



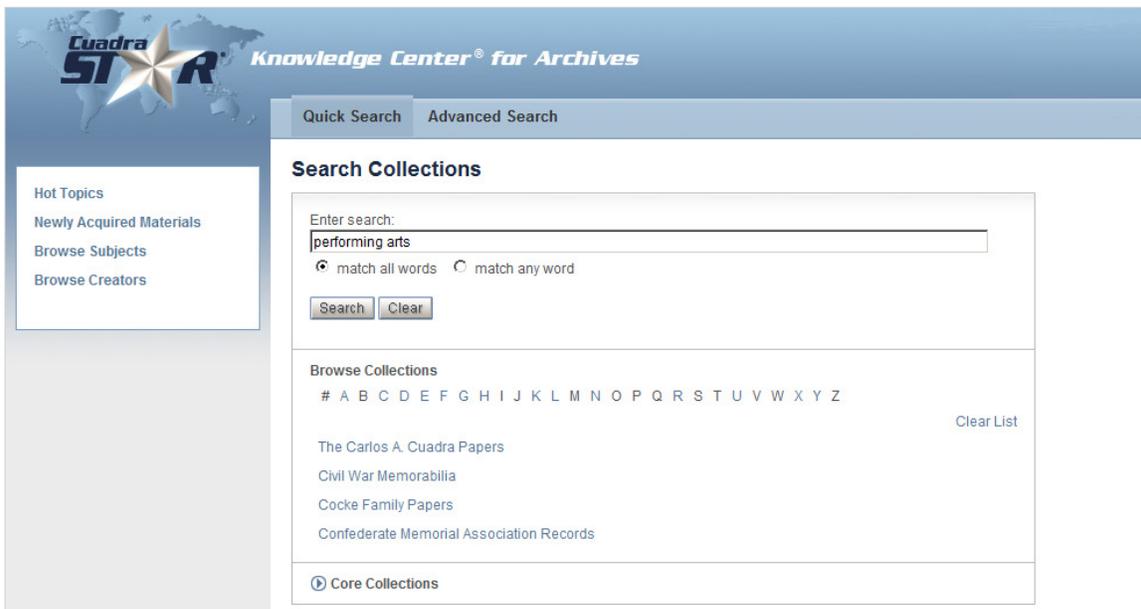
CuadraSTAR Knowledge Center for Archives (SKCA)

CuadraSTAR SKCA is a powerful solution for making archival collections visible and accessible. It will help you save time and staff resources by generating deeds of gift, EAD finding aids, MARC records, container lists, and management reports.

SKCA is designed to help you to accession, catalog, and manage your collections without re-keying information or duplicating your efforts. The information that you enter into accessions can, for example, be copied into the cataloging module and then edited and used in the **EAD** finding aid that you produce from the catalog.

SKCA complies with the **DACS**, **EAD**, **MARC**, **ISAD (g)**, and **Dublin Core** archival standards. It also provides flexible support within the full hierarchical model—collections, series, containers, and items. You can use as much or as little of the hierarchy as necessary to provide the level of description that you require for each of your collections. And, if you need to re-arrange the hierarchies at any time, SKCA provides the tools to do so.

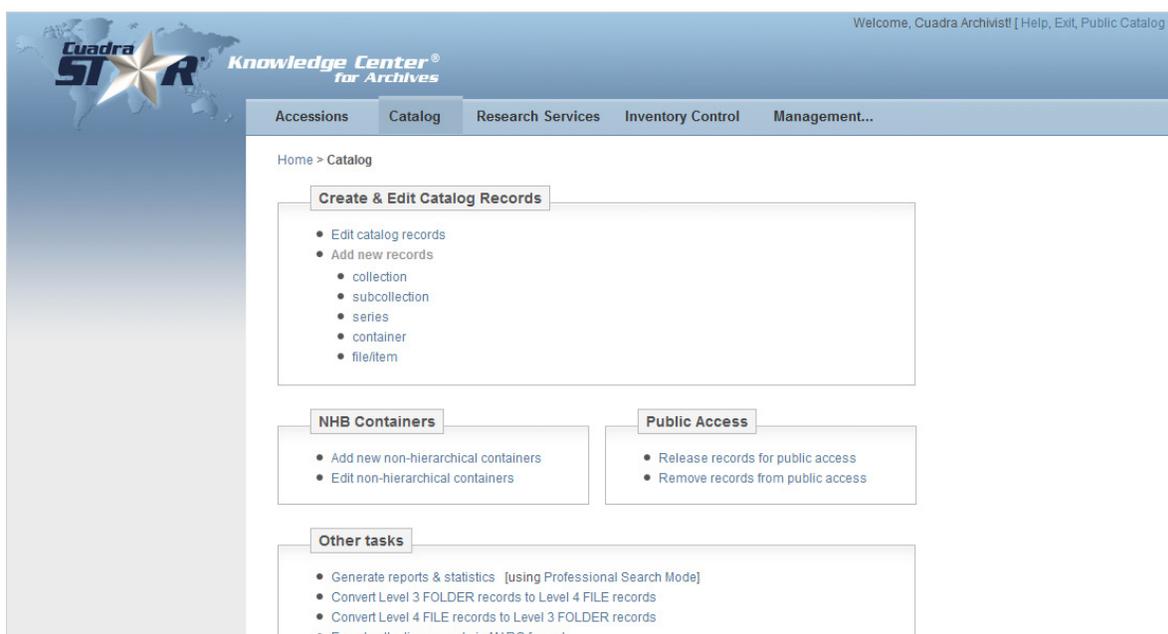
SKCA also includes a secure public access module that makes it easy for your users to search within and across collections and to access both your descriptions and relevant digital files. The catalog includes features that make limiting a search seem like a natural progression in exploring the retrieved set of resources. For instance, archives staff members can, at any time they choose, predefine search strategies called “Hot Topics” that users can execute with a single click. Reports can include smart hypertext search links between materials to help guide users to additional relevant materials within the same collection or across collections.



The public access catalog allows for searching both within and across collections as well as browsing specific collections.

SKCA provides an easy-to-use task-oriented approach to managing archival collections. You can:

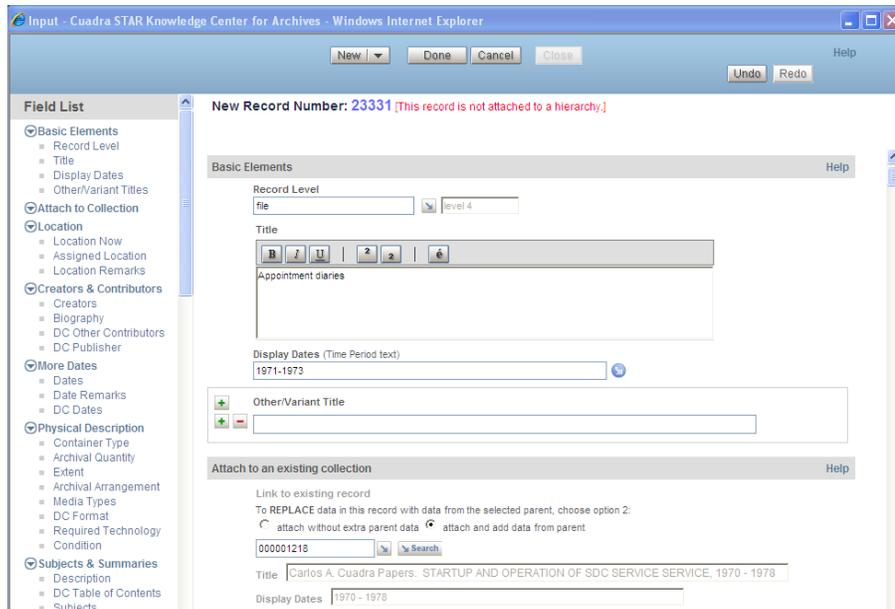
- Manage the accessioning process, track donors and generate deeds of gift
- Describe and maintain multiple collections
- Reorganize the hierarchies as required
- Provide browser-based public or intranet access to your collections
- Search within or across collections
- Dynamically generate finding aids, container lists, pull slips and other reports
- Produce management reports that help you monitor the workload, the locations of materials, and other statistical data
- Generate finding aids in EAD format as XML files
- Link images and other electronic files
- Manage your inventory
- Track the work done by archivists on behalf of researchers



STAR Knowledge Center for Archives includes tasks that map standard archival processes.

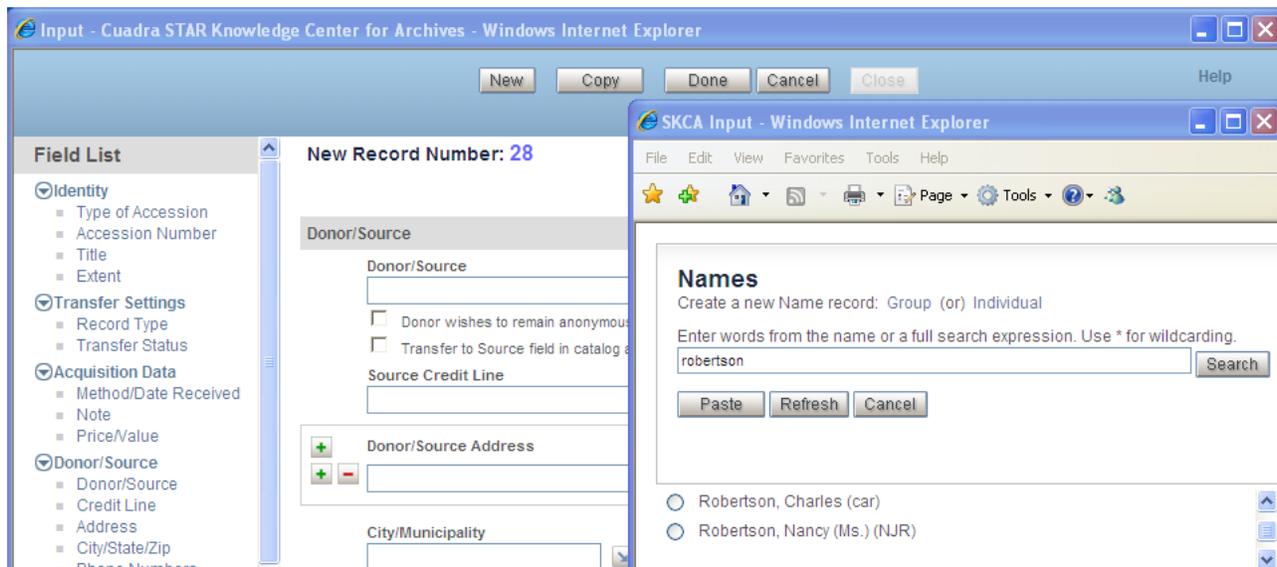
SKCA includes features that help you enter data efficiently. One example is the Field List, which acts as a table of contents, as well as a navigation aid. With “one click”, you can move selectively from field to field, using only the fields that you need to describe a given collection, series, container, or item.

SKCA also allows you to build on information that you have already entered. If, for example, you have already entered a series-level record and want to describe the folders that apply to that series, you simply list the folders and STAR will “explode” your list into folder records — which you can enhance or not — depending on the circumstances. And, if you discover that you need to add records to an existing hierarchy, you can “attach” them anywhere within the hierarchical tree.



In the example above, a file description record for “Appointment Diaries” is “attached” to a series within an existing hierarchy.

STAR’s validation capabilities make it easy to enter data quickly and consistently. One example is the validation of terms against authority tables. Since you can determine the terms that will be in your organization’s authority tables, you have complete control over the terminology used.



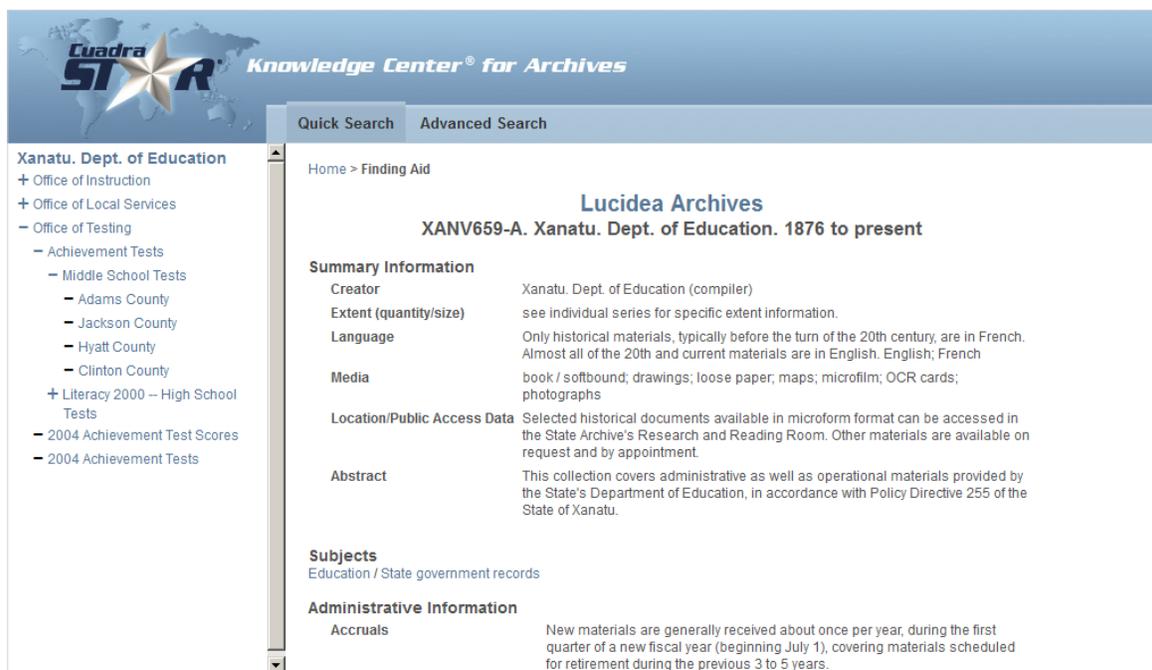
In the accession record example above, the Donor field is validated against the Names authority. While in the Donor field, the user searches the Names authority to generate a picklist.

SKCA's Research Services module was designed for logging and tracking the work done by archivists on behalf of archives users (e.g., paging and pulling materials, photocopying, digitizing, etc). Since it is integrated with the catalog, staff members can easily log a request, generate a pull slip, and use batch operations to mark catalog records for materials that have been pulled, returned, and reshelved. In addition, archivists can use the statistical and management reports to help them substantiate the work they have already done and monitor the additional needed work.

SKCA provides many tools for making your collection more accessible to your users. For example, you can:

- Generate EAD finding aids as XML files (e.g., to contribute them to a consortia, or post them on your web site)
- Produce MARC records (e.g., to import them into your integrated library system)
- Implement the built-in public access module, with many predefined report formats including downloads in .csv and PDF formats and a dynamically generated finding aid

No matter what choices you make regarding access, you can make your Archives' resources accessible in ways that go far beyond what has been done in the past and not only meet the expectations of today's Archives users but also make the collections visible to those who have never used them before.



STAR Knowledge Center for Archives represents the complete structure of collected materials in a hierarchy. Finding Aids are generated dynamically from the catalog.

For more information or to schedule a demonstration, visit www.lucidea.com, call 1-800-366-1390 or email sales@lucidea.com.

About LUCIDEA

Lucidea is a knowledge management software and solutions company that provides the infrastructure and business process know-how to help information intensive organizations easily collect, organize, and leverage their corporate knowledge. Our products improve accessibility and use of information assets for the people who need this knowledge most – employees and customers – resulting in higher employee productivity, lower operational costs and increased customer satisfaction. With a global customer base of more than 2,300 active clients in more than 50 countries, Lucidea is the largest provider of knowledge management solutions to corporations, law firms, non-profits, government agencies, museums, and archives worldwide.