameras, and video cameras. QScan automates the complicated processes of image acquisition and integration.</p>
Help Features / Documentation Available	Every Argus system purchase includes on-line documentation, which provides basic instruction and covers advanced topics for the experienced user.
Customer Support / Maintenance Available	On-site training in applying Argus to collections management is given by our staff of experienced collection documentation specialists. Both advanced and basic training is available. Telephone and on-line support are a standard part of our maintenance contract.

Software Name	<b>CAIRS – RMS</b>
Company Name	CAIRS
Contact Information	<p>CAIRS  18-19 Oaklands Park, Fishponds Road, Wokingham  RG41 2FD, UNITED KINGDOM  Tel: 0118 9786880  Fax: 0118 9786664  Email:  General Information: <a href="mailto:cairs@cairs.co.uk">cairs@cairs.co.uk</a>  Sales: <a href="mailto:sales@cairs.co.uk">sales@cairs.co.uk</a>  Customer Support: <a href="mailto:support@cairs.co.uk">support@cairs.co.uk</a>  Website:  <a href="http://www.cairs.co.uk/products/archive_management/archive_manage.htm">http://www.cairs.co.uk/products/archive_management/archive_manage.htm</a></p>
Cost	Unable to determine. Contact vendor for more information.
<p><b><i>The following product description has been taken in part or in whole from the vendor's product webpage and has not been edited for content. It may contain references to products or features outside the scope of this survey.</i></b></p>	
Product Description	<p>The CAIRS Archive Management System (CAIRS-ARC) is modular and scalable providing the adaptability needed to satisfy the collections management needs of a wide range of archive environments. It is fully compatible with the international ISAD(G) archive standards whilst being flexible enough to match the precise requirements of individual collections. For all sizes and types of collections the CAIRS Archive Management System provides the answer.</p>
Software Functions Supported	<ul style="list-style-type: none"> <li><input type="checkbox"/> Appraisal</li> <li><input checked="" type="checkbox"/> Accessioning</li> <li><input checked="" type="checkbox"/> Archival Description</li> <li><input checked="" type="checkbox"/> Authority Control</li> <li><input checked="" type="checkbox"/> Custodial Management / Inventory Control</li> <li><input type="checkbox"/> Workflow Management</li> <li><input checked="" type="checkbox"/> Research Room Management</li> <li><input checked="" type="checkbox"/> Internet Access / Search Tools</li> <li><input type="checkbox"/> Deaccessioning / Disposition</li> <li><input checked="" type="checkbox"/> Order Fulfillment (Reproductions)</li> <li><input checked="" type="checkbox"/> Reporting Capabilities</li> </ul>
Standards Supported	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> MARC / MARC21</li> <li><input checked="" type="checkbox"/> Encoded Archival Description (EAD)</li> <li><input checked="" type="checkbox"/> ISAD(G)</li> <li><input checked="" type="checkbox"/> ISAAR(CPF)</li> <li><input checked="" type="checkbox"/> Other(s): NCA, Z39.50</li> </ul>
Configurability / Customizability	<p>When you buy a CAIRS Archive management system, it will be set up as a template for your immediate use. However, if you have specific information management needs that are not catered for in the standard system, new fields and levels can be readily added to CAIRS-ARC during system implementation, as part of our consultancy service.</p>

Modules / Expansions Available	Modules are available for accessions, cataloguing, conservation, requisitions and loans, readers and depositors. You can select modules to suit your current requirements; the ability to add further modules as future needs develop is an integral part of the system design. Each module inter-relates seamlessly with the other modules as appropriate.
Security Features	Comprehensive security tools are provided throughout CAIRS-ARC that restrict user access to functions, activities, databases, modules, records, fields, search OPACs etc. Each user is assigned a security level which defines their access capabilities.
Technical Specifications	Unable to determine. Contact vendor for more information.
Languages Supported	Unable to determine. Contact vendor for more information.
System Limits	Unable to determine. Contact vendor for more information.
Import / Export Data Formats Supported	Virtually any external data can be imported into CAIRS-ARC. In addition to catalogues, reader and other relevant information can be captured from external sources. Cut and paste facilities can be used to move information from other programs. MARC formats enable direct downloading from various data sources. Exporting to other data packages is easily achieved with the powerful report generator.  Whilst data is stored in CAIRS-ARC to ISAD(G) standards, it is also possible to output data in EAD format when required.
Help Features / Documentation Available	CAIRS-ARC is provided with context sensitive help at all levels. The help pages, which can be tailored by the system administrator, follow windows conventions.  As well as providing on-line help the system has many in-built checks so that if incorrect or inappropriate information is entered, a meaningful message is displayed and users are able to amend the information they have entered.
Customer Support / Maintenance Available	The CAIRS Customer support teams provide assistance with every stage of system design, installation and operation. The Helpdesk service deals with any general product queries or customer problems over the telephone/fax and by e-mail. Where necessary, we also provide an emergency call-out service. Different levels of maintenance and support contracts offer flexibility in terms of service levels and costs. These can vary from just helpdesk access, right through to full on-line modem support with call-out when required for any aspect of the system. We also have a considerable range of hardware resources at our disposal to assist with and continually improve the quality of our support service to customers.

Software Name	<b>CALM for Archives</b>
Company Name	DS Ltd.
Contact Information	DS Ltd 2 Cedar Office Park, Cobham Road, Ferndown Wimborne, Dorset, BH21 7SB, UNITED KINGDOM Tel: 01202 877188 Fax: 01202 871297 Email: <a href="mailto:marketing@ds.co.uk">marketing@ds.co.uk</a> Website: <a href="http://www.dsLtd.co.uk/archives.html">http://www.dsLtd.co.uk/archives.html</a>
Cost	Unable to determine. Contact vendor for more information.
<b><i>The following product description has been taken in part or in whole from the vendor's product webpage and has not been edited for content. It may contain references to products or features outside the scope of this survey.</i></b>	
Product Description	Calm is a collection management system for Archives, Museums, Records Management and Local Studies collections.
Software Functions Supported	<input type="checkbox"/> Appraisal <input checked="" type="checkbox"/> Accessioning <input checked="" type="checkbox"/> Archival Description <input checked="" type="checkbox"/> Authority Control <input checked="" type="checkbox"/> Custodial Management / Inventory Control <input checked="" type="checkbox"/> Workflow Management <input type="checkbox"/> Research Room Management <input checked="" type="checkbox"/> Internet Access / Search Tools <input type="checkbox"/> Deaccessioning / Disposition <input type="checkbox"/> Order Fulfillment (Reproductions) <input type="checkbox"/> Reporting Capabilities
Standards Supported	<input type="checkbox"/> MARC / MARC21 <input checked="" type="checkbox"/> Encoded Archival Description (EAD) <input checked="" type="checkbox"/> ISAD(G) <input checked="" type="checkbox"/> ISAAR(CPF) <input checked="" type="checkbox"/> Other(s): SPECTRUM, NCA
Configurability / Customizability	Unable to determine. Contact vendor for more information.
Modules / Expansions Available	Calm has modules for: <ul style="list-style-type: none"> <li>• Accessions</li> <li>• Hierarchical catalogue</li> <li>• Loans and Productions</li> <li>• Conservation</li> <li>• Web browser public access module</li> </ul>
Security Features	Unable to determine. Contact vendor for more information.
Technical Specifications	Unable to determine. Contact vendor for more information.
Languages Supported	Unable to determine. Contact vendor for more information.
System Limits	Unable to determine. Contact vendor for more information.
Import / Export Data Formats Supported	Different data formats that can be imported include: <ul style="list-style-type: none"> <li>• MODES</li> <li>• Dbase</li> <li>• Access</li> </ul>



	<ul style="list-style-type: none"><li>• RDB systems</li><li>• Excel</li><li>• Word processed files</li><li>• Cardbox</li><li>• other text files</li></ul>
Help Features / Documentation Available	Unable to determine. Contact vendor for more information.
Customer Support / Maintenance Available	For smaller library systems, and for archives, museums and records management applications, DS trains the staff directly responsible for the system itself.

Software Name	<b>Collections MOSAIC Plus</b>
Company Name	Information Services & Technology Pty Ltd.
Contact Information	Information Services & Technology Pty Ltd. 17/20 Kybra Mews, Rockingham, WA 6168, AUSTRALIA Tel/Fax: 08 9592 3149 Email: <a href="mailto:sales@istechology.com.au">sales@istechology.com.au</a> Website: <a href="http://www.istechology.com.au/MosaicFlyer.htm">http://www.istechology.com.au/MosaicFlyer.htm</a>
Cost	Standard User Version (Single User Licence) Run Time Access 9.5 Version (operates alone or with Office97/2000/XP) on CD (Requires Pentium 100+ with 32MB+RAM, Windows 95+): \$869.00 Professional Version (also includes 5 User Network Licence) Run Time Access 9.5 Version (operates alone or with Office97/2000/XP) on CD (Requires Pentium 100+ with 32MB+RAM, Windows 95+): \$2,607.00 SQL Server Version (Includes 5 User Microsoft MSDE SQL 7.0 Server Engine) Run Time Access 9.5 Version (operates alone or with Office97/2000/XP) on CD (Requires Pentium 100+ with 32MB+RAM, Windows 95+ (6+ users the full version of Microsoft SQL Server 7.0/2000 recommended. MSDE users must have at least one copy of Microsoft Access 2000/XP). Price Includes 2 days on site installation/training (excludes travel): \$8,525.00
<b><i>The following product description has been taken in part or in whole from the vendor's product webpage and has not been edited for content. It may contain references to products or features outside the scope of this survey.</i></b>	
Product Description	Designed for use by museums, historical societies, galleries, libraries and cultural heritage organizations that have historical collections. These collections are usually a combination of objects, photographs, documents, books, archives and artworks with data from associated historical research. The database created will display the mosaic of heritage, held either by an organization or within a region. The system is also suitable for private collections and single collection types.
Software Functions Supported	<input type="checkbox"/> Appraisal <input checked="" type="checkbox"/> Accessioning <input checked="" type="checkbox"/> Archival Description <input checked="" type="checkbox"/> Authority Control <input type="checkbox"/> Custodial Management / Inventory Control <input type="checkbox"/> Workflow Management <input type="checkbox"/> Research Room Management <input type="checkbox"/> Internet Access / Search Tools <input type="checkbox"/> Deaccessioning / Disposition <input type="checkbox"/> Order Fulfillment (Reproductions) <input checked="" type="checkbox"/> Reporting Capabilities
Standards Supported	<input type="checkbox"/> MARC / MARC21 <input type="checkbox"/> Encoded Archival Description (EAD) <input type="checkbox"/> ISAD(G) <input type="checkbox"/> ISAAR(CPF) <input type="checkbox"/> Other(s):

Configurability / Customizability	The Administrator can select up to 6 additional Items fields for your own purposes. These fields have your own name and description and print out on relevant reports.
Modules / Expansions Available	Unable to determine. Contact vendor for more information.
Security Features	Set different levels of access for different users. The Levels include: view records; add/enter/change information; make system changes/delete records. When all main records are updated, they are stamped with the users' name and date.
Technical Specifications	Uses Microsoft Access® 2000 run-time-Purchase of Access® is not required. System Requirements – a Pentium PC with 32+MB RAM, a CD-ROM and 90Mb of free disk space. The product requires Windows 95/98/ME/2000/NT4.0. Microsoft Office requires 64Mb RAM to use Word at the same time as the programme. Windows 2000 requires 128+MB RAM. Windows NT4.0 requires 64+MB RAM. A Windows printer is required.
Languages Supported	Unable to determine. Contact vendor for more information.
System Limits	Up to 5 users can use database at the same time.
Import / Export Data Formats Supported	Unable to determine. Contact vendor for more information.
Help Features / Documentation Available	Printed User Training manual (manual files are also on the CD). A self-training database is included.
Customer Support / Maintenance Available	Technical Support - includes 1 months free telephone support by IST. Support and on-site training contracts can be negotiated.

Software Name	<b>CORA</b>
Company Name	Solcara
Contact Information	Solcara Limited The Long Room, Coppermill Lock Harefield, Middlesex, UB9 6JA, UNITED KINGDOM Tel: In UK - 0870 3332966 From Overseas - + 44 1895 820950 Fax: In UK - 0870 3332967 From Overseas - + 44 1895 820955 Website: <a href="http://www.solcara.com/">http://www.solcara.com/</a>
Cost	Unable to determine. Contact vendor for more information.
<b><i>The following product description has been taken in part or in whole from the vendor's product webpage and has not been edited for content. It may contain references to products or features outside the scope of this survey.</i></b>	
Product Description	CORA is a solution which enables the management of records. Records pertaining to all types of material in archives or file registries, such as paper files, books, plans, journals; in fact, any tangible item. The software permits users to document this material, and incorporates easy to use and powerful search capabilities that enable rapid access to the stored information. It also gives the user total control over movements such as loans, returns, disposals etc.
Software Functions Supported	<input type="checkbox"/> Appraisal <input checked="" type="checkbox"/> Accessioning <input checked="" type="checkbox"/> Archival Description <input type="checkbox"/> Authority Control <input checked="" type="checkbox"/> Custodial Management / Inventory Control <input type="checkbox"/> Workflow Management <input type="checkbox"/> Research Room Management <input checked="" type="checkbox"/> Internet Access / Search Tools <input type="checkbox"/> Deaccessioning / Disposition <input type="checkbox"/> Order Fulfillment (Reproductions) <input checked="" type="checkbox"/> Reporting Capabilities
Standards Supported	<input type="checkbox"/> MARC / MARC21 <input type="checkbox"/> Encoded Archival Description (EAD) <input type="checkbox"/> ISAD(G) <input type="checkbox"/> ISAAR(CPF) <input type="checkbox"/> Other(s):
Configurability / Customizability	Record design easily configured to your requirements.
Modules / Expansions Available	Unable to determine. Contact vendor for more information.
Security Features	Security configured to map to your requirements. Provision of audit trail to enable the monitoring of accesses to information.
Technical Specifications	Unable to determine. Contact vendor for more information.
Languages Supported	Unable to determine. Contact vendor for more information.
System Limits	Unable to determine. Contact vendor for more information.

Import / Export Data Formats Supported	Unable to determine. Contact vendor for more information.
Help Features / Documentation Available	Unable to determine. Contact vendor for more information.
Customer Support / Maintenance Available	Unable to determine. Contact vendor for more information.

Software Name	<b>DB/Text</b>
Company Name	InMagic
Contact Information	<p>InMagic, Inc.  200 Unicorn Park Drive, Fourth Floor  Woburn, MA 01801, UDA  Tel: +1 781-938-4444  (800) 229-8398  Fax: +1 781-938-4446  Email: <a href="mailto:inmagic@inmagic.com">inmagic@inmagic.com</a>  Website: <a href="http://www.inmagic.com/">http://www.inmagic.com/</a></p>
Cost	Unable to determine. Contact vendor for more information.
<p><b><i>The following product description has been taken in part or in whole from the vendor's product webpage and has not been edited for content. It may contain references to products or features outside the scope of this survey.</i></b></p>	
Product Description	<p>Inmagic Inc. is a global provider of content and information management software and services. Our products and services organize and deliver enterprise content, seamlessly integrate internal and external content sources and deploy business-critical information to corporate portals, intranets, extranets and the Web. Our applications include market and competitive intelligence, library, archives and records management, Web publishing and litigation support.</p> <p>Inmagic DB/TextWorks is a special combination of database and text retrieval software that enables you to build networked and standalone textbases to manage diverse types of information including text, images, and multimedia.</p>
Software Functions Supported	<input type="checkbox"/> Appraisal <input type="checkbox"/> Accessioning <input checked="" type="checkbox"/> Archival Description <input checked="" type="checkbox"/> Authority Control <input type="checkbox"/> Custodial Management / Inventory Control <input type="checkbox"/> Workflow Management <input type="checkbox"/> Research Room Management <input checked="" type="checkbox"/> Internet Access / Search Tools <input type="checkbox"/> Deaccessioning / Disposition <input type="checkbox"/> Order Fulfillment (Reproductions) <input checked="" type="checkbox"/> Reporting Capabilities
Standards Supported	<input type="checkbox"/> MARC / MARC21 <input type="checkbox"/> Encoded Archival Description (EAD) <input type="checkbox"/> ISAD(G) <input type="checkbox"/> ISAAR(CPF) <input type="checkbox"/> Other(s):
Configurability / Customizability	<p>A textbase can contain just about anything...customer information, company policies, and competitive intelligence. The design of your textbase depends, of course, on your particular application needs. You simply specify the fields you want to include in each record.</p>
Modules / Expansions Available	DB/Text Webpublisher

Security Features	Record level security. You can either hide them completely or prevent users from changing them.
Technical Specifications	Operating System: Windows 95/98/2000/NT Disk Space: 10MB; RAM 16MB
Languages Supported	English, French, Spanish
System Limits	65,500 maximum permissible line length for Inmagic Tagged Format. Characters between ASCII 128 and 159 (hex 80 through 9F) are not supported for XML Import; they will be imported as question marks (?).
Import / Export Data Formats Supported	By importing ASCII delimited files, you can add thousands of records to a textbase from virtually any third-party database package. Your existing database records can be in DB/TextWorks in minutes. Additional import filters for word processing and spreadsheet packages are also available from Inmagic.  Ability to import or export records in XML format. For Import you can specify an XML Style Sheet (*.XSL) file or use the default style sheet.
Help Features / Documentation Available	Unable to determine. Contact vendor for more information.
Customer Support / Maintenance Available	Inmagic, Inc. offers workshops for both the DB/TextWorks® and BiblioTech PRO® product lines and are taught by Inmagic Trainers in your office, online, or in selected cities in North America. Our Authorized Inmagic Business Partners also offer additional workshops. Phone-based technical support and on-site training are also available.  Inmagic's Technical Support Knowledgebase allows you to quickly find the answers to common support questions. A searchable database using Inmagic Software, the Knowledgebase is a 24 hour self-help service for all Inmagic customers.

Software Name	<b>Docuexplorer</b>
Company Name	Docuexplorer Software
Contact Information	Archive Power Systems, Inc. DocuXplorer Software, 15 West 72nd Street New York, NY 10023, USA Tel: (212) 496-9871 Fax: (212) 496-8194 Email: <a href="mailto:info@docuXplorer.com">info@docuXplorer.com</a> Website: <a href="http://www.docuXplorer.com/">http://www.docuXplorer.com/</a>
Cost	DocuXplorer Pro V.2 - concurrent user license Includes one year free software upgrade contract. Use the Online Store price calculator to see your discount by clicking on the icon or call (212) 496-9871 for volume pricing on systems with 5 or more users: \$1195.00 per concurrent user DocuXplorer Personal V.2 single user license - Includes one year free software upgrade contract: \$229.95
<b><i>The following product description has been taken in part or in whole from the vendor's product webpage and has not been edited for content. It may contain references to products or features outside the scope of this survey.</i></b>	
Product Description	DocuXplorer is a complete document management system that gives individual users or small business and departmental workgroups the ability to quickly find, share and access all document types, both scanned in paper and electronic computer-generated files, from one easy-to-use desktop screen.  More than just a document manager, DocuXplorer provides you with a complete set of Document Imaging and Management Tools - Document Capture, Library Functions, Annotation, Viewing, Security, Communication and extended database, display and reporting features not found in other document management applications. Designed to be flexible and customizable, it serves a broad range of business and departmental needs. With two versions, DocuXplorer Professional, our multi-user document management system, or DocuXplorer Personal, our single-user version, there is a DocuXplorer document management solution that will be a perfect fit for you.
Software Functions Supported	<input type="checkbox"/> Appraisal <input type="checkbox"/> Accessioning <input type="checkbox"/> Archival Description <input type="checkbox"/> Authority Control <input type="checkbox"/> Custodial Management / Inventory Control <input checked="" type="checkbox"/> Workflow Management <input type="checkbox"/> Research Room Management <input type="checkbox"/> Internet Access / Search Tools <input type="checkbox"/> Deaccessioning / Disposition <input type="checkbox"/> Order Fulfillment (Reproductions) <input checked="" type="checkbox"/> Reporting Capabilities
Standards Supported	<input type="checkbox"/> MARC / MARC21 <input type="checkbox"/> Encoded Archival Description (EAD) <input type="checkbox"/> ISAD(G) <input type="checkbox"/> ISAAR(CPF) <input type="checkbox"/> Other(s):



Configurability / Customizability	DocuXplorer Pro allows you to create an unlimited number of Index Sets each with up to 25 user-defined fields.
Modules / Expansions Available	Personal or expanded Professional versions available.
Security Features	Multi level security system. DocuXplorer is equipped to deal with that need by allowing you to choose who will have access to a document, folder or drawer. You may also set security for user rights to edit or annotate documents or their indexes, as well as for copying, deleting or moving documents. Application default properties are secured by the use of an administrator password that will disable a non-administrative user's ability to make changes to system defaults.
Technical Specifications	DocuXplorer can normally be run using your existing network hardware. Workstations require Pentium 133 machines with at least 32 MB RAM (64 MB Recommended). For multiple users you will need a network server running Microsoft NT, Novell or any other standard network operating system. If you have a large number of documents to store you may want to add a large hard drive (very inexpensive these days) to your network for document storage. As with any enterprise, you should also have an adequate backup system in place. You will need a scanner with an auto-document feeder, scanner speed will depend on your daily scanning needs.
Languages Supported	Unable to determine. Contact vendor for more information.
System Limits	Only supports up to 25 user-defined fields.
Import / Export Data Formats Supported	DocuXplorer provides you with the ability to export a folder contents or query list to either an Excel spreadsheet or HTML. The exported data then appears completely formatted, ready for printing.
Help Features / Documentation Available	Online Help - DocuXplorer program help documentation available as a browser based tool.
Customer Support / Maintenance Available	DocuXplorer Software provides new users with free e-mail support for 30 days from the date of purchase. Use the tech support e-mail form available from the Help menu in DocuXplorer.

Software Name	<b>Eloquent WebArchives</b>
Company Name	Eloquent Systems Inc.
Contact Information	<p>Eloquent Systems Inc.  25-1501 Lonsdale Ave.  North Vancouver, B.C. V7M 2J2, CANADA  Tel: 604-980-8358 800-663-8172  Fax: 604-980-9537  Email: Sales: <a href="mailto:eloquentservice@eloquent-systems.com">eloquentservice@eloquent-systems.com</a>  Customer Service: <a href="mailto:eloquentservice@eloquent-systems.com">eloquentservice@eloquent-systems.com</a>  Help Line: <a href="mailto:help@eloquent-systems.com">help@eloquent-systems.com</a>  Website:  <a href="http://www.eloquent-systems.com/ProductsArchives.html">http://www.eloquent-systems.com/ProductsArchives.html</a></p>
Cost	Unable to determine. Contact vendor for more information.
<p><b><i>The following product description has been taken in part or in whole from the vendor's product webpage and has not been edited for content. It may contain references to products or features outside the scope of this survey.</i></b></p>	
Product Description	<p>Introducing the world's first entirely Web centric archives collections management application. For the first time you are able to manage all aspects of your archive's collection information system from anywhere with an Internet connection and a standard Web browser. Not only will your archives be online for the world to use but also you control all aspects of what they see and what they can do. WebArchives is a state of the art 32-bit application built with Eloquent's innovative WebGENCAT development software and utilizing powerful jBASE database engine technology. Even if your archives is not connected to the Internet, WebArchives works equally well as an internal intranet serving as many access terminals as you'd like (or as few as one).</p> <p>WebArchives is fully RAD compliant and features a true hierarchical data structure. It is designed with all the expected collections management functions including various levels of searching, multiple simultaneous data entry sessions, and accessions management. Additionally, WebArchives's unique Web architecture allows features unheard of in lesser applications such as completely seamless Internet integration. Archival holdings information no longer needs to be contained strictly within your database but can actually exist anywhere on the Web and be maintained by others. You can link to other Web sites with related information or images. You can even use independently maintained online data as authority sources for your database. At the same time other institutions can establish links directly to specific records within your database.</p> <p>WebArchives is part of the Eloquent Heritage project that will ultimately comprise independent application modules for management of distinct types of collections including museums, archives, and art galleries as well as a powerful registrar's module for managing donation and loan transactions.</p>
Software Functions Supported	<p><input type="checkbox"/> Appraisal  <input checked="" type="checkbox"/> Accessioning  <input checked="" type="checkbox"/> Archival Description  <input checked="" type="checkbox"/> Authority Control  <input type="checkbox"/> Custodial Management / Inventory Control  <input type="checkbox"/> Workflow Management</p>

	<input checked="" type="checkbox"/> Research Room Management <input checked="" type="checkbox"/> Internet Access / Search Tools <input type="checkbox"/> Deaccessioning / Disposition <input type="checkbox"/> Order Fulfillment (Reproductions) <input type="checkbox"/> Reporting Capabilities
Standards Supported	<input type="checkbox"/> MARC / MARC21 <input type="checkbox"/> Encoded Archival Description (EAD) <input type="checkbox"/> ISAD(G) <input type="checkbox"/> ISAAR(CPF) <input checked="" type="checkbox"/> Other(s): RAD
Configurability / Customizability	Can even be configured to match the look of your institution's existing website.
Modules / Expansions Available	Application modules planned.
Security Features	WebGENCAT applications feature several levels of access. Everything from public access limited to read only privileges for searching the database; to administrator access with complete control over system level configuration can be configured.
Technical Specifications	<p>Clients - Any computer using a current version of Internet Explorer or Netscape Navigator or equivalent browser will support the software. They access the server via Internet/intranet.</p> <p><i>Operating System</i> - Any that supports appropriate browser</p> <p><i>Browser Software</i> - Microsoft Internet Explorer 4.x or Netscape Navigator 6.x and above</p> <p><i>Minimum Hardware</i> - Pentium 166MHz, 64MB or equivalent (incl. Mac)</p> <p><i>Recommended</i> - Pentium 266Mhz, 96MB or equivalent (incl. Mac)</p> <p>Application Server - All the software and the data for the Eloquent Web Application is delivered to be loaded onto a stand-alone computer acting as the server. The package includes a Web server. This computer is simply connected to the LAN to act as an Application server on the intranet and/or directly to the Internet to support clients.</p> <p><i>Operating System</i> - Windows 95/98/NT/2000, TCP/IP enabled</p> <p><i>Minimum Hardware</i> - Pentium (or equivalent) 266MHz, 128MB</p> <p><i>Recommended Hardware</i> - Pentium (or equivalent) 800MHZ, 256MB</p> <p>WebGENCAT Version 3.0 and higher uses the jBASE platform which is delivered as compiled C++ Exe's and DLL's which are supported by various Windows and Unix/Linux platforms.</p> <p><i>Intranet</i> - Any WAN/LAN with TCP/IP support.</p> <p><i>Internet</i> - The customers LAN consultants can provide advice regarding connection to the Internet. Depending upon the clients being served, it may be as simple as a modem connected to the Internet or it may be a direct line to the Internet Service Provider (ISP). (Note: Some components of the software require the creation of "cookies" on the user's hard drive.)</p> <p><i>Stand Alone</i> - The Browser may be run on the Application Server to create a single-user system. The minimum memory for such an environment should be a Pentium 266MHZ and 128MB. If the system is not connected to the Internet the home page address should be blank, local host, or loop-back address.</p>
Languages Supported	Unable to determine. Contact vendor for more information.

System Limits	Unable to determine. Contact vendor for more information.
Import / Export Data Formats Supported	Unable to determine. Contact vendor for more information.
Help Features / Documentation Available	General and context-specific help is online. You even get application-specific tutorials on our Website.
Customer Support / Maintenance Available	Hotline support via email, voice, or fax. Eloquent Systems offers a hosting service and can be your Application Service Provider (ASP). Your annual support qualifies you to free software upgrades to any of your Web licenses during the year. You simply download the instructions and software from a Web site made available to you. You are sent an email announcement when a new version is available.

Software Name	<b>EmbARK Collections Manager</b>
Company Name	Gallery Systems
Contact Information	<p>Headquarters 261 West 35th Street, 12th Floor New York, NY 10001, USA Tel: 646 733 2239 Fax: 646 733 2259</p> <p>California 3200 College Avenue, Suite 6 Berkeley, CA 94705, USA Tel: 510 652 8950 Fax: 510 652 8789</p> <p>New Mexico 132 Cottonwood Lane Corrales, NM 87048, USA Tel: 505 890 3322 Fax: 505 890 3322</p> <p>United Kingdom 3 Neal Street, Covent Garden London WC2H 9QL, UNITED KINGDOM Tel: +44 (0) 20 7379 8118 Fax: +44 (0) 20 7379 8228</p> <p>Germany Christinenstraße 15 10119 Berlin, GERMANY Tel: +49 (30) 448 6909 Fax: +49 (30) 440 38242</p> <p>Request Product Information: <a href="mailto:info@gallerysystems.com">info@gallerysystems.com</a> Website: <a href="http://gallerysystems.com/eb_home.asp">http://gallerysystems.com/eb_home.asp</a></p>
Cost	Unable to determine. Contact vendor for more information.
<p><b><i>The following product description has been taken in part or in whole from the vendor's product webpage and has not been edited for content. It may contain references to products or features outside the scope of this survey.</i></b></p>	
Product Description	<p>EmbARK is user-friendly software built with images as a central navigational principle. Used by universities, corporate archives, collectors and artists, EmbARK is one of the most easily customized packages available. EmbARK provides a rich, intelligent and flexible template that integrates all major functions for all departments of an organization into a single system. The program runs both on Windows and Macintosh platforms.</p> <p>Collections Manager has all the features of Cataloguer, plus utilities for tracking all aspects of an object's history and use, such as acquisitions, authorities, commentary, conservation history, exhibitions, insurance, loans, locations, reproductions, valuations and more. Reports included with the program create wall labels, incoming and outgoing receipts, checklists and letters in a flash.</p>
Software Functions Supported	<p><input type="checkbox"/> Appraisal</p> <p><input type="checkbox"/> Accessioning</p> <p><input checked="" type="checkbox"/> Archival Description</p> <p><input checked="" type="checkbox"/> Authority Control</p> <p><input checked="" type="checkbox"/> Custodial Management / Inventory Control</p>

	<input type="checkbox"/> Workflow Management <input type="checkbox"/> Research Room Management <input checked="" type="checkbox"/> Internet Access / Search Tools <input type="checkbox"/> Deaccessioning / Disposition <input type="checkbox"/> Order Fulfillment (Reproductions) <input checked="" type="checkbox"/> Reporting Capabilities
Standards Supported	<input type="checkbox"/> MARC / MARC21 <input type="checkbox"/> Encoded Archival Description (EAD) <input type="checkbox"/> ISAD(G) <input type="checkbox"/> ISAAR(CPF) <input type="checkbox"/> Other(s):
Configurability / Customizability	<p>The EmbARK structure consists of more than 80 related tables and over 1700 fields. More than forty files, 1000 fields and most of the program menu items can be renamed and redefined to suit your standard vocabulary. You can also include field definitions for access by on-line users.</p> <p>You can create customized, task-specific data entry and modification layouts for Object, Artist and Agent records. EmbARK also allows you to specify the fields that you want to use, and arrange them in a single list, which you can place in any order you like.</p>
Modules / Expansions Available	EmbARK Web Kiosk
Security Features	<p>EmbARK maintains the security of your information by providing a comprehensive system of password-protected access levels to your database. You can easily specify read-write, read-only or restricted (invisible) access to individual files, fields and object records. This protects sensitive data from being displayed or modified without authorization. EmbARK also allows you to designate records for Objects and Agents as confidential, which restricts access to specially authorized users.</p> <p>EmbARK's Public Access mode allows only limited, read-only access to information. This lets you make your data available to the public safely. EmbARK Web Kiosk provides even more flexibility and control over security.</p>
Technical Specifications	<p><u>Database Software</u>          A copy of 4D Server software is provided with client/server installations of EmbARK.</p> <p><u>Hardware and Operating System</u>          Single-user and client computers should be fast computers with very good quality monitors (for imaging). We recommend Windows NT Workstation 4.0 or Windows 2000 Professional as the operating system; for Macintosh systems, we recommend OS 9.1 or better. Macintosh OS X support will be available in early 2003.</p> <p><u>Workstation Configuration</u>          The current minimum workstation configuration is:          Macintosh G3 computer or a Pentium 133 MHz          64 MB of RAM          2 GB hard disk          2 MB display memory capable of supporting 800 x 600 video resolution with small fonts          Network card (client/server only)          Macintosh operating system (8.0) or Windows 98</p>

	<p>The current optimum workstation configuration is:  Macintosh G3 computer or a Pentium 133 MHz  Macintosh G4 computer or a Pentium 400 MHz  128 MB of RAM  2 GB hard disk  8 MB display memory capable of supporting 1024 x 768 video resolution with small fonts  Network card (client/server only)  Macintosh operating system (9.1) or Windows NT Workstation 4.0 or Windows 2000 Professional (strongly recommended)</p> <p><u>Server Configuration</u>  The current minimum server configuration is:  Macintosh G3 computer or a Pentium 133 MHz  Macintosh G3 or Pentium Pro 450 MHz  128 MB of RAM  Macintosh operating system (8.0) or Windows NT Server 4.0 or Windows 2000 Professional  Disk storage sufficient to manage and copy the collections database and images, with extra space for growth  Network card  Mass storage device or tape drive with appropriate backup software</p> <p>The current optimum server configuration is:  Macintosh G3 computer or a Pentium 133 MHz  Macintosh G4 or Pentium III, 800 MHz  1 GB of RAM  Macintosh operating system (9.1) or Windows 2000 Server  Disk storage sufficient to manage the collections database and images, with extra space for growth  Network card  Mass storage device or tape drive with appropriate backup software</p> <p>Note: All client/server configurations require a dedicated server to run EmbARK. For more detailed information on hardware specifications, please visit the 4D Frequently Asked Questions website: <a href="http://www.4d.com/support/techfaq.html">http://www.4d.com/support/techfaq.html</a>.</p> <p><u>Monitors</u>  We recommend (but do not require) 17-inch monitors for viewing images. A 13-inch monitor is sufficient for the server. It is highly recommended that monitors support 1024 x 768 video resolution using small fonts, as well as 24 bit colors for imaging. A minimum video resolution of 800 x 600 and small fonts are required for proper display.</p> <p><u>Printers</u>  EmbARK requires no special printers or cabling.</p>
Languages Supported	Unable to determine. Contact vendor for more information.
System Limits	Unable to determine. Contact vendor for more information.
Import / Export Data Formats Supported	EmbARK has powerful and flexible modules for importing and exporting data. The import module updates existing records in a datafile and creates links between related files, such as Objects, Agents and Moves. This makes it easy for you to perform your own data conversions, without the need for complicated programming, and provides another way of updating EmbARK records in large batches. The ASCII export module can be used to enhance the integrity of your data or to allow broader access to your collection.

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Help Features / Documentation Available	On-line manuals with clear hyperlinks are provided on CD-Rom with the software. The purchase price also includes one (1) set of printed documentation; additional sets are available for a fee.
Customer Support / Maintenance Available	Licenses for The Museum System, TMS light, and client-server installations of EmbARK include 90 days of system support. Single-user EmbARK and Web Kiosk licenses include 60 days of system support. After the initial free support period, clients enter into a standard maintenance agreement.



Software Name	<b><i>Heritage Sentinel</i></b>
Company Name	Sentinel Computer Consultants, Inc.
Contact Information	Sentinel Computer Consultants, Inc. 162 South River Road Elora, Ontario N0B 1S0, CANADA Tel: 519-846-2251 Website: <a href="http://www.sentinelcci.com/">http://www.sentinelcci.com/</a>
Cost	Unable to determine. Contact vendor for more information.
<b><i>The following product description has been taken in part or in whole from the vendor's product webpage and has not been edited for content. It may contain references to products or features outside the scope of this survey.</i></b>	
Product Description	Heritage Sentinel is used to manage all collection items: artifacts; visual, cartographic, textual items including Record Groups (following RAD rules); reference library materials. Using proven technology, Heritage Sentinel responds reliably and rapidly even with large numbers of records and connected network users. Cumulative Conservation windows record periodic Condition Reports, Treatment Proposals, Treatment Reports as well as storage and display requirements. A special "cutorial" feature provides an easy means of selecting and marking records and groups of records for special attention. Management by departmental responsibility is supported. Retrieve information based on the contents of any field or combination of fields. A large selection of predefined reports are provided which operate on the entire database, or selection portions and time frames only. Gift Forms, Appraisal Forms, Appraisal Organization Lists and Income Tax Receipts may be produced for specified items and time periods.
Software Functions Supported	<input type="checkbox"/> Appraisal <input checked="" type="checkbox"/> Accessioning <input checked="" type="checkbox"/> Archival Description <input checked="" type="checkbox"/> Authority Control <input checked="" type="checkbox"/> Custodial Management / Inventory Control <input type="checkbox"/> Workflow Management <input type="checkbox"/> Research Room Management <input checked="" type="checkbox"/> Internet Access / Search Tools <input checked="" type="checkbox"/> Deaccessioning / Disposition <input type="checkbox"/> Order Fulfillment (Reproductions) <input checked="" type="checkbox"/> Reporting Capabilities
Standards Supported	<input type="checkbox"/> MARC / MARC21 <input type="checkbox"/> Encoded Archival Description (EAD) <input type="checkbox"/> ISAD(G) <input type="checkbox"/> ISAAR(CPF) <input checked="" type="checkbox"/> Other(s): CIDOC (Comité international pour la documentation)
Configurability / Customizability	No
Modules / Expansions Available	Unable to determine. Contact vendor for more information.
Security Features	Nine security levels are easily established to fully control what a particular user is allowed to see, create or modify. If a user is

	permitted to update, this authority may be further defined to include or exclude validation tables.
Technical Specifications	Unable to determine. Contact vendor for more information.
Languages Supported	English
System Limits	Unable to determine. Contact vendor for more information.
Import / Export Data Formats Supported	Compatible with and has been approved for data interchange with the Canadian Heritage Information Network (CHIN) National Database.
Help Features / Documentation Available	Unable to determine. Contact vendor for more information.
Customer Support / Maintenance Available	Unable to determine. Contact vendor for more information.

Software Name	<b><i>IRims</i></b>
Company Name	OpenText Corporation
Contact Information	iRIMS DIVISION HEADQUARTERS 3775 Richmond Road Nepean, Ontario K2H5B7, CANADA N. America Tel: 613-596-2233 Global Tel: +800-4996-5440 Website: <a href="http://www.opentext.com/irims/">http://www.opentext.com/irims/</a>
Cost	Unable to determine. Contact vendor for more information.
<b><i>The following product description has been taken in part or in whole from the vendor's product webpage and has not been edited for content. It may contain references to products or features outside the scope of this survey.</i></b>	
Product Description	<p>iRIMS™ is a fully integrated, Web-based records management solution for controlling corporate information across multiple repositories throughout your enterprise. iRIMS makes records management a part of daily operations by delivering complete lifecycle management for all of your corporate records and information holdings, in paper or electronic format. Certified to meet internationally recognized U.S. Department of Defense standard 5015.2 for Electronic Records Management, iRIMS helps global enterprises to secure critical information, ensure file control, consistency, and collaboration by supporting:</p> <ul style="list-style-type: none"> <li>• record classification, retention and disposition rules,</li> <li>• searching,</li> <li>• reporting, and</li> <li>• security access.</li> </ul> <p>iRIMS provides a complete Web-based records management solution that includes storage management, space allocation and record circulation tracking. It considerably streamlines workflows and increases efficiency, offering automated e-mail record filing and retrieval with drag-and-drop capabilities.</p>
Software Functions Supported	<input checked="" type="checkbox"/> Appraisal <input type="checkbox"/> Accessioning <input checked="" type="checkbox"/> Archival Description <input type="checkbox"/> Authority Control <input checked="" type="checkbox"/> Custodial Management / Inventory Control <input checked="" type="checkbox"/> Workflow Management <input type="checkbox"/> Research Room Management <input checked="" type="checkbox"/> Internet Access / Search Tools <input checked="" type="checkbox"/> Deaccessioning / Disposition <input type="checkbox"/> Order Fulfillment (Reproductions) <input checked="" type="checkbox"/> Reporting Capabilities
Standards Supported	<input type="checkbox"/> MARC / MARC21 <input type="checkbox"/> Encoded Archival Description (EAD) <input type="checkbox"/> ISAD(G) <input type="checkbox"/> ISAAR(CPF) <input type="checkbox"/> Other(s): DOD 5015.2, UK Government Standard for Electronic Records Management System, Public Records Office (PRO)
Configurability /	Yes

Customizability	
Modules / Expansions Available	Yes
Security Features	iRIMS controls access through its robust security model applied at the network, database, application and record level. Once users have successfully logged onto the network and iRIMS, their access to records is restricted by their user profile, where they work within an organization and the security level that has been assigned to the individual records.
Technical Specifications	<ul style="list-style-type: none"><li>• iRIMS Client Operating Systems—iRIMS 9.0.4.6 runs on Windows 98, Windows NT 4.0, Windows 2000, and Windows XP Professional, v.2002</li><li>• HTTP Server—iRIMS 9.0.4.6 support Microsoft Internet Information Server 4.0 running on Windows NT 4.0 Server</li><li>• Web Browsers—iRIMS 9.0.4.6 works with Microsoft Internet Explorer 5.x and Netscape Navigator 4.x</li><li>• RDBMS Servers—iRIMS 9.0.4.6 works with Oracle 8i/9i; Sybase 12; Microsoft SQL Server 7.0/2000</li></ul>
Languages Supported	Unable to determine. Contact vendor for more information.
System Limits	Unable to determine. Contact vendor for more information.
Import / Export Data Formats Supported	Allows export of XML metadata for all record types to package information for e-commerce transactions.
Help Features / Documentation Available	Unable to determine. Contact vendor for more information.
Customer Support / Maintenance Available	Provides customer support, maintenance, and training.

Software Name	<b>KE EMu</b>
Company Name	KE Software
Contact Information	<p>Headquarters KE Software 57 University Street, Carlton VIC 3053, AUSTRALIA Tel: +61-3-9347-8844</p> <p>North America 750-601 West Broadway, Vancouver BC V5Z 4C2, CANADA Tel: +1-604-877-1960 28296 Cedar Lane, Santa Clarita CA 91350, USA Tel: +1-661-297-8432</p> <p>Europe John Dalton House, 121 Deansgate Manchester M3 2BX, UNITED KINGDOM Tel: +44-161-828-8257</p> <p>Asia/Pacific Level 12, 37 Bligh Street, Sydney NSW 2000, AUSTRALIA Tel: +61-2-8233-6191</p> <p>Website: <a href="http://www.kesoftware.com/emu/">http://www.kesoftware.com/emu/</a></p>
Cost	<p>Unable to determine. Contact vendor for more information.</p> <p>Note: The KE EMu license includes all modules, including Internet and Intranet. An institution can hide or disable modules that are not required. Additional user licenses for sale.</p>
<p><b><i>The following product description has been taken in part or in whole from the vendor's product webpage and has not been edited for content. It may contain references to products or features outside the scope of this survey.</i></b></p>	
Product Description	<p>KE EMu provides superior collections management facilities for museums, art galleries, herbaria and botanic gardens. KE EMu is a feature rich museum management system designed to provide comprehensive management and access to very large and diverse collections. Unlike other museum software, KE EMu integrates an extensible multi-discipline catalogue with interpretative information and multimedia resources.</p> <p>KE EMu supports data capture, querying and museum management functions through its client/server interface. It also includes a comprehensive Web interface for Internet and/or Intranet access to all museum data resources. KE EMu supports the concept of a "virtual museum" hosted on the Internet.</p>
Software Functions Supported	<ul style="list-style-type: none"> <li><input type="checkbox"/> Appraisal</li> <li><input checked="" type="checkbox"/> Accessioning</li> <li><input checked="" type="checkbox"/> Archival Description</li> <li><input type="checkbox"/> Authority Control</li> <li><input checked="" type="checkbox"/> Custodial Management / Inventory Control</li> <li><input checked="" type="checkbox"/> Workflow Management</li> <li><input type="checkbox"/> Research Room Management</li> <li><input checked="" type="checkbox"/> Internet Access / Search Tools</li> </ul>

	<input type="checkbox"/> Deaccessioning / Disposition <input type="checkbox"/> Order Fulfillment (Reproductions) <input checked="" type="checkbox"/> Reporting Capabilities
Standards Supported	<input type="checkbox"/> MARC / MARC21 <input type="checkbox"/> Encoded Archival Description (EAD) <input type="checkbox"/> ISAD(G) <input type="checkbox"/> ISAAR(CPF) <input checked="" type="checkbox"/> Other(s): Multimedia resources are held in a separate repository which fully conforms to the Dublin Core metadata attribute set.
Configurability / Customizability	Yes. The KE EMu Catalogue module can be configured to suit the cataloguing requirements of the institution. An institution can specify fields, field labels, tab labels, vocabulary controls and screen layouts. All KE EMu modules other than the Catalogue are standard and are usually not configured as part of an implementation. The KE EMu Internet / Intranet interfaces can be customized to suit the institution's requirements and online presence.
Modules / Expansions Available	No
Security Features	Includes record level, field level, user level, and group level security.
Technical Specifications	KE EMu is a client server database application. The KE EMu server software requires a server running Unix, Linux or Windows NT / 2000. The KE EMu client software runs on workstations running a 32 bit version of Microsoft Windows. KE EMu is based on the KE Texpress object oriented database management system. KE Texpress is an open systems DBMS. KE Texpress supports the vast majority of the SQL 92 standard.
Languages Supported	Complete multi-lingual support for both data and on-screen prompts, messages and help.
System Limits	Unable to determine. Contact vendor for more information.
Import / Export Data Formats Supported	KE EMu allows export files to be produced in many of the common output formats, including comma separated values, tab delimited data, KE Texpress export format, and HTML format.
Help Features / Documentation Available	Yes
Customer Support / Maintenance Available	The annual maintenance fee provides the institution with unlimited technical support and access to all software upgrades.

Software Name	<b>MicroMARC for Integrated Format</b>
Company Name	Michigan State University
Contact Information	Instructional Media Center Michigan State University, Marketing Division P.O. Box 710, East Lansing Michigan 48826-0710, USA Tel: 517-353-9229 Website: <a href="http://www.msu.edu/user/msumarc/">http://www.msu.edu/user/msumarc/</a>
Cost	Single: \$995 Network: \$1,995 up to 5 users
<b><i>The following product description has been taken in part or in whole from the vendor's product webpage and has not been edited for content. It may contain references to products or features outside the scope of this survey.</i></b>	
Product Description	MicroMARC for Integrated Format, a microcomputer collections management system for use by libraries, archives, special collections, museums etc. It is a complete management system for the administration of holdings and provides flexible and comprehensive search and report capabilities for the user. It utilizes the national descriptive standard, the USMARC Integrated Format, for the record structure. MicroMARC can import and export records in the USMARC format, with any other system, e.g., RLIN*, OCLC*, WLN*, that can exchange such records.
Software Functions Supported	<input type="checkbox"/> Appraisal <input checked="" type="checkbox"/> Accessioning <input checked="" type="checkbox"/> Archival Description <input checked="" type="checkbox"/> Authority Control <input checked="" type="checkbox"/> Custodial Management / Inventory Control <input checked="" type="checkbox"/> Workflow Management <input type="checkbox"/> Research Room Management <input checked="" type="checkbox"/> Internet Access / *Search Tools (Search Tools Only) <input type="checkbox"/> Deaccessioning / Disposition <input type="checkbox"/> Order Fulfillment (Reproductions) <input checked="" type="checkbox"/> Reporting Capabilities
Standards Supported	<input checked="" type="checkbox"/> MARC / MARC21 <input type="checkbox"/> Encoded Archival Description (EAD) <input type="checkbox"/> ISAD(G) <input checked="" type="checkbox"/> ISAAR(CPF) <input type="checkbox"/> Other(s):
Configurability / Customizability	Unable to determine. Contact vendor for more information.
Modules / Expansions Available	Unable to determine. Contact vendor for more information.
Security Features	The system provides for individual passwords and varying levels of access to the system and its database, which provides for maximum flexibility and control.
Technical Specifications	Runs on Windows 95, Windows NT, Local Area Networks, MS-DOS, etc.
Languages Supported	Unable to determine. Contact vendor for more information.

System Limits	Unable to determine. Contact vendor for more information.
Import / Export Data Formats Supported	USMARC, ASCII
Help Features / Documentation Available	For ease of use MicroMARC has help screens available to the user anywhere in the program. These are extensive on-line multi level Help displays, which provide information on how to use the system wherever the use is in the system.
Customer Support / Maintenance Available	Unable to determine. Contact vendor for more information.



Software Name	<b>Minaret</b>
Company Name	Minaret Corporation
Contact Information	Minaret Corp. 10 W. 15th St., Suite 720 New York, NY 10011, USA Tel: 212-647-1470 Website: <a href="http://www.minaretsoftware.com/nutshell.html">http://www.minaretsoftware.com/nutshell.html</a>
Cost	The MS-DOS version of Minaret is licensed at a cost of \$2000 per simultaneous user. If you will be installing Minaret on a network, the maximum number of people that can have Minaret running on their computers is the number of copies of the software that you license. If you don't have a network, you may only install Minaret on as many computers as the number of copies you license.
<b><i>The following product description has been taken in part or in whole from the vendor's product webpage and has not been edited for content. It may contain references to products or features outside the scope of this survey.</i></b>	
Product Description	Minaret is the extremely flexible and highly regarded software package for managing diverse collections in archives, libraries and museums.
Software Functions Supported	<input type="checkbox"/> Appraisal <input type="checkbox"/> Accessioning <input checked="" type="checkbox"/> Archival Description <input checked="" type="checkbox"/> Authority Control <input type="checkbox"/> Custodial Management / Inventory Control <input type="checkbox"/> Workflow Management <input type="checkbox"/> Research Room Management <input checked="" type="checkbox"/> Internet Access / *Search Tools (Search Tools Only) <input type="checkbox"/> Deaccessioning / Disposition <input type="checkbox"/> Order Fulfillment (Reproductions) <input checked="" type="checkbox"/> Reporting Capabilities
Standards Supported	<input checked="" type="checkbox"/> MARC / MARC21 <input type="checkbox"/> Encoded Archival Description (EAD) <input type="checkbox"/> ISAD(G) <input type="checkbox"/> ISAAR(CPF) <input type="checkbox"/> Other(s):
Configurability / Customizability	Yes. You can change all of Minaret's screens, reports and field definitions to suit your institution's needs.
Modules / Expansions Available	Unable to determine. Contact vendor for more information.
Security Features	Unable to determine. Contact vendor for more information.
Technical Specifications	Although Minaret is a MS-DOS program, it runs exceptionally well under Microsoft Windows 3.1 and higher. In fact, we recommend that you use Minaret with Windows 95, 98, NT or 2000 as the program runs substantially faster than under other configurations. Minaret provides a set of icons that allow you to access Minaret directly from Windows. The software runs in both full screen mode and in a window, and takes advantage of Window's cut and paste features. Please note that Minaret does not run properly under Windows XP. Any prior version of Windows is recommended.

Languages Supported	Unable to determine. Contact vendor for more information.
System Limits	Most data fields are variable length and capable of holding up to 65,000 characters of text.
Import / Export Data Formats Supported	MARC, ASCII
Help Features / Documentation Available	Minaret comes with a detailed manual that will help you with everything from installing the software (actually, Minaret practically installs itself) to customizing the system to suit your needs. Plenty of illustrations and an expanded tutorial make the software easy to learn.
Customer Support / Maintenance Available	Each copy of Minaret you purchase includes an hour of telephone support. The user pays for the phone calls. Minaret Corp. offers a wide range of services to ease the transition to automated collections management. These include installation, training, customization and data conversion.

Software Name	<b>OPUS32</b>
Company Name	National Archival Services Ltd.
Contact Information	National Archival Services, Ltd. 777 North James Road Columbus, Ohio 43219, USA Tel: 614-235-7000 Website: <a href="http://www.nationalarchival.com/software.html">http://www.nationalarchival.com/software.html</a>
Cost	Unable to determine. Contact vendor for more information.
<b><i>The following product description has been taken in part or in whole from the vendor's product webpage and has not been edited for content. It may contain references to products or features outside the scope of this survey.</i></b>	
Product Description	National Archival Services provide solutions to filerom conversions and turnkey solutions to in-house active files and records. NAS distributes software that assists its customers in meeting their records management needs with the use of OPUS32 Records Management Software. OPUS32 Offers: <ul style="list-style-type: none"> <li>• Filing Solutions</li> <li>• Bar-Coding</li> <li>• File/Box/Item/Image Tracking</li> <li>• Enterprise Wide Searching</li> <li>• Retention Management</li> <li>• Destruction Reports</li> </ul>
Software Functions Supported	<input checked="" type="checkbox"/> Appraisal <input type="checkbox"/> Accessioning <input type="checkbox"/> Archival Description <input type="checkbox"/> Authority Control <input checked="" type="checkbox"/> Custodial Management / Inventory Control <input type="checkbox"/> Workflow Management <input type="checkbox"/> Research Room Management <input checked="" type="checkbox"/> Internet Access / *Search Tools (Search Tools Only) <input checked="" type="checkbox"/> Deaccessioning / Disposition <input type="checkbox"/> Order Fulfillment (Reproductions) <input checked="" type="checkbox"/> Reporting Capabilities
Standards Supported	<input type="checkbox"/> MARC / MARC21 <input type="checkbox"/> Encoded Archival Description (EAD) <input type="checkbox"/> ISAD(G) <input type="checkbox"/> ISAAR(CPF) <input type="checkbox"/> Other(s):
Configurability / Customizability	Unable to determine. Contact vendor for more information.
Modules / Expansions Available	Unable to determine. Contact vendor for more information.
Security Features	Yes
Technical Specifications	Unable to determine. Contact vendor for more information.
Languages Supported	Unable to determine. Contact vendor for more information.
System Limits	Unable to determine. Contact vendor for more information.

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Import / Export Data Formats Supported	Unable to determine. Contact vendor for more information.
Help Features / Documentation Available	Unable to determine. Contact vendor for more information.
Customer Support / Maintenance Available	Unable to determine. Contact vendor for more information.

Software Name	<b>PastPerfect</b>
Company Name	Pastime Software Company, Inc.
Contact Information	Pastime Software Company, Inc. 300 North Pottstown Pike, Suite 200 Exton, PA. 19341, USA Tel: 800-562-6080 Website: <a href="http://www.museumsoftware.com/Features.htm">http://www.museumsoftware.com/Features.htm</a>
Cost	\$795.00 for Basic Program Version 3.0. For further pricing, see: <a href="http://www.museumsoftware.com/Pricing.htm">http://www.museumsoftware.com/Pricing.htm</a>
<b><i>The following product description has been taken in part or in whole from the vendor's product webpage and has not been edited for content. It may contain references to products or features outside the scope of this survey.</i></b>	
Product Description	PastPerfect provides full automation of accessions, loans, membership, cataloging, research, reports, and Digital Imaging. With Virtual Exhibit, the web interface module, you can produce HTML web pages for all or selected catalog records or create an entire web site including themed exhibits with search capability.  PastPerfect was designed for the quick and easy entry of your catalog records, with four separate collection catalog screens designed specifically for objects, photographs, archives, and library collections. Each screen provides the data fields you need to create your records.
Software Functions Supported	<input type="checkbox"/> Appraisal <input checked="" type="checkbox"/> Accessioning <input checked="" type="checkbox"/> Archival Description <input checked="" type="checkbox"/> Authority Control <input checked="" type="checkbox"/> Custodial Management / Inventory Control <input type="checkbox"/> Workflow Management <input type="checkbox"/> Research Room Management <input checked="" type="checkbox"/> Internet Access / Search Tools <input checked="" type="checkbox"/> *Deaccessioning / Disposition (Deaccessioning Only) <input type="checkbox"/> Order Fulfillment (Reproductions) <input checked="" type="checkbox"/> Reporting Capabilities
Standards Supported	<input checked="" type="checkbox"/> MARC / MARC21 <input type="checkbox"/> Encoded Archival Description (EAD) <input type="checkbox"/> ISAD(G) <input type="checkbox"/> ISAAR(CPF) <input type="checkbox"/> Other(s):
Configurability / Customizability	Unable to determine. Contact vendor for more information.
Modules / Expansions Available	Yes. See price list on website at: <a href="http://www.museumsoftware.com/Pricing.htm">http://www.museumsoftware.com/Pricing.htm</a>
Security Features	PastPerfect Software contains a password protection system that helps insure the integrity and security of your collections. Your data will become a valuable asset to your museum and must be protected. There are also sensitive areas that you may not wish to make available to all users. With PastPerfect's password protection, you decide who has access to various levels of information. PastPerfect gives you the flexibility to decide, on a case-by-case

	basis, the level of security clearance to allow.
Technical Specifications	PastPerfect was designed from the ground up to operate in Windows 95+ using Microsoft's premier database program, Visual Foxpro. This not only insures data security but also allows easy import of your data from other Windows and DOS products, including MS-Access, MS-Excel, dBase, Paradox, ASCII, Q&A, SNAP and more.
Languages Supported	Unable to determine. Contact vendor for more information.
System Limits	Unable to determine. Contact vendor for more information.
Import / Export Data Formats Supported	MARC 21
Help Features / Documentation Available	Manuals available.
Customer Support / Maintenance Available	PastPerfect comes with 30 days free warranty support. Additional support contracts are available for purchase.

Software Name	<b>Re:discovery</b>
Company Name	Re:discovery Software, Inc.
Contact Information	Re:discovery Software, Inc. 3040 Berkmar Drive, Suite B1 Charlottesville, Virginia 22901, USA Tel: (434)975-3256 Website: <a href="http://www.rediscov.com/">http://www.rediscov.com/</a>
Cost	Unable to determine. Contact vendor for more information.
<b><i>The following product description has been taken in part or in whole from the vendor's product webpage and has not been edited for content. It may contain references to products or features outside the scope of this survey.</i></b>	
Product Description	Re:discovery is a powerful, multidisciplinary collections management system offering state-of-the-art features for managing museum objects, research libraries, archives and manuscripts, archaeological data and visual resources. Featuring an innovative approach to concept searching that is unparalleled in other search engines, Re:discovery offers a wide range of flexibility, virtually unlimited expansion capability, instantaneous results from database queries, and a user friendly, Web-based public access interface.
Software Functions Supported	<input type="checkbox"/> Appraisal <input checked="" type="checkbox"/> Accessioning <input checked="" type="checkbox"/> Archival Description <input checked="" type="checkbox"/> Authority Control <input type="checkbox"/> Custodial Management / Inventory Control <input type="checkbox"/> Workflow Management <input type="checkbox"/> Research Room Management <input checked="" type="checkbox"/> Internet Access / Search Tools <input checked="" type="checkbox"/> *Deaccessioning / Disposition (Deaccessioning Only) <input type="checkbox"/> Order Fulfillment (Reproductions) <input checked="" type="checkbox"/> Reporting Capabilities
Standards Supported	<input checked="" type="checkbox"/> MARC / MARC21 <input type="checkbox"/> Encoded Archival Description (EAD) <input type="checkbox"/> ISAD(G) <input type="checkbox"/> ISAAR(CPF) <input type="checkbox"/> Other(s):
Configurability / Customizability	Unable to determine. Contact vendor for more information.
Modules / Expansions Available	Main Modules Collections Management Module Research Library/Archives Module Archaeology Module Slide Library Module Re:discovery for Internet Specialty Modules Photographic Services Module Conservation Services Module Utility Modules Structured Lexicon

	Images On-Line Bar Code Module Z39.50 Module Core of Discovery
Security Features	Unable to determine. Contact vendor for more information.
Technical Specifications	Visual FoxPro is the underlying database. <i>Recommended requirements:</i> Workstations - Windows 95 or higher (including Windows NT) Servers - Windows NT 4; Windows 2000 Server; Novell 5.0 or higher.
Languages Supported	Unable to determine. Contact vendor for more information.
System Limits	Unable to determine. Contact vendor for more information.
Import / Export Data Formats Supported	MARC, HTML, SGML
Help Features / Documentation Available	Unable to determine. Contact vendor for more information.
Customer Support / Maintenance Available	Unable to determine. Contact vendor for more information.



Software Name	<b><i>SIMPLE/32 Records Manager</i></b>
Company Name	Records Management Software Inc. (RMS)
Contact Information	Record Management Software, Inc. 774 Post Road Suite 230 Scarsdale, NY 10583-5030, USA Tel: 800-432-8160 Website: <a href="http://www.recordsmanager.com/simple.htm">http://www.recordsmanager.com/simple.htm</a>
Cost	<u>Standard Package</u> Single User: \$1,545.00 LAN (unlimited number of stations): \$2,895.00 <u>Modules</u> Stationary Bar Code Reader: \$ 885.00 Portable Bar Code Module: \$2,495.00 Second Bar Code Reader: \$1,600.00 MicroFilm Module: \$ 695.00 Data Entry Software: \$ 295.00 per location, \$ 795.00 site license Conversion of Data: cost of average conversion is \$3,500.00
<b><i>The following product description has been taken in part or in whole from the vendor's product webpage and has not been edited for content. It may contain references to products or features outside the scope of this survey.</i></b>	
Product Description	The SIMPLE Records Manager allows you to establish a professional records management program utilizing state of the art tools. The software is designed to manage both active and archival records and prepare and maintain a retention schedule, and it does so utilizing bar coded labels that are automatically prepared. As such the software will manage your active records from their inception to the time they can be transferred to long term storage.
Software Functions Supported	<input checked="" type="checkbox"/> Appraisal <input checked="" type="checkbox"/> Accessioning <input checked="" type="checkbox"/> Archival Description <input type="checkbox"/> Authority Control <input checked="" type="checkbox"/> Custodial Management / Inventory Control <input checked="" type="checkbox"/> Workflow Management <input type="checkbox"/> Research Room Management <input checked="" type="checkbox"/> Internet Access / Search Tools <input checked="" type="checkbox"/> Deaccessioning / Disposition <input type="checkbox"/> Order Fulfillment (Reproductions) <input checked="" type="checkbox"/> Reporting Capabilities
Standards Supported	<input type="checkbox"/> MARC / MARC21 <input type="checkbox"/> Encoded Archival Description (EAD) <input type="checkbox"/> ISAD(G) <input type="checkbox"/> ISAAR(CPF) <input type="checkbox"/> Other(s):
Configurability / Customizability	Customizable Field Names
Modules / Expansions Available	Stationary Bar Code Reader. The Voice Prompted Portable Bar Reader Add-on. MicroFilm Module.

	Data Entry Software.
Security Features	The SIMPLE Records Manager provides for protecting and limiting access to the information being managed. Each individual needing access can be provided with a USER ID and a PASSWORD. You also can indicate which Company and/or Company and Department they are restricted to.
Technical Specifications	Unable to determine. Contact vendor for more information.
Languages Supported	Unable to determine. Contact vendor for more information.
System Limits	LAN -Unlimited Number of Stations. Unlimited size Memo/Text fields.
Import / Export Data Formats Supported	Import/Export Data feature (formats not listed).
Help Features / Documentation Available	On-Line Help included.
Customer Support / Maintenance Available	Single User Annual Support: \$250.00 LAN (unlimited number of stations) Annual Support: \$450.00

Software Name	<b>STAR</b>
Company Name	Cuadra Associates Inc.
Contact Information	<p>Cuadra Associates, Inc.  11835 West Olympic Boulevard, Suite 855  Los Angeles, CA 90064, USA  Tel: 310-478-0066  Website: <a href="http://www.cuadra.com/">http://www.cuadra.com/</a>  Note: Outside of the United States, STAR is sold and supported by a network of authorized independent resellers. See website for more information.</p>
Cost	Unable to determine. Contact vendor for more information.
<p><b><i>The following product description has been taken in part or in whole from the vendor's product webpage and has not been edited for content. It may contain references to products or features outside the scope of this survey.</i></b></p>	
Product Description	<p>Cuadra Associates' flagship product STAR is an award-winning multi-user, multi-purpose, software package with the power and flexibility to manage information collections of all types. It is suitable for standalone, networked, Internet and intranet use and runs under both Unix and Windows NT/2000.</p> <p>Typical STAR intranet applications include management of special libraries, technical information centers, museums, archives, central files and records centers and competitive intelligence units. Electronic records, data files, and other parts of the corporate memory may also be managed. STAR is also used to develop databases of bibliographic and other types of descriptive information for distribution in print, on CD-ROM, through online database service hosts, and on the Internet.</p> <p>The STAR product family consists of the core program--STAR itself--and a selection of application packages, called Information Management Solutions, that enable users to implement applications quickly, with minimal effort.</p>
Software Functions Supported	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Appraisal</li> <li><input checked="" type="checkbox"/> Accessioning</li> <li><input checked="" type="checkbox"/> Archival Description</li> <li><input checked="" type="checkbox"/> Authority Control</li> <li><input checked="" type="checkbox"/> Custodial Management / Inventory Control</li> <li><input checked="" type="checkbox"/> Workflow Management</li> <li><input type="checkbox"/> Research Room Management</li> <li><input checked="" type="checkbox"/> Internet Access / Search Tools</li> <li><input checked="" type="checkbox"/> Deaccessioning / Disposition</li> <li><input type="checkbox"/> Order Fulfillment (Reproductions)</li> <li><input checked="" type="checkbox"/> Reporting Capabilities</li> </ul>
Standards Supported	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> MARC / MARC21</li> <li><input type="checkbox"/> Encoded Archival Description (EAD)</li> <li><input type="checkbox"/> ISAD(G)</li> <li><input type="checkbox"/> ISAAR(CPF)</li> <li><input checked="" type="checkbox"/> Other(s): DOD 5015.2</li> </ul>
Configurability / Customizability	Yes.

Modules / Expansions Available	<p>The STAR product family consists of the core program--STAR itself--and a selection of application packages, called Information Management Solutions. The following is a list of available solutions:</p> <p><b>STAR/Archives MARC</b> for document, film, photo, and object archive management</p> <p><b>STAR/Digital Assets</b> for capturing, managing, and retrieving all types of electronic files</p> <p><b>STAR/Finding Aids</b> for representing collection-level information about archival data</p> <p><b>STAR/Images</b> for managing collections of photographs and related media in both digitized and non-electronic formats</p> <p><b>STAR/Libraries</b> for integrated special library/information center operations</p> <p><b>STAR/Museums</b> for collections management applications</p> <p><b>STAR/Publishing</b> for one-step composition, through linkage with FrameMaker</p> <p><b>STAR/RIMS</b> for versatile, cradle-to-grave records management</p> <p><b>STAR/RIMS-E</b> for certified (DoD 5015.2-STD) management of both electronic and paper records</p> <p><b>STAR/sdi</b> for selective dissemination of information</p> <p><b>STAR/Thesaurus</b> for developing and maintaining vocabulary control databases</p>
Security Features	Access-level control in order to set the level of access given to each STAR user for each STAR interface.
Technical Specifications	<p>STAR runs on a wide variety of platforms. It runs under both the Microsoft NT and Microsoft Windows 2000 families of operating systems. It also runs under the Digital UNIX, HP-UX, IBM AIX, Linux, SCO OpenServer, and Sun Solaris operating systems. STAR provides the same full range of capabilities on all of these platforms.</p> <p>STAR currently includes four end-user interfaces: character-based, Windows-based, web-based, and Z39.50. Other interfaces include the STAR Manager web browser-based management interface, the STARfetch interface for retrieval and downloading of electronic files, and the STAR XML and STAR ADO open architecture programming interfaces.</p>
Languages Supported	Enhanced support for language translations of STAR Client applications.
System Limits	Multi-user operation, with immediate updating of records for ready access by staff.
Import / Export Data Formats Supported	STAR has filters for converting data from other formats into a STAR-loadable format, and provides for the export of data into CHIN, MARC, and other formats.
Help Features / Documentation Available	User manual and tutorial. STAR documentation available for downloading and updating separately from STAR.
Customer Support / Maintenance Available	Yes.

Software Name	<b>TRIM Context</b>
Company Name	Tower Software
Contact Information	Tower Software 220 Northbourne Avenue, Braddon ACT, 2612, AUSTRALIA Tel: +61 (0)2 6245 2100 Website: <a href="http://www.ustrim.com/product/context/context.html">http://www.ustrim.com/product/context/context.html</a>
Cost	Unable to determine. Contact vendor for more information.
<b><i>The following product description has been taken in part or in whole from the vendor's product webpage and has not been edited for content. It may contain references to products or features outside the scope of this survey.</i></b>	
Product Description	TRIM Context™ is an integrated Electronic Document and Records Management Solution (EDRMS) capable of managing the full range of corporate information. From electronic documents and records, through content management, to the management of 'hard copy' records and documents, TRIM Context™ provides all the necessary functionality in a single off-the-shelf software application.
Software Functions Supported	<input type="checkbox"/> Appraisal <input type="checkbox"/> Accessioning <input checked="" type="checkbox"/> Archival Description <input type="checkbox"/> Authority Control <input checked="" type="checkbox"/> Custodial Management / Inventory Control <input checked="" type="checkbox"/> Workflow Management <input type="checkbox"/> Research Room Management <input checked="" type="checkbox"/> Internet Access / *Search Tools (Search Tools Only) <input type="checkbox"/> Deaccessioning / Disposition <input type="checkbox"/> Order Fulfillment (Reproductions) <input type="checkbox"/> Reporting Capabilities
Standards Supported	<input type="checkbox"/> MARC / MARC21 <input type="checkbox"/> Encoded Archival Description (EAD) <input type="checkbox"/> ISAD(G) <input type="checkbox"/> ISAAR(CPF) <input type="checkbox"/> Other(s):
Configurability / Customizability	Unable to determine. Contact vendor for more information.
Modules / Expansions Available	Unable to determine. Contact vendor for more information.
Security Features	Multi-level security, remote access controls?
Technical Specifications	TRIM Context™ uses a multi tier network architecture model, and is based on the Microsoft Distributed Component Object Model (DCOM).
Languages Supported	Unable to determine. Contact vendor for more information.
System Limits	Unable to determine. Contact vendor for more information.
Import / Export Data Formats Supported	Unable to determine. Contact vendor for more information.
Help Features /	Unable to determine. Contact vendor for more information.

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Documentation Available	
Customer Support / Maintenance Available	Yes.

Software Name	<b>Vernon Systems COLLECTION</b>
Company Name	Vernon Systems Ltd.
Contact Information	Vernon Systems Ltd. P.O. Box 6909 Auckland, NEW ZEALAND Tel: + (64 9) 815-5599 Website: <a href="http://www.vernonsystems.com/">http://www.vernonsystems.com/</a>
Cost	Costs for a single-user license: Cataloguing module - US \$4,950 Activities Management module (optional) US \$7,000 Each additional user license: US \$1,500 <u>Additional modules &amp; products:</u> Networking Products: US \$1495 per site OPAC (HTML Export): US \$1625 Browser: US \$7,000 Authority Files: Art & Architecture Thesaurus US \$300 Single-user site US \$600 Multi-user site Revised Nomenclature US \$300 Single-user site US \$600 Multi-user site
<b><i>The following product description has been taken in part or in whole from the vendor's product webpage and has not been edited for content. It may contain references to products or features outside the scope of this survey.</i></b>	
Product Description	Vernon Systems COLLECTION is a leading collections management system for museums used in some of the largest and most prestigious institutions in the United States, Australasia and Europe. COLLECTION provides unparalleled power, functionality and flexibility, with a unique combination of sophistication and ease-of-use making it suitable for virtually any type of institution.
Software Functions Supported	<input type="checkbox"/> Appraisal <input checked="" type="checkbox"/> Accessioning <input checked="" type="checkbox"/> Archival Description <input checked="" type="checkbox"/> Authority Control <input checked="" type="checkbox"/> Custodial Management / Inventory Control <input checked="" type="checkbox"/> Workflow Management <input type="checkbox"/> Research Room Management <input checked="" type="checkbox"/> Internet Access / Search Tools <input checked="" type="checkbox"/> Deaccessioning / Disposition <input type="checkbox"/> Order Fulfillment (Reproductions) <input checked="" type="checkbox"/> Reporting Capabilities
Standards Supported	<input type="checkbox"/> MARC / MARC21 <input type="checkbox"/> Encoded Archival Description (EAD) <input type="checkbox"/> ISAD(G) <input type="checkbox"/> ISAAR(CPF) <input type="checkbox"/> Other(s):
Configurability / Customizability	Yes. Windows, fields, and dynamic views can be customized.

Modules / Expansions Available	Yes. See section above on Costs.
Security Features	Powerful data <a href="#">security</a> down to field level as well as security over processes, user groups and usage logging.
Technical Specifications	Unable to determine. Contact vendor for more information.
Languages Supported	Unable to determine. Contact vendor for more information.
System Limits	COLLECTION's fields and records in the databases are of variable length. All fields and records are elastic, expanding or contracting as data is added or removed. COLLECTION's records can be as large as 65,000 characters in length.
Import / Export Data Formats Supported	CHIN, AASLH Common Agenda and CIDOC standards
Help Features / Documentation Available	Online help and manuals.
Customer Support / Maintenance Available	The annual cost for the Support Contract is 10% of the value of the current COLLECTION licenses.