

# in arte

## Collection Management System



Designed for the management of collections, *in arte* is used by a large number of institutions (Museums, Foundations, Dioceses, Universities, etc.) responsible for the management and safekeeping of cultural heritage.

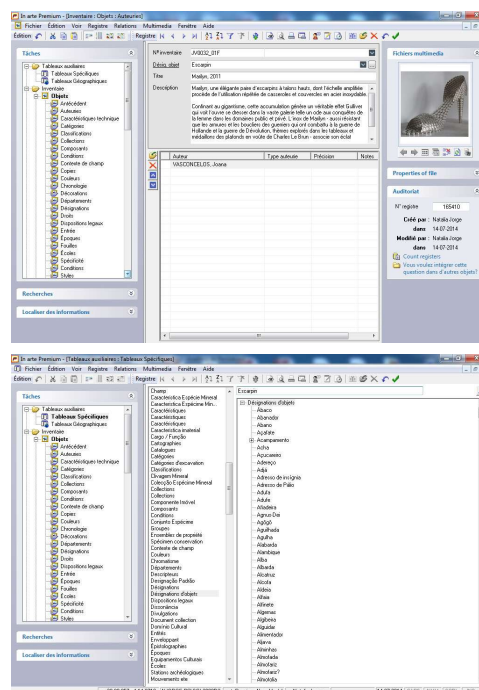
One of the requirements for the development of this system is the search for compliance with international standards of management and documentation of cultural heritage, with special attention to the standards developed by the International Committee for Documentation of the International Council of Museums (ICOM-CIDOC), the “Normalización documental de Museos” (Spanish Ministry of Culture), and “Spectrum: The UK Museum Collections Management Standard (Collections Trust)”.

### > ORGANISATION OF INFORMATION

Information is organised very concisely without the need for large files, and specific information fields can be configured according to users' interests. All information contained in the programme can be inter-related.

All database information may be inter-related through the Relationship Module that is a horizontal tool to the whole application. This module may be used to establish all relationships between inventory and documentation tasks, for example those with relevance in aiding to document the collection.

In addition to this module is a set of **Auxiliary Tables** that enable the structured introduction (in tree format) of information most commonly used in each task, which functions as a list of terms. These tables considerably reduce the margin of error when inputting data, control the type of data to be input and facilitate the correction of spelling mistakes that may have occurred during input. The process used for accessing information is also made simpler by using these lists.



### > DOCUMENTATION STANDARDS

Important factors in the development and fine-tuning of Sistemas do Futuro's applications have been the company's involvement in research projects with different Universities as well as the detailed study of Standards and Documentation in museums at an international level, more specifically Guidelines and Standards for Museums (CIDOC) – International Council of Museums, Object Id Project - an international standard for describing cultural objects, Spectrum - the UK Museum Documentation Standard, the classification standards for immovable and movable heritage of UNESCO, Normalización documental de museos - Spanish Ministry of Culture as well as the standards that have been created by CHIN (Canadian Heritage Information Network) and the Getty Institute.

Furthermore, Inventory standards, both general and specific, that have been published by Instituto Português de Museus [Portuguese Institute of Museums], currently known as Direção Geral do Património Cultural [General Department for Culture Heritage], are totally respected and compliance with the same is guaranteed in the applications.

## > MAIN FEATURES

**Multi-user:** configuration of different profiles or users and respective access permissions. For example, user accounts only giving database search or data input capabilities can be created as well as one or more database administrator accounts, the holders of which should have more extensive IT knowledge. The Active Directory system implemented on the institution's IT network may be used for Premium versions;

**Multi-station:** multi-station functioning with a Client/Server philosophy. All Sistemas do Futuro applications can work in single station configuration. Applications can change to multi-station capability at any time, when so required, and without causing any data loss or inconvenience for the institution;

**Multi-language:** the programme can be configured to work with a language interface other than Portuguese. Versions in English, French, Spanish, Catalan and Italian are available (the last two are only available with the In arte Plus application);

**Task configuration:** all applications can be configured (by a user with permission to do so) to only display the tasks and fields that a certain user needs for his/her work, thus preventing tasks and information groups not required for work being carried out from being viewed. This type of configuration is available through the administration module, for which database administrator permissions are required;

**Public access:** data input to application files may be dynamically looked up via internet access or locally via a basic computer or multimedia kiosk. Following the same display configuration philosophy, the application's administrator can configure which information is available for public access. This may be done through the In Web application or via an application developed by the database owner, since all Sistemas do Futuro applications operate on a open access database engine (SQL).

## > CONTACTS

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## > MODULES

**Auxiliary Tables:** management and parameterisation of different tables/terms to aid data input to the other application modules.

**Inventory and Catalogue:** This module is the primary tool used to categorize, classify and describing the Objects. All relevant information concerning to the Object can be described here (Title, Artist, Dates, Medium and Technique, Acquisition etc.). All kinds of multimedia files can be attached (Images, Videos, sounds, documents, etc.).

**Entities:** entity file - authors, authors of documents, contributors, collectors, photographers, intervening parties, registrars, owners, insurers or any other type of entity necessary for documenting the heritage.

**Events:** event file - exhibitions, catalogue production, preservation and restoration, loans, requests, transactions, insurance, research projects, reproductions or any other type of relevant event.

**Documentation:** library document data file - bibliography (periodic or electronic monographs), still images, moving images, graphics, correspondence and cartography.

**Multimedia:** module for managing and processing all types of digital files, which enables the application to recognise their physical location and properties in terms of metadata. All files documented in this task may be classified by subject matter or theme pursuant to the management requirements of the heritage in question.

**Search:** search wizard - integration, change, elimination and viewing of searches created and parameterised by application users.

**Layout:** module that provides database information look up formats that are different to the standard printing layout available to all tasks. All formats provided here are produced by Sistemas do Futuro in accordance with user requests.

## > ONLINE ACCESS

**in web** - online access to collections enables dynamic access to the data inserted in Sistemas do Futuro's applications. Access can be through the Internet/Intranet or locally through a multimedia kiosk.

**in web junior** - Online access to collections provides all **in web** functions and an educational/recreational component such as interactive games, through an interface suited to a younger audience.

<http://www.inwebonline.net/>

## > TECHNICAL REQUIREMENTS

REQUIREMENTS	SERVER	CLIENT
Operating system	Win. Server 2016	Internet Explorer V11, Mozilla Firefox v.58.01, Google Chrome V63.0.3239.132 and Safari.
Database	SQL Server 2016	
RAM	>= 12 GB	
Disk Space	>= 100 GB	
CPU	Intel Core i7(Quad Core)	
Graphics board	SVGA True Color	
Web service	IIS e .NET 4.5	