

Texas Heritage Digitization Initiative

Digital Asset Management System Checklist

Tool Name: _____

Vendor: _____

OS/Platform: _____ Cost (approx.) \$ _____

Area	Considerations	Specifics
File Management	File Naming	<input type="checkbox"/> Automated renaming <input type="checkbox"/> Batch renaming <input type="checkbox"/> User configurable naming
	File Integrity Checking	<input type="checkbox"/> Checksum (MD5) <input type="checkbox"/> Secure Hash Function <input type="checkbox"/> Other_____
	File Types JHOVE support? <input type="checkbox"/>	Images: <input type="checkbox"/> JPEG <input type="checkbox"/> GIF <input type="checkbox"/> TIFF <input type="checkbox"/> RAW <input type="checkbox"/> Other_____ Audio: <input type="checkbox"/> MP3 <input type="checkbox"/> WMA <input type="checkbox"/> WAV <input type="checkbox"/> Real <input type="checkbox"/> Other_____ Video: <input type="checkbox"/> MPEG <input type="checkbox"/> WMV <input type="checkbox"/> MOV <input type="checkbox"/> Real <input type="checkbox"/> Other_____ Documents: <input type="checkbox"/> PDF/A <input type="checkbox"/> ODF <input type="checkbox"/> OOXML <input type="checkbox"/> Other_____
	Derivative Files	<input type="checkbox"/> Automated creation <input type="checkbox"/> On-the-fly creation <input type="checkbox"/> Other_____
Metadata Management	Descriptive Metadata	<input type="checkbox"/> Dublin Core <input type="checkbox"/> MARC <input type="checkbox"/> CDWA <input type="checkbox"/> Custom <input type="checkbox"/> Other_____ <input type="checkbox"/> Metadata templates <input type="checkbox"/> Default metadata values <input type="checkbox"/> Unicode support <input type="checkbox"/> User-created (tags) <input type="checkbox"/> Metadata templates
	Vocabulary Support	<input type="checkbox"/> LCNAF <input type="checkbox"/> ULAN <input type="checkbox"/> LCSH <input type="checkbox"/> NMC <input type="checkbox"/> TGN <input type="checkbox"/> GNIS <input type="checkbox"/> AAT <input type="checkbox"/> TGM <input type="checkbox"/> Local/Custom <input type="checkbox"/> Other_____
	Full-Text / Markup	<input type="checkbox"/> OCR Support (engine:_____) <input type="checkbox"/> HTML <input type="checkbox"/> EAD <input type="checkbox"/> XML <input type="checkbox"/> TEI <input type="checkbox"/> Other_____
	Technical Metadata	<input type="checkbox"/> EXIF <input type="checkbox"/> IPTC <input type="checkbox"/> MIX <input type="checkbox"/> PREMIS <input type="checkbox"/> Other_____
Workflow Management	Acquisition	<input type="checkbox"/> Item Import <input type="checkbox"/> Batch Import <input type="checkbox"/> Other_____
	Administration	<input type="checkbox"/> Multiple Collections <input type="checkbox"/> Multiple acquisition stations <input type="checkbox"/> Configurable User Roles <input type="checkbox"/> Password management
	Modification	<input type="checkbox"/> User Role based <input type="checkbox"/> Object Versioning <input type="checkbox"/> Metadata Versioning
	Review and Approval	<input type="checkbox"/> User Role based <input type="checkbox"/> Quality Control tools <input type="checkbox"/> Other_____
	Reporting	<input type="checkbox"/> Administrative Reports <input type="checkbox"/> Usage Reports <input type="checkbox"/> Other_____
Rights Management	Licenses	<input type="checkbox"/> Copyright statement <input type="checkbox"/> Public Domain <input type="checkbox"/> Creative Commons license
	Usage restrictions	<input type="checkbox"/> Dark Archive <input type="checkbox"/> DRM <input type="checkbox"/> Watermarking <input type="checkbox"/> Other_____
Access Management	Accessibility	<input type="checkbox"/> Section 508 <input type="checkbox"/> WCAG-1.0
	Access levels	<input type="checkbox"/> By user role <input type="checkbox"/> By object <input type="checkbox"/> By collection <input type="checkbox"/> Other_____
	User roles	<input type="checkbox"/> By user role <input type="checkbox"/> By object <input type="checkbox"/> By collection
	Security	<input type="checkbox"/> Password/credential <input type="checkbox"/> IP-address <input type="checkbox"/> Proxy <input type="checkbox"/> Other_____
Interface	Design	<input type="checkbox"/> Customizable <input type="checkbox"/> User-configurable <input type="checkbox"/> Multi-lingual
	Search	<input type="checkbox"/> Full-text search <input type="checkbox"/> Fielded metadata search
	Browse	<input type="checkbox"/> By collection <input type="checkbox"/> By subject <input type="checkbox"/> By date <input type="checkbox"/> Other_____
	Item access	<input type="checkbox"/> Permalinks <input type="checkbox"/> Handles <input type="checkbox"/> PURL <input type="checkbox"/> Other_____
	Interoperability	<input type="checkbox"/> OAI-PMH <input type="checkbox"/> Z39.50 <input type="checkbox"/> SRU <input type="checkbox"/> MXG <input type="checkbox"/> Other_____