Collection Management Section Repository Profile

A 'repository profile' is a set of questions about the implementation and use of an archival collection management system (CMS) or digital asset management system (DAMS) at a specific institution. Profiles aim to showcase various repositories' uses of a variety of tools; encourage discussion (either individually or via the Collection Management Section email list) of pros, cons, and comparisons of tools and systems; and allow members to contact, collaborate, and discuss workflow with other institutions.

We will include your name, job title, and institution information on the repository profiles website to encourage discussion and feedback about the repository tool that you reviewed. We will not share your email address on the CM Section Repository Profiles website, but we collect this information in case we have a follow-up question.

For more information about profiles or the Collection Management Section, please see the microsite: https://www2.archivists.org/groups/collection-management-section

* Required

1.	Name of submitter *

2.	Submitter job title *

3.	Preferred email address *

4.	Institution and unit, as applicable: *

5.   Which of these best describes your type of archive or special collections library?

Mark only one oval.

◯ Academic

◯ Corporate/for-profit

◯ Within a public library

◯ Governmental

◯ Within a historical society, museum, or other nonprofit cultural institution

◯ Other: _____

6.   Are you completing this profile for a CMS (collection management system) or a DAMS (digital asset management system)? *

You can fill out this form for as many tools in operation at your organization as you would like, tool by tool

Mark only one oval.

◯ CMS   *Skip to question 7*

◯ DAMS   *Skip to question 21*

CMS Profile Questions

Please answer the following questions as applicable. None are required.

7.   Tool and version, if applicable

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8.   How did your institution select this archival collection management tool?

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9.   When and why did you adopt this tool? What system did it replace (if any)?

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10. Briefly explain how this tool functions at your institution (e.g. do you only use it for accessioning, or does it fill all the functions from accessioning to public access?)

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11. What pre-installation/migration preparations were taken to facilitate implementation of this tool?

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12.   What degree of IT support was needed to implement and migrate into this tool?

Mark only one oval.

◯ High

◯ Medium

◯ Low

◯ Other: _____

13.   Is your collection management tool hosted on-site and in-house or off-site by a vendor?

Mark only one oval.

◯ On-site and in-house

◯ Off-site by a vendor

◯ Other: _____

14.   Please describe significant post-implementation challenges using the administrative and/or public interfaces.

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15. Is your institution integrating this tool with other automated request, preservation, or digital asset management systems?

16. In what ways has using this tool been an improvement over your previous tool or finding aid access strategy?

17. What is your favorite feature of this tool?

18. What is your least favorite feature of this tool?

19.   Lessons learned, or tips for prospective users?

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20.   What features would you want to see added to this tool in the future?

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DAMS Profile Section

Please answer the following questions as applicable. None are required.

21.   Tool and version, if applicable

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22.   How did your institution select this digital asset management system?

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23.   When and why did you adopt this system? What tool/system did it replace (if any)?

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24.   Briefly explain how this system functions at your institution (e.g. do you only use it for accessioning, or preservation, or does it fill all the functions from accessioning to public access?)

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25.   What pre-installation/migration preparations were taken to facilitate implementation of this system?

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26. What degree of IT support was needed to implement and migrate into this system?

Mark only one oval.

◯ High

◯ Medium

◯ Low

◯ Other: _____

27. Is your digital asset management system hosted on-site and in-house or off-site by a vendor?

Mark only one oval.

◯ On-site and in-house

◯ Off-site by a vendor

◯ Other: _____

28. Please describe significant post-implementation challenges using the administrative and/or public interfaces.

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29. Is your institution integrating this system with other automated request, preservation, content management or digital asset management systems? If yes, please elaborate.

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30. In what ways has using this system been an improvement over your previous digital asset management system?

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31. What is your favorite feature of this system?

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32. What is your least favorite feature of this system?

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33.   Lessons learned, or tips for prospective users?

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34.   What features would you want to see added to this tool in the future?

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