

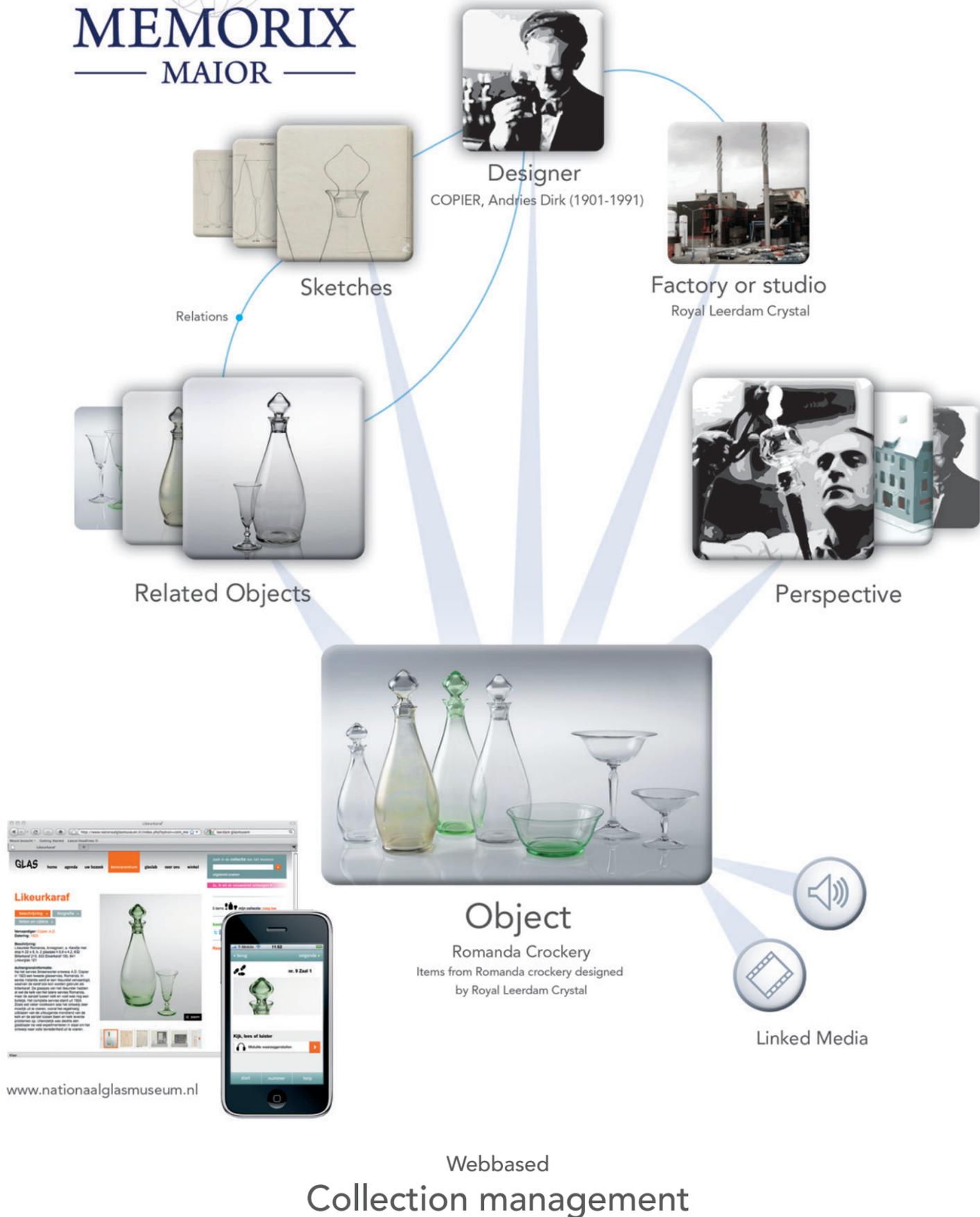
COLLECTION MANAGEMENT

'Picturae's web-based management tool'



MEMORIX — MAIOR —





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Picturae's flagship Memorix Maior

Picturae has developed a unique software infrastructure specifically for the purpose of managing digital image collections: Memorix Maior. This specialised application is the result of more than ten years of experience in the national heritage sector. The software is periodically updated to provide the entire sector with improved service and the latest technical developments.

Structure and simplicity

Digital collections are often as diverse as they are complex, containing countless numbers of photographs, documents and films. Picturae stores your precious digital possessions in our reliable storage systems. Once all files have been safely stored, you can manage and organise them as efficiently as possible with our Data Asset Management (DAM) system. Metadata also has to be managed in order for the contents of your files to be retrievable by your audiences. To do all this, Picturae has developed Memorix Maior, an extensive and highly efficient digital image management system. You can use Memorix Maior to manage your collections wherever there is an Internet connection.

Customised configuration

The Memorix architecture is based on open-source technology and allows for an unlimited number of users and licences. One of the many advantages of the system is that you can provide access to any group of volunteers during projects. Picturae always configures the application to meet your specific requirements, with functionalities that are essential to your collection. The software is designed to

permanently give you the latest technology in digital image management. It also gives you access to the customer portal of Memorix, in which questions, problems and ideas are effectively dealt with. The portal also provides web-related statistics and the latest news, and features a helpdesk and a Memorix user forum.

The software is periodically updated with improved service and new features.



*'Work from
any location'*

Service is the key

The customer portal

The customer portal is your gateway to Memorix Maior. It is a tool that may be used to guarantee streamlined communication between your organisation and Picturae. It is also the gateway to the products and services Picturae offers.



The customer portal plays a key role. It brings together all of the information, collections and applications which customers need in order to work with the Picturae products in an organised, transparent manner. The aim is to ensure that customers work even more efficiently with collections and applications, and to optimise the communication between customers and Picturae. The customer portal is a web-based application, and one which every Picturae customer has access to.

Customers can communicate their questions, complaints and ideas within the customer portal. These issues and suggestions are entered into a ticket

manager tool. Each report is given its own unique number, and assigned to an employee at the Picturae office by the central service desk.

The reports also provide an option to indicate the priority, impact and reproducibility of the report. For each report, customers may provide a summary, a full description and any additional information. After the report is saved, this will be processed by the service desk, and due to the unique ticket number, customers can follow the status and progress of the report.

In short, a complete service package.



**File
management**



**Collection
management**



**Web store
management**

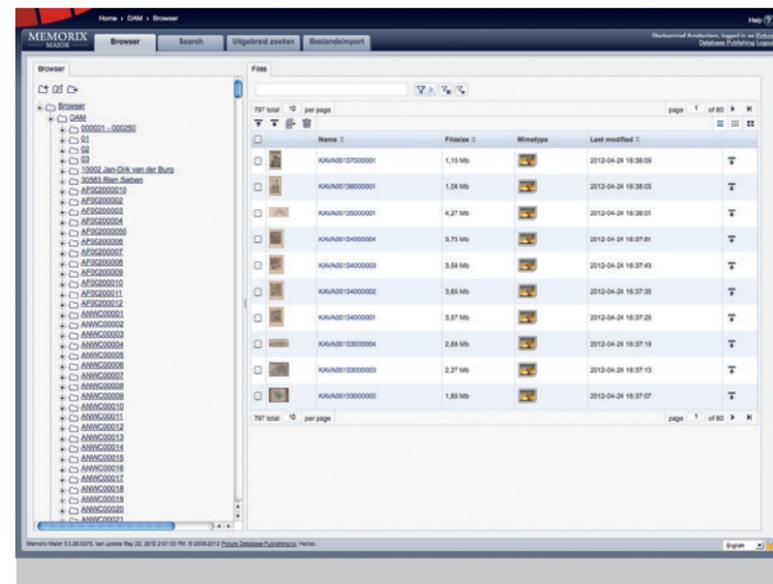
The heart of your multi-medial collections

File management



File management is handled in the Digital Asset Management (DAM) system.

Within Memorix Maior, the DAM is the heart of your multi-media collections. You can save any type of digital file within the DAM, such as scanned photographs and prints, archival documents, videos, audio files, PDF(A)s as well as Office documents such as Excel spreadsheets and Word files. All your files will be stored safely and permanently in our NetApp storage solution.* It will not be necessary to make concessions to the files that you store in the DAM, it will always be possible to retrieve and open the original 'mother file', whilst the DAM creates accessible thumbnails for daily usage.



Digital files: every archive or museum will eventually have to deal with them, or has already been working with them for a long time. The following question automatically arises: "How do I organise these files in such a way that they can easily be accessed now, and that they can continue to be used in the future?" The Memorix Maior DAM system offers a trustworthy solution. Once files have been saved in the DAM system, using our improved upload tool, one can immediately insert them into existing collections. Additionally, each individual file can be linked to,

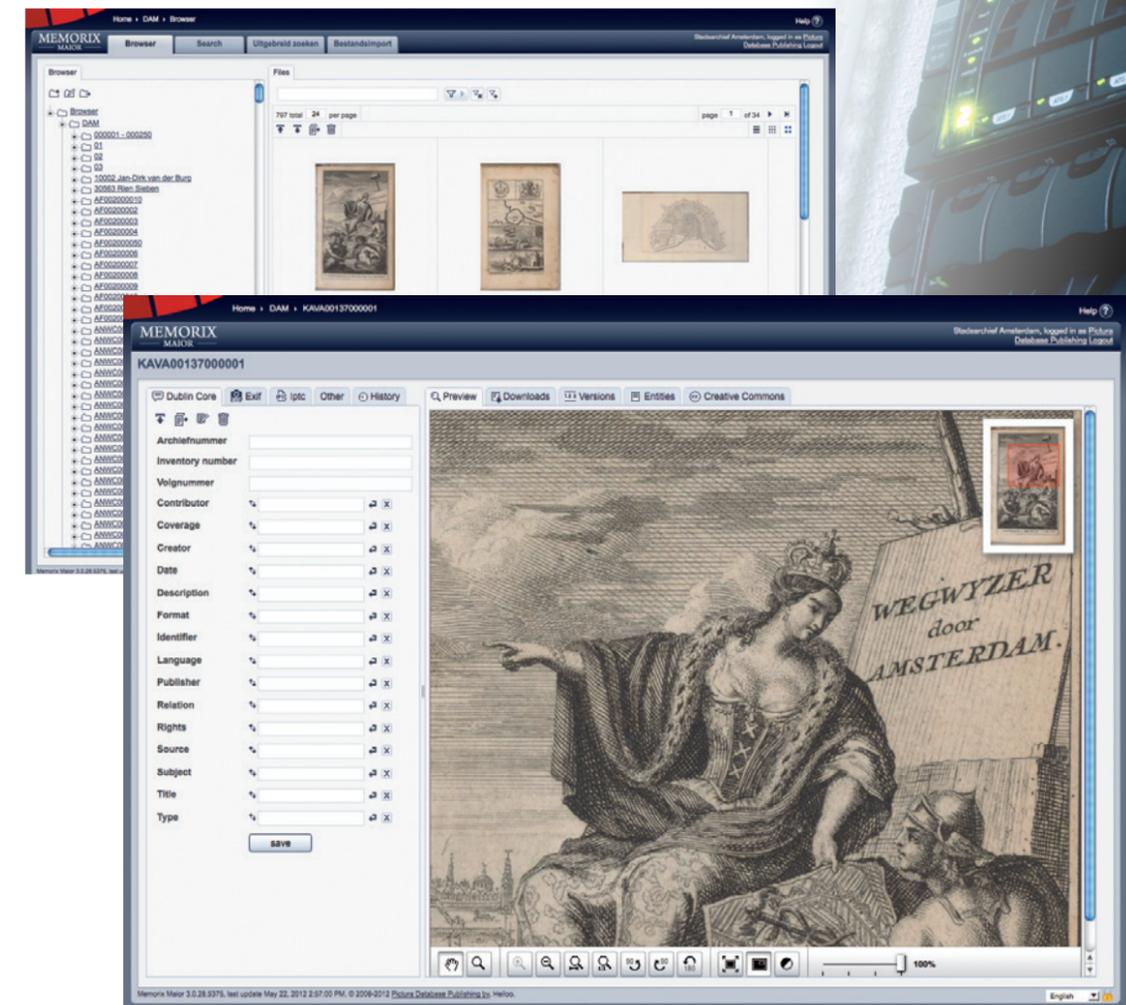
(for example Dublin Core) metadata, to make its retrieval easier if it is not part of an already existing collection. Moreover, if needed, one can apply Creative Commons licenses to any digital file. Technical metadata, such as production or copyright data, will be automatically indexed by the DAM, after being imported from Microsoft Word, Open Office, or Exif/IPTC information in digital files. Files which lend themselves for this purpose, will become full-text searchable, so that you cannot only search by metadata, but also within the content of Office documents and PDFs.

* see also the schematic diagram of our infrastructure on the back of this brochure

The DAM is capable of automatically creating website versions of a wide range of file types. If, for example, you place a TIFF file in the DAM (upload), thumbnails in the desired size are automatically created, as well as a file one can zoom in on. Thumbnails and website versions of your digital files may also be created from Office documents and videos. For videos, we use our Enterprise Level streaming media server, which allows one to describe individual scenes in Memorix Maior.

You can save different versions of any file in the DAM. For example, it is possible to keep all the different revisions of an Office document in the DAM, so that you will be able to open former versions of the file in the future.

Despite all these options currently offered by the DAM, we are busy expanding its functions. Picturae is hard at work to ensure that the DAM develops into a fully-fledged E-Depot. We have conducted research at several archival organisations that already manage an E-Depot. We believe that with Memorix Maior DAM, we have an excellent tool at our disposal which we can use to offer all our customers an E-Depot, to save them major investments in hardware, software or human resources.



Playing with entities

Collection management



Memorix Maior Collection Management is our metadata management system, which enables you to save your often complexly ordered collections in a structured manner.

Entities

So-called entities, our smallest units of description, are at the heart of Memorix Maior Collection Management. Entities can be ordered in a hierarchical fashion, or alternatively, one can create incidental crosslinks between related entities. Imagine, for example, connecting images by a photographer to an interview of him on video, or even to his birth certificate, which might also be kept in your archives.

Handy functionality

There are clever functionalities available for describing your collection in Memorix Maior, such as auto-input, theme functionality and the possibility for repetitive fields, pairing/splitting records, and selections from records. Furthermore, it is possible to perform a search with an immediate display of the results, to avoid

switching back and forth between the search form and the results page. Using our Apache Lucene based full-text search machine, the Enterprise Level Search Server CISS (Collection Information Search Server), anyone can search the entire collection.

Link to Memorix Maior DAM

Links can be created directly from every entity to any digital files that are managed in Memorix Maior DAM. This means that not only images and their description can be linked, but also, for example, an archivist's digital transfer agreement and his archives.

SPECTRUM Compliant

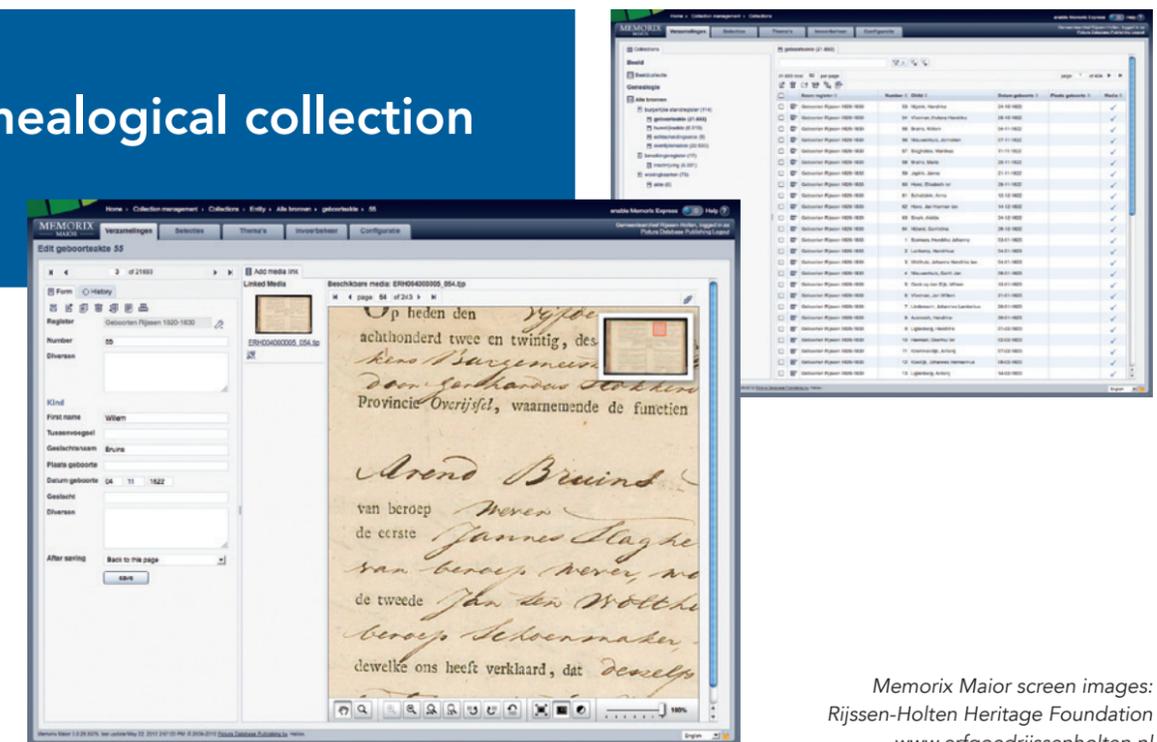
Memorix Maior is SPECTRUM compliant. SPECTRUM is an open, and freely available collections management standard. It is widely recognised nationally and internationally, as the primary specification for collections management activity in museums.



Image collection



Genealogical collection



Memorix Maior screen images:
Rijssen-Holten Heritage Foundation
www.erfgoedrijssenholten.nl



Ordering reproductions of visual materials Web store management



It is almost impossible to imagine our daily lives without web stores. Already for several years Picturae has been offering national heritage institutes the possibility of selling products and prints of their image collections as well as downloads and merchandise via their websites. After all, websites provide a perfect means for doing something different and even profitable with online collections.

Selling reproductions

Whether it involves the reproduction of images from your archive in the form of A6 postcards, maps, large A0 posters or even the production of mugs containing your logo, Picturae can take care of the full process of an online web shop: from setting up and activating the web store to online payment facilities or distribution to customers. Picturae always maintains a keen eye for detail, quality and customer service. Our facilities enable us to relieve our clients of a lot of work, which results in an effective way of adding a highly convenient service to your activities.

Making things easy

Web store managers can choose their own level of involvement, but Picturae will always try to make things as easy as possible. We provide all the necessary tools and overviews for a regular sales assessment, to determine, for example, the best-selling products. We can also solve problems and answer questions concerning customer deliveries. Our Helpdesk is entirely at the service of your customers and our staff are well-trained and will always offer friendly and helpful advice. This way, we do not only help you, but your customers as well.

Integrate your web store

It is possible to integrate a Picturae web store into your own website, using Memorix Maior. By doing so, customers will not have to switch to a separate web page. Our web store is designed to be customer-friendly: it is accessible in several languages and features a number of delivery options, in addition to which clear overviews are sent to customers by e-mail on their orders and transactions. Finally, a web store even offers possibilities for scanning-on-demand. In short, you just decide which products to sell, and we will see to their efficient production and punctual delivery.

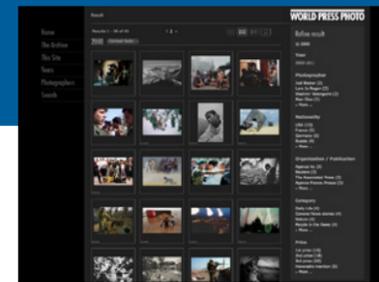


Painting: Westfries Museum



Memorix Maior websites

A few examples of Memorix Maior websites



World Press Photo Archive
www.archive.worldpressphoto.org



Film & Beeldbank AZURA
www.filmbankazura.be



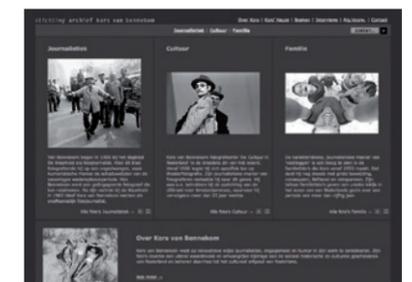
Magnum Photos
Magnum Photos uses Memorix Maior for collection management.



KITLV/Royal Netherlands Institute of Southeast Asian and Caribbean Studies
<http://kitlv.pictura-dp.nl/>



Nationaal Glasmuseum
www.nationaalglasmuseum.nl



Kors van Bennekom
www.korsvanbennekom.nl



National Archive
www.gahetna.nl



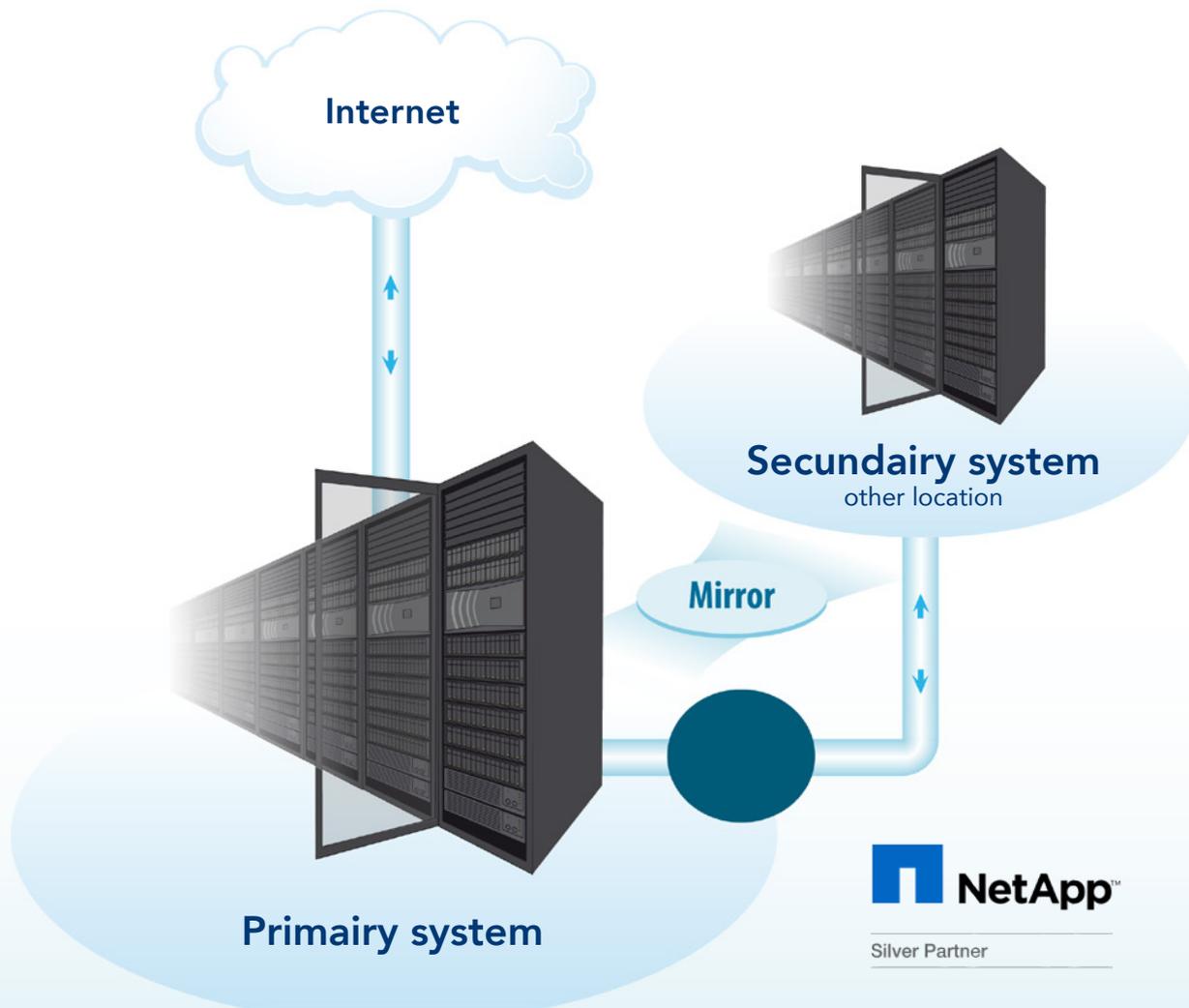
Archive of Modern Conflict
under construction



Gelderland in beeld
www.gelderlandinbeeld.nl

Sustainable storage for digital collections

Schematic diagram of the Picturae IT infrastructure



Publisher's imprint

The images are a reference to the collections that have been digitised. We would like to thank our customers for making this beautiful image material available.

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'Sharing ideas, enriching your cultural heritage'