



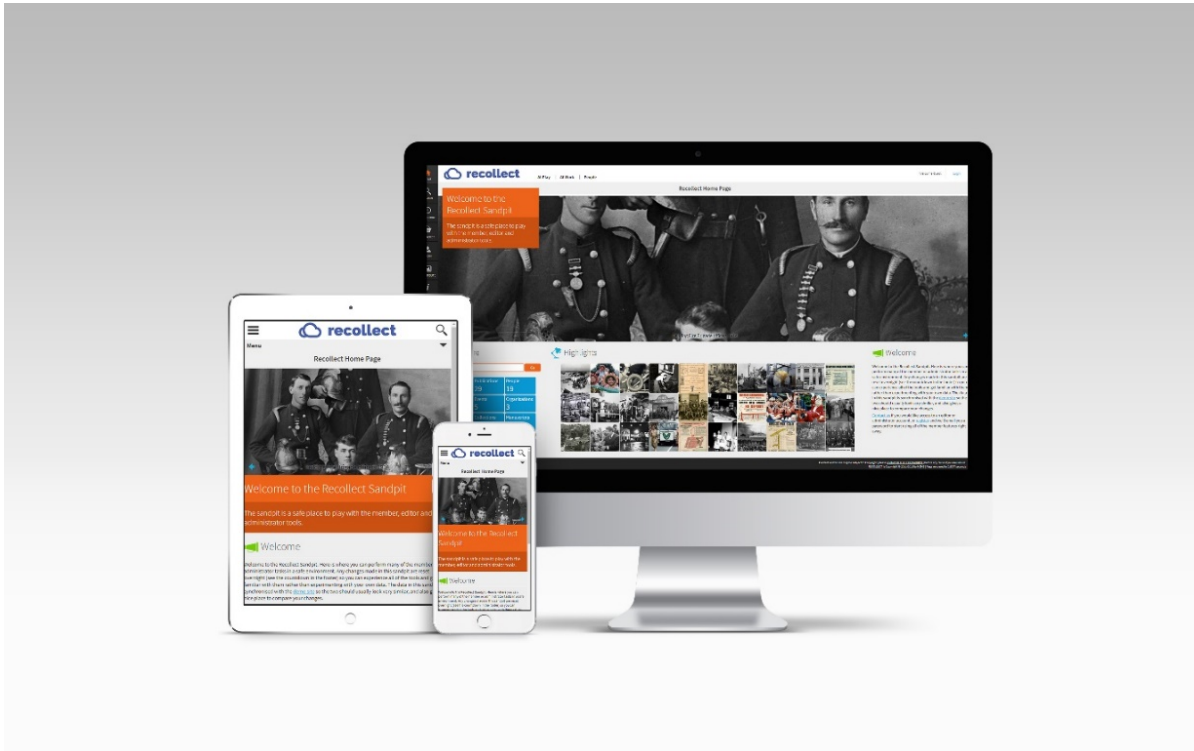
Response to

Montana State Library

Request For Information LIB-RFI-2020-0020

October 23, 2019

Introduction



Recollect

Recollect is an online platform that enables Cultural Heritage and other organisations make their digital collections easy to find and access; enabling those organisations to reach out and empower their stakeholder communities.

Recollect is being used by more than 60 cultural heritage organisations in Australia and New Zealand. This includes state libraries, university libraries, municipal and regional libraries, municipal archives, museums and galleries.

A description of the Recollect platform follows this section.

Recollect is a privately held New Zealand company, whose parent has been providing services to the cultural heritage sector for 29 years. Recollect has been operating for 7 years and has built up a large customer base in Australia and New Zealand, with a presence and reseller partner in Australia. Recollect is in the process of establishing its US company and has contracted Frederick Zarndt as an associate to assist in securing reference customers in the US market.

Recollect sees the Montana State Library Montana Memories as an ideal fit for Recollect and would like to partner with Montana State Library to showcase Recollect to the US cultural heritage community.

Recollect Collection Management and Community Engagement Platform

Discover

Recollect uses metadata to bring records to the surface, when collections are rich in metadata the items in the collection become more discoverable and lead the user further into the collection through linked data.

Metadata and contextual information are the core of any collection, they describe the relationships and history that gives life to the physical (or digital) assets in your collection. Each Recollect project is configured using this kind of descriptive metadata which links your assets together, allowing for both structured and unstructured discoverability.

Your community will be able to discover your collections online through whatever search method they choose – through a customized taxonomy menu or serendipitously with the linked metadata within your collection. Recollect allows users to easily explore the connections between different types of assets and brings information to the surface more intuitively by creating a virtual breadcrumb trail through your collection.

Audio and video content can be bookmarked and tagged to make important information easier to discover and access. Recollect websites are integrated with Search Engine Optimisation (SEO) techniques and tools, so that they feature high in search results – providing your collections with better visibility online.

Structured Discovery

Unique collections determine how they are catalogued, ordered and structured through taxonomies, schema and searchable metadata hyperlinks.

Serendipitous Discovery

Users can make serendipitous discoveries while browsing the online collection as every record is linked using common metadata.

SEO

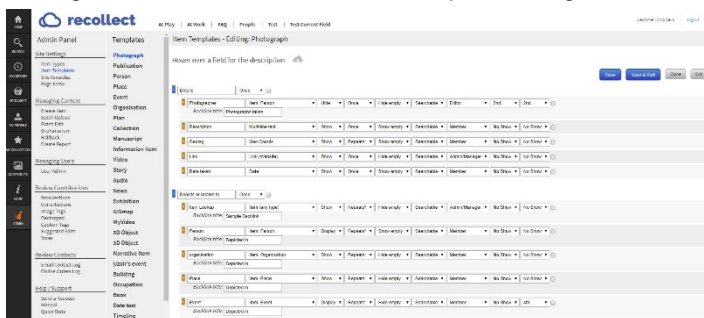
Search Engine Optimization is delivered through internal links between metadata items, external links to and from the site, and faceted search promoting key fields of metadata for easy user discovery and crawler bots.

Custom Record Template Design

Recollect provides extreme flexibility through the creation of custom record templates that accommodate all current and future metadata requirements.

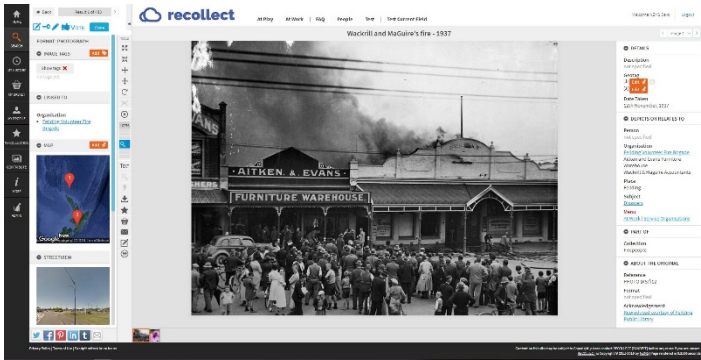
Template Design

Configure metadata links into the template design to enhance discoverability.



Photograph Item view

On either side of the visual asset display there is linked metadata that highlights the connections to other records within the collection, allowing for serendipitous discovery.



Access

Recollect generates unparalleled access to digital collections: it provides the ability to view all types of content, no matter their format, all within one platform, and it can be used on any device.

Access is more than simply being able to view a thumbnail – Recollect ensures that content is accessible to the user in as much detail as possible. Images can be stored and viewed at full resolution or downloaded in a size that makes sense to the user. Multiple display options are available within Recollect for all types of content. This allows for a customized experience when viewing photographs, PDF documents, audio, video, and 3D files. There are also various kinds of metadata display options available, detailing attributes like the subject, author, location, time, and year. Audio and video content can be played, paused, viewed in full screen, and skipped to selected intervals within an asset. 3D object files can be viewed and manipulated, enabling users to interact and engage with the vast detail these objects can hold.

Universal Content Viewer

As a universal content viewer, Recollect supports browsing of digitized or digitally born records at any level of quality and resolution as determined by the collections. Recollect will ingest and natively display TIFF, JPEG, and PNG image files, PDF documents, 3D OBJ files, MP3 and WAV audio files, and many varieties of video formats.

Any digital format

The platform allows users to access and view all types of records in any digital format, allowing users to go straight to the record as they search for it. Recollect supports any digital format, either as a visual display of the digital asset or as information and text records (metadata) that help describe the collection.

Viewed at high quality

Recollect ensures that content is accessible to the user in as much detail as they choose. It is more than being able to view a thumbnail, Recollect provides visual access to view high resolution files at 100%.

In one platform

As a smart collection management system, the Recollect platform provides greater access to entire collections in one place, allowing for enhanced research and archival activity.

Online / cloud-based

Online and instant access to information, the ability to research from anywhere in the world.

From any device

Recollect operates as a fully responsive application within an internet browser, re-flowing and resizing records as necessary to fit the size and aspect ratio of any display device; mobile, tablet, laptop or desktop. Content is automatically converted to formats for easy downloading, viewing or streaming within Recollect.

Engage

Data is no longer the end of the story, it is now the beginning. Communities are provided with rich context for collections and a set of growing engagement functionality for both the visitor and the user managing the collection.

Recollect provides deep engagement with your community by empowering users to share their knowledge and discoveries with their peers, encouraging them to offer valuable contributions to your collection. Users can leave comments, tag assets with metadata or geo-tag locations, suggest corrections, and donate new digital content to your collections.

Recollect provides a carefully moderated environment that ensures the integrity of the collection as their online community grows. Recollect's storytelling features give curators the ability to discover connections between items, as well as share the knowledge about the collection's history using engaging digital storytelling with narrative, timeline, and cultural mapping features.

Community Engagement

Recollect provides a unique community-focused online platform for access to information and services, to exchange ideas and to explore identity, in past, present and future forms.

Visitors can;

- comment and suggest edits to records
- apply photo and video display tags
- drag, resize and rotate images
- create a profile and save items to their 'favorites'
- share records on their social media for further awareness and engagement with the collection.

Storytelling

Collection Managers and Archivists have access to a range of digital storytelling tools to grow their identity and knowledge of their history.

Users can;

- create and display a narrative using records in their collection
- display a timeline using records in their collection
- apply geo-tags to records in their collection for cultural mapping.

Capture Knowledge

Recollect has great freedom to adapt and expand as collections grow and become richer in context. Through online engagement and crowdsourcing, contributions, edits, comments and recollection grow the knowledge and quality on an online collection, enriching the communities sense of identity and history.

Measure Engagement

Users are provided with tools to easily measure the engagement of their collections and the reach they are achieving through digital storytelling. Quick stats provide simple analytics for fast reporting, or easy integration with Google Analytics can provide a more thorough measurement of site visitors engagement.

Manage

Recollect provides a highly detailed and functional Administrator dashboard for managing online collections of any size or complexity.

Manage Assets and Metadata

All assets and metadata are stored in one platform which allows for enhanced archive management and access to all digital assets within an online easy to access platform. Recollect allows for complete digital asset management storage and protection of Archival Master copies as well as web-friendly files.

Powerful metadata tools enrich collections and digital assets through a highly monitored and managed process, reflecting the importance of metadata for the integrity, connectivity and usability of collection content.

Manage Rights, Users and Edits

Assign Creative Commons or custom copyright and usage rights statements to individual records.

Recollect gives you precise control over who has access to your site, what content they see and what actions they perform. Apply access rules to roles, individuals or groups of records, easily manage crowdsourcing projects and teams. Batch editing tools can quickly clean and enhance data, edits can be tracked, monitored and rolled back.

Manage Features and Integrations

Administrators can turn features on or off to suit their needs. Recollect also has the ability to share information with other systems via API.

Manage Growth

Large archives collect, organize and preserve (sometimes in perpetuity) important records and make those collections accessible, providing knowledgeable support to researchers. Recollect allows organisations to confidently collect new items and add them to a complete database of collections.

Project Scope and Risk

Recollect believe that MSL have identified all the major components necessary to complete this project.

Key Project Risks

Key risks to projects of this nature include:

- Project communications
- MSL personnel constraints and availability
- Project decision making processes
- Metadata quality
- Quality of digital assets in the collection
- Data extraction from existing platforms

Price Estimates

Recollect Subscription

Annual Recollect Subscription \$85,000

Includes:

- 10TB storage
- Public Access and Discovery
- Access Control for Collection Managers
- Unlimited users
- Unlimited Administrators

Additional Storage – annual per 10TB \$20,000

Digital Preservation – 10TB \$25,000

Additional Digital Preservation storage – annual per 10TB \$12,000

Professional Services

Implementation \$65,000-90,000

Includes:

- Project Management
- Discovery workshops
- UX configuration
- Metadata configuration
- Data load
- Administrator training
- UAT support

Excludes:

- Data Extract from existing systems
- Data Transformation and cleansing
- Travel and disbursements

Timeframe

Timeframes for large complex projects are difficult to assess at this early stage and relies heavily on the amount of resource available from the customer to undertake their activities in projects of this nature. This can range from seeking stakeholder input, developing detailed metadata requirements, data extraction, cleansing and transformation, user acceptance testing, and so on.

In our experience, a project of this scale can be completed in a 6-9 month timeframe, however this could easily expand into 18 – 24 months without the necessary resources to manage data transformation, metadata creation and so on.

DETAILED RESPONSES

PART ONE: ALL PRODUCTS

Statistical Reporting Requirements

- Please describe how consortium administrators and institution-level library staff can access and generate on-demand statistical reports, including:*

Recollect utilizes internal reporting and Google Analytics to provide statistical reporting.

 - Types of reports available (usage, item count, item format, web analytics, end-user accounts, etc)*

Standard Recollect reporting includes:

 - Site metrics – numbers of items, metadata and so on.
 - Page views / month
 - Page views / day
 - Sessions / month
 - Sessions / day
 - User “hits”
 - Top 100 items
 - Todays Items
 - Yesterdays Items
 - Top 500 URLs

Other reports can be generated via Google Analytics.
 - Parameters by which reports may be refined*

Google Analytics provides a flexible user defined parameter based reporting tool – more information can found at https://support.google.com/analytics/topic/6014102?hl=en&ref_topic=1726911
 - Time increments or date ranges available*

Recollect internal reporting provides for month and day views.
Google Analytics provides time increments from 1 sec to multiple years.
 - Export options*

Google Analytics provides the following export formats for all reports:

 - CSV
 - TSV
 - TSV for Excel
 - Excel (XLSX)
 - Google Sheets
 - PDF
- How soon are statistical reports available?*

Data is stored in real time and reports can be run at any time.
- How long are statistical reports accessible?*

Statistical information is kept indefinitely.

4. *Are statistical reports accessible at the institution level as well as at the consortium level?*
Yes
5. *Are statistical reports that identify institution-level data in aggregate available to consortium administrators?*
Yes
6. *Does the statistics portal offer a dashboard for at-a-glance usage statistics?*
Yes
7. *Does the statistics portal offer data visualization tools?*
Recollect utilizes Google Analytics to provide data visualization.
8. *Can the statistical reports discern or remove bot searches from user counts?*
Yes
9. *In what file formats are statistical reports available for export (CSV, etc)?*
CSV, XML
10. *Are statistical reports available for export in machine-readable format (JSON, XML, etc)?*
XML
11. *Are statistical reports able to detail usage by interface (web, OAI, API, etc)?*
Yes – Google Analytics provides usage by interface.
12. *Are statistical reports and web interfaces able to integrate with Google Analytics tools, including Tag Manager?*
Yes

Support Requirements

1. *Please describe how support requests from consortium administrators and member library staff are acknowledged and resolved.*

Recollect uses the Zoho Desk Help Desk platform to manage support requests. Requests are lodged via the Zoho Desk portal accessed by a link in the administrator panel or via the support email address. All support requests are lodged in a support queue and the person lodging the request will receive a case number for the issue. All actions are recorded in the help desk platform and status of issues can be monitored through the portal and any status updates will be emailed to the person who lodged the issue.

2. *Please provide the average turnaround time for acknowledging and resolving support requests.*

The service levels for support are:

Prevents Use - System not accessible to the user

Response: within 2 business hours

Fault Resolution or workaround: As soon as possible

Serious Issue - System use is significantly impaired

Response: within 1 business day

Fault Resolution or workaround: Within 3 business days

Other - System does not operate as expected

Response: within 5 business days

Fault Resolution or workaround: As advised

Feature enhancement requests, training or other services we will respond within 2 working days.

3. *Please describe, as applicable, how and when direct support to member library staff is available:*

- *Via email*
Anytime
- *Via help desk system*
Anytime
- *Via telephone*
During business hours by arrangement

4. *Please explain any limits to or additional costs associated with technical support to consortium administrator or to member libraries.*

Additional costs apply when providing user support and training i.e. when an issue is not a fault with the platform. A contract to provide support to administrators can be provided if desired.

Technology Requirements

Accessibility

1. *Are all interfaces for both end-users and staff accessible, compliant with current Americans with Disabilities Act (ADA) standards?*

Yes – Recollect complies with the ADA standards

2. *Are all interfaces for both end-users and staff accessible, compliant with WCAG 2.0 Level AA guidelines?*

Yes – Recollect user interfaces are WCAG 2.0 compliant

3. *Are instructions available for interface keyboard accessibility? Please describe.*

Yes – these are added as an information/help page on the site

4. *Please describe screen reader capability and provide accuracy rates for both end-user and administrative interfaces.*

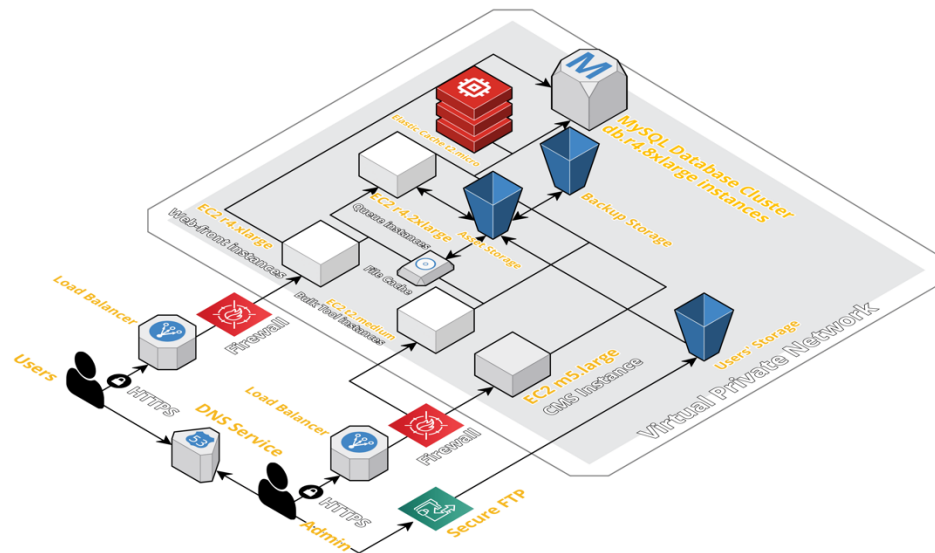
Recollect includes ARIA specific element tags to help define and add context for screen reader, including a “skip navigation” link allowing screen readers to skip straight to body text without needing to traverse menu items on every page. We can not provide accuracy rates at this time.

5. *Does the product provide capability to identify images using alt text?*
Alt tags are applied to all images to ensure that screen readers describe the screen without confusion.
6. *Does the product provide capability for metadata and transcripts to be accurately and logically read by a screen reader?*
Yes – Recollect includes ARIA specific element tags.
7. *Please describe how information presented visually is equally accessible to a screen reader.*
All elements on the screen include ARIA specific element tags, including a “skip navigation” link.
8. *Please describe how support for HTML-ARIA tags are implemented to meet industry standards.*
Recollect includes ARIA specific element tags to help define and add context for screen reader, including a “skip navigation” link allowing screen readers to skip straight to body text without needing traverse menu items on every page
9. *Can be transcripts be formatted text to improve readability?*
Yes

Software

1. *Please describe hosted environment.*

Recollect is hosted in an Amazon Web Services data centre. The following diagramme reflects the architecture of the hosted environment.



2. *Please describe backup redundancies using industry standard procedures.*

Recollect operates in multiple AWS availability zones and the data base is continuously backed up and stored in AWS.

3. *Is your product HTML 5 compliant?*

Yes Recollect is HTML 5 compliant.

4. *Are SSL certificates supplied and maintained?*

Yes – Recollect uses SSL certificates provided by AWS.

5. *Is content versioning available?*

Recollect provides a comprehensive audit trail which enables all changes to be tracked and for any change to the content to be rolled back. Additionally, multiple copies of digital assets can be associated with any collection item, allowing previous and current files to be associated with the item.

6. *What is your up-time guarantee for the service?*

Recollect contracts to 98.5% availability.

7. *What is your average service recovery time?*

Average service recovery is less than 30 minutes for system outages.

8. *Please describe process for and frequency of automatic data backups and recovery.*

Data backups occur every hour.

9. *Please describe the process of running fixity checks and resolving identified issues.*

The Recollect Digital Preservation module is available to undertake fixity checks, typically every 90 days, and to replace corrupt files with back up copies automatically. All activity is reported to the administrator.

10. What authentication methods are available to staff and to end-users?

Recollect provides user authentication via SAML or OAUTH to identity management services such as an organisations Active Directory server, or social media OAUTH services e.g. Facebook, Google, LinkedIn, etc.

11. Please describe how apps and web presence are kept current.

Recollect is provided as a Software as a Service and shares the same code as the rest of the Recollect community. The Recollect platform is developed on a continuous release basis with updates providing bug fixes and new features released every fortnight.

12. Is the product interoperable with Z39.50?

No – Recollect does not currently support Z39.50, this is on the product roadmap for development.

13. Is the product interoperable with SirsiDynix Symphony?

Recollect is not currently operable with *SirsiDynix Symphony* however an API can be developed if required.

14. Is the product interoperable with Ex Libris Alma?

Recollect is not currently operable with *Ex Libris Alma* however an API can be developed if required.

15. Please describe how updates and/or development roadmaps are shared with customers.

A roadmap is made available on the Recollect Community site where administrators can submit new feature requests and to comment on the roadmap. Annual Recollect Administrator forums are held where administrators can discuss the roadmap with the Recollect product management team. Release notes and updated documentation are provided with each release to the administrator community.

16. Please provide recommended bandwidth and internet browser requirements for a web-based tool.

Recollect is designed to work with slowest commonly available bandwidths and is tested with the currently supported versions of IE, Edge, Chrome, Firefox and Safari.

17. Please outline what industry standard organizations your organization actively participates in and/or contributes to.

Recollect Associate Frederick Zarndt participates with NDSA, the ALTO XML Board, and IFLA's Committee on Standards.

Staff Access

1. Can multiple simultaneous users upload and edit content? Please describe any limits on simultaneous access and/or number of available staff and administrator accounts.

Yes, simultaneous users can upload and edit content. There are no limits to staff and administrator accounts.

2. *Please describe how different levels of administrator access may be assigned within consortium.*
Recollect supports the following levels of administrator access:
 1. Administrator – full access i.e. site configuration, user management and content management
 2. Site Manager – user management and content management
 3. Editor – content managementAdditionally, the access control module limits editor access to collections they manage.

End-User Interface

1. *Please describe ability to build and customize web pages at the consortium level as well as at the collection and/or institution level.*
Recollect is a configurable platform and custom pages can be developed by the administrator in the platform. Using these custom pages, each contributor can have their own home page inside the site with their identity shown and access to their collection within the total Recollect site. Each home page would have a unique child URL of the core site for example:
<http://www.montanamemory.org/pages/cartercountymuseum>
.
2. *Do the website and apps feature responsive design? Please describe.*
Recollect utilizes a responsive design that recognizes desktop, tablet and phone formats and adjusts the user interface to suit the format. This includes resizing graphic layouts, changing menu locations, changing search behavior and so on.
3. *Is the interface fully searchable?*
Yes, the Recollect interface is fully searchable. Recollect provides simple and advanced search options, with flexible faceting options to refine search results for the user.
4. *Can the product link to items in member institutions' online public access catalogs (OPACs)?*
Yes, links to the member catalogs can be provided to the user.
5. *Can institution-level admins update OPAC links for their institution's holdings?*
Yes, editors can update the OPAC links.
6. *Please describe any additional fees for web or app customization work.*
The implementation estimate allows for initial user experience customization. Additional services can be provided on a time and materials basis.

Training Requirements

1. *Please describe availability of regular live and recorded virtual training that is accessible to member libraries at no cost.*
Training materials are accessible via the Recollect Community site. Additionally, Recollect hosts regional user group meetings to facilitate in person training and provide opportunities for site administrators to share knowledge and user tips.
2. *Please describe availability of in-person training opportunities for member library staff within Montana.*

The implementation estimate allows for 3 days of in person training for MSL staff. Additional training can be provided on request on a time and materials basis.

3. *Please list training topics available for this product for staff and, if applicable, end-users.*

End user training is provided through help screens within the platform.

Staff and collection managers are provided training in the following topics:

- Site configuration
- User administration
- Content management

4. *Please describe documentation and tutorials available to member library staff and administrators.*

Staff and collection managers can access training materials on the Recollect Community site covering the following topics:

- Site configuration
- User administration
- Content management

References and Qualifications

Vendors must demonstrate that they are production ready by providing a description of their experience in working with state libraries and consortia.

Vendors must provide three references to current contract holders of similar size and scope.

Recollect currently cannot provide references to US implementations.

Australian references are:

Andrew Piper
Manager, Online Services
State Library of South Australia
Andrew.Piper@sa.gov.au
<https://digital.collections.slsa.sa.gov.au/>

Michael Smith
Manager, Information Management
City of Sydney
MDSmith@cityofsydney.nsw.gov.au

Lyn Keily
Special Collections Librarian
University of Newcastle
lyn.keily@newcastle.edu.au
<https://livinghistories.newcastle.edu.au/>

New Zealand references are:

Roger Dawson
Acting Director and University Librarian
HOD Research Collections
Lincoln University
Roger.Dawson@lincoln.ac.nz
<https://lincoln.recollect.co.nz/>

Gabor Toth
Local and NZ History Specialist
Wellington City Libraries
Gabor.Toth@wcc.govt.nz
<https://wellington.recollect.co.nz/>

Reid Perkins
Community Heritage Co-ordinator
Upper Hutt City Library
Reid.Perkins@uhcc.govt.nz
<https://uhcl.recollect.co.nz/>

PART TWO: CONTENT MANAGEMENT SYSTEM AND DIGITAL PRESERVATION

Statistical Reporting Requirements

1. *Are statistical reports available for Optical Character Recognition (OCR) data, including number of pages completed per collection and across all collections?*
Yes
2. *Are statistical reports able to detail number of multi-part objects?*
Yes
3. *Are statistical reports able to detail number of items saved by contributor?*
Yes
4. *Are statistical reports able to detail number of items per collection as well as in total?*
Yes
5. *Are statistical reports able to detail number of pages per collection as well as in total?*
Yes
6. *Are statistical reports able to detail number of page views per item as well as by collection?*
Yes
7. *Are statistical reports for usage data available by institution as well as by collection?*
Yes

Marketing Requirements

1. *Please describe what kind of marketing content (electronic, print) is available to participating members as part of our contract cost, including:*
 - *Format*
 - *Quantity (print)*
 - *How frequently materials are produced or updated*
 - *Ability to integrate or export content with social media tools*
 - *Ability to customize marketing materials with program branding and URL*

Recollect does not currently provide marketing content, however we would be willing to discuss these requirements and to provide estimates if required.

Technology Requirements

Metadata

- 1. Is metadata customization possible at the item level? Please describe.*
Recollect provides an extremely flexible metadata environment, allowing customization at a very granular level. All customization is managed through on screen configuration with no limit to the number of metadata fields or groups of metadata fields within item types. This allows for the implementation of formal schema, as well as metadata describing items in fine detail e.g. scientific classification.
- 2. Which metadata standards and frameworks are supported (Qualified Dublin Core, etc)?*
Dublin core, MARC and other formal schema are supported in Recollect through metadata configuration.
- 3. Which controlled vocabularies are supported (Library of Congress, Dublin Core Metadata Initiative, etc)?*
Controlled vocabularies can be imported into Recollect and maintained by the administrators.
- 4. Can consortium administrators create customized controlled vocabularies? If so, at what levels?*
Editors can manage controlled vocabularies at a field level.
- 5. Is collection-level creation and maintenance of controlled vocabularies for specific metadata fields available?*
Yes
- 6. Can contributors batch upload metadata revisions via a spreadsheet and use Open Refine or similar tool to find discrepancies?*
Yes
- 7. Can individual library staff members customize metadata fields?*
Yes if they have the right security level.

Software

- 1. Please describe the client and/or web portal for contributors to upload materials (stand-alone and/or web-based).*
Contributors can contribute materials through their browser.
- 2. Is there a size limit for collections or items?*
There is no size limit to collections. Individual items are limited to 2GB in size.
- 3. Is there a limit to the number of administrators or staff users? Please describe.*
There are no limits.
- 4. Does the software allow for both batch and individual asset loading?*
Yes – individual, batch and bulk.

5. *Does the software allow for movement and sharing of objects between collections?*
Yes – an item can belong to an unlimited number of collections.
6. *Please describe how vendor provides support in transferring files without loss of quality.*
Files are transferred to a secure AWS S3 bucket by administrators using whichever secure file transfer protocol (SFTP) tools e.g. Filezilla, Cyberduck, Transmit, etc.
7. *Are administrators able to set permissions on image downloads per individual contributor requirements?*
Yes
8. *Can content contributors upload mixed media multi-part objects?*
Yes
9. *Please describe available integrated Optical Character Recognition (OCR) functionality.*
Recollect utilizes Tesseract for automated OCR processing of documents.
10. *Is there a limit to the number of OCR scans per license?*
No
11. *Please describe available integrated transcription of video and audio assets.*
At this stage Recollect does not support automated transcription of video and audio assets, however this is on the product development roadmap.
12. *Please describe available video captioning or captioning support.*
Recollect supports the display but not the creation of captioning. Recollect does provide for content tagging (indexing of audio and video files) to increase discoverability.
13. *Please describe integrated transcoding and media conversion.*
The following file types can be ingested into Recollect and will be automatically transcoded for native display when necessary:

Image Files: JPEG, TIFF, PNG, BMP
Document Files: PDF
Video Files: MPEG2, MPEG4, WEBM, AVI, MOV, MKV, WMV
Audio Files: MP3, WAV, OGG

Recollect automatically creates derivative access versions in the following formats when required:

Images: JPEG
Audio: MP3
Video: MP4 & WebM

MS Word and MS Excel files will be converted to PDF for native display, with the original file stored as an attachment.

Other digital file types ingested into Recollect will be stored as attachments within the system.

14. *Please describe whether content and metadata at the item level and/or the collection level can be edited after it has been uploaded.*
Yes, with the appropriate access permissions.
15. *Can metadata be edited in batch? Please describe.*
Common metadata can be edited in batch for a group of items. Alternatively the metadata for a range of items can be exported to a spreadsheet where changes can be made then the changes uploaded to Recollect.
16. *Does the product provide stable item-level URLs?*
Yes – Recollect uses internally created persistent URLs.
17. *Can any aspect of the metadata or the digital object be edited without that change resulting in a different URL for the item-level record?*
Yes.
18. *Does the product allow for Open Archives Initiative (OAI) aggregation from other sources?*
Yes
19. *Does the product allow for OAI harvesting?*
Yes – Recollect provides an OAI-PMH API.
20. *Does the product provide a secure storage environment for long-term preservation of master files?*
Yes
21. *Please describe any fees associated with access to and dissemination of storage files.*
These are incorporated into the subscription.
22. *Please describe available transition assistance to migrate content if contract is terminated.*
Recollect provides transition assistance on a time and materials basis.

End-User Interface

1. *Can end-users apply advanced search filters and/or facets to narrow their search? Please describe Search and Advanced search capabilities.*
Recollect enables searches on titles, metadata and OCR content using Boolean terms, exact match, and full text search. Metadata fields can be set to be searchable, displayed in search results or act as facets to refine searches.
2. *Is content searchable through metadata and full-text searches?*
Yes
3. *Please describe end-user's ability to create, save, export, and share lists of selected items.*
Recollect provides a My Collection feature allowing users to save items to their collection, then to organise the collection into sub-collections. Sub/Collections can be exported or shared by email or social media.
4. *Please describe image view and thumbnail resolution and formats used (TIFF, JPEG).*
Recollect generates thumbnails, full size and webmaster jpegs from original files for display and download purposes.
5. *Can end-users zoom and pan without losing image quality?*
Yes – Recollect provides a feature to show the full size image at 100% for users to explore the images in fine detail.
6. *Can end-users download images and choose from options for file size and format, with permission from contributor?*
Yes
7. *Can end-users browse pages of a multi-page object?*
Yes
8. *Can end-users contribute mediated comments on items?*
Yes - the administrator set permissions to add tags to images, geotags to items, comments and allow for suggested edits to metadata.

PART THREE: BIBLIOGRAPHIC CATALOGING

Recollect does not currently support Bibliographic Cataloging functionality.

PART FOUR: INTERLIBRARY LOAN

Recollect does not currently support Interlibrary Loan functionality.