

Appendices

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A FORM OF OFFER

To: National Library of Australia
By: (Name of Tenderer including if a corporation, its ACN)
(Registered Address of Tenderer)

1. Basis of Offer

1. We, (In block letters)

the undersigned, offer to participate in the subsequent Tender process in accordance with the RFT and on the basis of:
 - a) the Tender submitted in accordance with the RFT and annexed at Annexure A to this Form of Offer; and
 - b) the prices set out at Annexure B to this Form of Offer.
2. We undertake, if our Tender is accepted and a Contract acceptable to the Library is executed by both parties, to provide the Digital Services Solution in accordance with the contract.
3. We acknowledge that, whether or not the Library exercises its rights under the RFT, we are responsible at our own expense for:
 - a) examining the RFT any other information made available to us by or on behalf of the Library;
 - b) making all arrangements and obtaining and considering all information relating to the preparation, delivery and lodgment of our Tender which is obtainable by making reasonable enquiries;
 - c) satisfying ourselves as to the correctness and sufficiency of our Tender;
 - d) answering any queries and providing any further information sought by the Library;
 - e) dealing with any issues, including disputes, that may arise out of the Tender process; and
 - f) engaging in any further process or discussions with the Library that may result from the Tender.
4. We agree:
 - a) to be bound by this Tender for the RFT stated validity period of 9 months or such longer period as is stated in our Tender; and
 - b) that this Tender may be accepted by the Library at any time before the expiration of that period or any additional period to which we may agree.
5. This Tender will not be deemed to have been accepted except as specified in the RFT.
6. We understand that the Library is not bound to accept the lowest or any Tender the Library may receive, and that the Library may make use of tenders as specified in the RFT.

7. We warrant that in preparing our Tender for a Digital Services Solution we did not communicate (verbally or otherwise) or have any arrangement or arrive at any understanding with any of the other Tenderers or with any employee of an association of which we or any of the other Tenderers are a member concerning the RFT or any aspect of the RFT and without limitation further warrant that we did not engage in:
- a) any discussion or correspondence with such persons concerning the amount or detail of our Tender;
 - b) any collusive tendering or other anti-competitive practices with any of the other Tenderers or any other person; or
 - c) any conduct or have any arrangement or arrive at any understanding with any of the other Tenderers;
- which in any way was or could have the effect of reducing the competitiveness of the Tender process.
8. We acknowledge that each party constituting the Tenderer is bound jointly and severally by this Tender.

2. Contract

9. Subject to the RFT, we will execute 2 copies of the contract in a form contained in the RFT if required by the Library.

3. Address of Tenderer

Address or Registered Office of Tenderer

Address for service of notices (NOT PO BOX)

Telephone Number: Fax Number: Email address:

If a firm, the names and addresses of the individual members are:

DATED this day of 19
If a Corporations Law Company – (not a single director/secretary company)

THE COMMON SEAL of [*name of party*], the
fixing of which was witnessed by:

Signature of director

Signature of director/secretary

Name of director

Name of director/secretary

If a Corporations Law Company – (single director/secretary)

THE COMMON SEAL of [*name of party*], the
fixing of which was witnessed by its sole director
and sole secretary

Signature of sole director and sole secretary

Name of sole director and sole secretary

If an Individual
SIGNED by [*name of party*] in the presence of:

Signature of witness

Signature of party

Name of witness

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B STATEMENT OF COMPLIANCE

Tenderers must specifically respond to every general condition contained in this Request for Tender, every statement of capabilities sought and every request for information. To assist Tenderers in this regard, a Statement of Compliance form is provided below that lists every section or clause for which a response is required.

Tenderers must record their level of compliance against every section or clause using one of the following terms:

“Complies”	Means that where the Library imposes a condition, that condition is agreed to, and where a provision specifies a characteristic or performance requirement, that the Tenderer will provide that requirement as specified.
“Significantly exceeds requirement”	Means that the offer exceeds capability sought. Full details, including price effect, of the variation from the specific capability are to be stated.
“Partially complies”	Means that the Tenderer, subject to certain qualifications, which are stated in full, can meet the condition, characteristic or performance requirement.
“Alternative offered”	Means that the functionality can be satisfied in another way for which full details are provided.
“Non-compliant”	Means that the Tenderer does not meet the complete condition or characteristic or performance requirement of the provision.
“Understood and agreed”	Means, in the case of a provision giving information only, that the provision has been read and understood.
“Does not apply”	Means that the condition does not apply to the configuration(s) tendered.

Indefinite terms such as "**noted**" will not be considered an adequate response.

Statements of compliance against sections or clauses in the form below will be deemed by the Library to apply to the whole section or clause. If there are multiple conditions or requirements within a section or clause and only some of the conditions are agreed to or requirements met, Tenderers should respond "**partially complies**" and provide full details of the variation from compliance.

Where there is no response to a clause or section, the Tenderer will be deemed not to comply with the stated conditions or requirement for evaluation purposes.

Tenderers should note that a Tender that is not in accordance with these instructions may be treated as an inadequate Tender and be excluded from further consideration.

B.1 PROJECT OVERVIEW AND OBJECTIVES

Section	Heading or clause	Compliance	Comments
1.2	Project objectives		
1.5			
1.6			
1.8			
1.9	Project priorities		

[THE REMAINDER OF THE STATEMENT OF COMPLIANCE IS NOT INCLUDED IN THIS INFORMATION PAPER.]

C UNIT PRICE AND COST SCHEDULES

This appendix contains templates for the following Unit Price Schedules and Configuration Cost Schedules required for each Tender:

- a) Unit Price Schedule 1 – Computer hardware
- b) Unit Price Schedule 2 – Computer software
- c) Configuration cost schedule 1 – Summary
- d) Configuration cost schedule 2 – Computer hardware
- e) Configuration cost schedule 3 – Computer system software
- f) Configuration cost schedule 4 – Application software
- g) Configuration cost schedule 5 – Data migration
- h) Configuration cost schedule 6 – Training
- i) Configuration cost schedule 7 – Other service costs

Explanations and instructions for completing each schedule are given in Chapter 3.

This page should be replaced by *Unit Price Schedule 1 – Computer Hardware* from the Microsoft Excel Workbook.

This page should be replaced by *Unit Price Schedule 2 – Computer Software* from the Microsoft Excel Workbook.

This page should be replaced by *Configuration Cost Schedule 1 – Summary* from the Microsoft Excel Workbook.

This page should be replaced by *Configuration Cost Schedule 2 – Computer Hardware* from the Microsoft Excel Workbook.

This page should be replaced by *Configuration Cost Schedule 3 – Computer System software* from the Microsoft Excel Workbook.

This page should be replaced by *Configuration Cost Schedule 4 – Application Software* from the Microsoft Excel Workbook.

This page should be replaced by *Configuration Cost Schedule 5 – Data Migration* from the Microsoft Excel Workbook.

This page should be replaced by *Configuration Cost Schedule 6 – Training* from the Microsoft Excel Workbook.

This page should be replaced by *Configuration Cost Schedule 7 – Implementation Service Costs* from the Microsoft Excel Workbook.

This page should be replaced by *Configuration Cost Schedule 8 – Post-Implementation Service Costs* from the Microsoft Excel Workbook.

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D STATUTORY DECLARATION

1. I, [name, address and corporation of person making the declaration], do solemnly and sincerely declare that:

Definitions

2. In this statutory declaration:

"**Digital Services Solution**" means goods and/or services sought to be provided by the Supplier to the Library as specified in the RFT;

"**Library**" means the National Library of Australia;

"**Tenderer**" means [details of tendering corporation as appropriate]; and

"**Tender Price**" means the total fees indicated by a Tenderer as being the lowest amounts for which that Tenderer is prepared to undertake the Services.

Preamble

3. I hold the position of [*managing director or other title*] of the Tenderer and am duly authorised by the Tenderer to make this declaration on its behalf.
4. I make this declaration on behalf of the Tenderer and on behalf of myself.
5. I declare as follows:

Collusive Tenderers'

6. Neither the Tenderer nor any of its employees, agents or contractors had knowledge of the technical proposal or the Tender Price for a Digital Services Solution of any other Tenderer prior to being provided with access to the Information Paper for the Digital Services Project.
7. Neither the Tenderer nor any of its employees, agents or contractors disclosed the technical proposal or the Tender Price for the Digital Services Solution submitted by the Tenderer to any other Tenderer who submitted a Tender for a Digital Services Solution prior to the RFT Closing Time specified in **Section 2.2.2** of the RFT.

Cover Bidding

8. Neither the Tenderer nor any of its employees, agents or contractors provided information to any other Tenderer, person or organisation, to assist another Tenderer for a Digital Services Solution to prepare a Tender known in the building and construction industry as a "cover bid", whereby the Tenderer was of the opinion or belief that another Tenderer did not intend to genuinely compete for the contract.
9. The Tenderer is genuinely competing for the contract and its Tender is not a "cover bid".

Unsuccessful Tenderers' Fees

- 10. Prior to the Tenderer submitting its Tender for the Digital Services Solution neither the Tenderer nor any of its employees, agents or contractors entered into any contract, agreement, arrangement or understanding that the successful Tenderer for the Digital Services Solution would pay any money, or would provide any other benefit or other financial advantage, to or for the benefit of any other Tenderer who unsuccessfully responded to the RFT.

And I make this solemn declaration by virtue of the *Statutory Declarations Act 1959*, and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in these declaration to be true in every particular.

[Signature of person making declaration]

Declared at [] the []
day of [] 19[]
Before me,

[Signature of person before whom the declaration is made]

[Title of person before whom the declaration is made]

E GENERAL CONDITIONS OF CONTRACT

(Note: Conditions of contract have not been included in this Information Paper. These will be drafted when the Library has finalised its requirements on the basis of comments provided on the draft Request for Tender. The conditions of contract will include the following features:

- a) Full contractual (including prime contractor) responsibility for the Digital Services Solution chosen, including the supply of products, (equipment and software) and services.
- b) Clearly defined functional requirements including Year 2000 compliance.
- c) Clearly defined service levels.
- d) Provision for ongoing support/facilities management or outsourced service provision, depending on the Digital Services Solution chosen.
- e) Mechanisms for measuring performance of the Supplier against service levels, including reporting and availability and response time requirements.
- f) Provision for technology refreshment and the incorporation of technology improvements.
- g) Inclusion of plans including for project management, implementation, risk management and transition-out.
- h) Appropriate contract protections including insurance and indemnity arrangements.
- i) Intellectual Property provisions that at a minimum give the Library a broad licence, including a right of sublicense to its contractors and users, of Intellectual Property included in the Digital Services Solution.
- j) Provision for project and risk management plans.
- k) Provision for implementation of the Digital Services Solution and for Supplier-contract transition arrangements.)

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F DESCRIPTION OF CURRENT SYSTEMS

The Library operates a distributed computing environment based on a mixture of hardware and software on a standards-based network. The communications infrastructure is based on a routed TCP/IP network running over 10baseT and 100 baseT Ethernet within the building with multiple Internet connections via a firewall. Major library and business systems are based on the Unix and Windows/NT operating systems and run on a variety of hardware platforms, including IBM RS/6000, Sun UltraSparc, Digital Alpha and Intel, with IBM and Wintel being the major platforms. A StorageTek tape system provides corporate backup across all these systems. The desktop is based on the Windows 95 operating system. The minimum desktop configuration is a Pentium 200 with 32 megabytes of memory, 2 gigabytes of disk and a 10 megabit Ethernet connection.

The Library's new Kinetica service will be operated under a services contract with IBM GSA and does not form part of the environment described above. Kinetica will be based on the AMICUS product running on IBM servers. Amicus will deliver bibliographic utility and union catalogue services. A separate Web search service will be provided via an HTTP/Z39.50 gateway using the LibriVision software package.

Also forming part of the Kinetica service but owned and operated by the Library are:

- a) An Interlibrary loan utility service that will be based on Fretwell-Downing's OLIB VDX product running on a Sun server.
- b) The National CJK Service based on Innopac library system software running on an Alpha server.

The Library's integrated library management system is Dynix running on an IBM RS/6000. The Library is currently installing the Dynix Java WebPac as its major OPAC service for both internal and external users.

The NLA Information Server provides Web access to a variety of information services developed by the Library. These services include the Library's static HTML pages together with a range of Web-based information systems such as the Australian Libraries Gateway, PANDORA, Images 1 and RAAM. The information server is based on an IBM RS/6000 platform running the Apache Web server, a variety of Oracle databases and a range of PERL and Java (servlet) applications. A number of packages are also installed to provide indexing, statistical and other administrative functions.

The Library operates a number of corporate systems, the major ones being a financial system using Finance-1, a records management system using TRIM and e-mail using Exchange.

A number of in-house systems have been developed using Microsoft Access, including the Images 1 management system.

The APAIS and AMI data maintenance services are managed using DB Textworks operating in the Windows environment.

The Library's audio recordings are managed using professional audio workstations supplied by Sonic Systems linked through a proprietary high-speed network.

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G GLOSSARY

ABN	Australian Bibliographic Network
AES	Audio Engineering Society
AES/EBU-format	AES-1985 (ANSI S4.40-1985). A serial transmission format for linearly represented digital audio data
AGLS	Australian Government Locator Service
Agrigate	An Australian subject gateway for agricultural resources
AIFF	Audio Interchange File Format. A format developed by Apple Computer for storing audio information.
AIX	Advanced Interactive eXecutive. IBM's Unix based operating system
AMI	Australian Medical Index
AMICUS	The product to be used by the Library to deliver the Kinetica National Bibliographic Utility and National Union Catalogue services
APAIS	Australian Public Affairs Information Service
API	Application Program Interface. A set of procedures or routines which have been provided to enable applications to communicate with another application or with proprietary software
Applet	In a Web application, a utility or other simple program that can be downloaded to the user's workstation to deliver additional functionality
Arbitrary binary object	Digital information in any file format and with any form of data encoding
Archiving	(1) Offline long term storage of data in machine readable format (2) The assumption of responsibility for preserving documentary resources for future access
Archiving partner	In this Request for Tender, an agency taking formal responsibility for the preservation for future access of Australian electronic publications.
ARIEL	A document transmission system produced by the Research Libraries Group (RLG)
ASCII	American Standard Code for Information Interchange (ISO 646)
AU	A sound file format used on UNIX computers
Ausinfo	The Australian government agency responsible for disseminating government information and setting Commonwealth electronic and print publishing standards.
Australian Cooperative Digitisation Project	A cooperative project with the University of Sydney, the State Library of New South Wales and the National Library of Australia to develop a digital service providing access to 19 th century Australian books and periodicals
Australian Government Internet Gateway	An Ausinfo service that provides access to the publicly-available content of Australian Government information servers
Australian Internet domain	That part of the global Internet domain with Australian content or intellectual input including, but not limited to, sites with domain names containing the .au suffix
Australian Libraries Gateway	A service operated by the Library that provides access to information about Australian libraries, their collections, services and activities

Australian National Archives	A lead agency in the management of Australian government information that shares responsibility with the National Library of Australia for ensuring preservation of and access to Australian government information
Authentication	A process confirming that a user, service provider or documentary resource is <i>bone fide</i>
AVI	Audio Video Interleaved. A Microsoft multimedia file format, similar to MPEG and QuickTime but with audio and video elements interleaved in the file
Bibliographic data	Data describing documentary resources
Broadcast Search	The capability to search two or more target servers with a single search transaction
Browse paradigm	A process enabling a user to navigate hierarchically through a series of HyperText links as part of the Resource Discovery process. The process may be aided by a range of different options for viewing the HyperText links and/ or by mechanisms to access the list at a specified point in the hierarchy
Browser	A client program that allows users to read HyperText documents on the World Wide Web, and navigate between them
Caption	The title of individual items in a set of pictorial materials treated as a collection for bibliographic or curatorial purposes
Cataloguing data	Data following generally accepted rules (such as AACR) for describing and facilitating access to documents in the collection of a library or group of libraries
CCCII	Coding system for CJK character sets
CCITT	Consultative Committee for International Telephony and Telegraphy
CD-R	Compact Disk – Recordable
CD-ROM	Compact Disk - Read Only Memory
Checksum.	A value that accompanies data transferred from one place to another and helps to ensure that the data was transferred correctly
CIMI	Consortium for the Computer Interchange of Museum Information
CJK	Chinese, Japanese, Korean
Collecting agency	A library, gallery, museum or archive with collections of books, serials, manuscripts, maps, still and moving pictures, audio recordings, etc that form part of the Australian documentary record.
Collection-level access	A service providing access to documentary resources through descriptions of the collection or sub-collection in which the resource is held rather than the item itself
Compression	The encoding of data so it takes up less storage space
Concurrent Users	Users who are connected or who have a session open on the system at the same time
Controlled term	Authorised form of a term, heading or name, usually listed in a thesaurus
Conversion	The process of changing a file from one format to another
Copyright collecting agency	An agency that take responsibility for recording license agreements and conditions of access on behalf of creators and publishers and act as a collecting agency for royalty payments
CORBA	Object Management Group's Common Object Request Broker Architecture
CPU	Central Processing Unit
CSS	Cascading Style Sheet. A specification for Web-based style sheets endorsed by the W3C
DAT	Digital AudioTape
Database	A collection of interrelated data stored together
DAW.	Digital Audio Workstation
DB Textworks	The product used by the Library to produce the APAIS database

Decompression	The process of decoding compressed data
Decryption	The process of decoding encrypted data
Digital archive	A system ensuring the preservation for future access of electronic documentary resources
Digital copy	A copy of an object that has been created using digital technologies
Digital master	A digital copy in a format suitable for archiving
Digital object	Data stored as computer files and requiring applications software for viewing, listening etc
Digital publication	<i>See</i> Electronic Publication
Digital reformatting	The process of making a digital copy of an object for preservation and/ or access purposes
Digital services	Services exploiting digital technologies to provide access to traditional documentary resources and to ensure the long-term preservation of, and access to, documents available only in digital form
Digital signature	Extra data such as a Checksum that is encrypted with the sender's private key and appended to a message. The recipient decrypts the data with the sender's public key, recalculates the value from the received message and compares the two values to ensure the data has not been corrupted and that it came from the given sender.
Digital surrogate	<i>See</i> Digital copy
Digitisation	The process of creating a digital copy of a physical object
Distributed national collection	Publications and other documentary resources held in the collections of Australian Libraries
Distributed national collection of Australian electronic publications	Australian electronic publications registered in the National Bibliographic Database for which the National Library or an archiving partner has taken responsibility to ensure its preservation for future access.
DOCITA	Department of Communications, Information Technology and the Arts. The Australian government department with current responsibility for the National Library of Australia.
Documentary resource	Information packaged in any form
Document-like object	<i>See</i> Documentary resource
DocuWeb	A text format used by Xerox
DOI	Document Object Identifier. An identification system for intellectual property in the digital environment developed by the International DOI Foundation on behalf of the publishing industry
DOSDS	Digital Object Storage and Delivery System
DSP	Digital Services Project. The name given by the Library to activities related to its requirement for the provision of digital services
DTD	Document Type Definition
Dublin Core	A 15-element metadata set intended to facilitate discovery of electronic resources
DVD-ROM	A family of optical discs that have significantly more storage capacity than a CD-ROM and can provide digital video
Dynix	Proprietary integrated library management system used by the Library
EACC	RLIN East Asian Character Code Set
EAD	Encoded Archival Description. An SGML DTD developed especially for describing archival and manuscript collections
Electronic publication	A publication disseminated in electronic or machine-readable form
Email	Electronic mail. Software facility for the management of a messaging network across two or more terminals

Emulation	The process of setting up a system to perform in the same way as another system of a different type in order to run its programs
Encryption	The encoding of data so it is unreadable except by authorized users
End user	Anyone anywhere in Australia or overseas with an interest in access to information about Australia and Australians.
Ethernet	A LAN standard using baseband transmission mode at 10 megabits per second, coaxial cable, bus topology and CSMA/CD protocol
Extended Latin alphabet	Latin alphabet extended to cover various languages. See ISO 8859
Finding aid	Data describing the content of a set of documentary resources managed as a collection for bibliographic or curatorial purposes
FMIS	Financial Management Information System
FOI	Freedom of Information
Fractal compression	A method of compressing image files using mapping and mathematical equations
Fretwell-Downing	The Supplier of the OLIB VDX Interlibrary Loans Facility
ftp	File Transfer Protocol. A file transfer application interface protocol in the TCP/IP environment
Full-text searching	The capability to retrieve a documentary resource containing machine-readable text through a match on keywords or phrases anywhere in the text
fuzzy matching	The capability to retrieve a documentary resource through a near match on search terms through the use of mechanisms such as stemming, spell checking, "sounds like", etc
GIF	Graphics Interchange Format
GRS-1	Generic Record Structure-1. A data schema framework defined in the Z39.50 standard that allows metadata to be encoded for transfer between systems in a way that enables the target system to interpret the syntax of the data
Helper software.	<i>See</i> Plug-in
Holdings data	Descriptive information detailing the location of documents within collections, down to the volume level
HTML	HyperText Markup Language
HTTP	HyperText Transport Protocol
HTTP/ Z39.50 gateway	Software enabling the content of databases that conform to the Z39.50 information retrieval protocol to be searched via a web browser using the HyperText Transfer Protocol (HTTP)
HyperText link	In an HTML document, HTTP-encoded text that enables a user to navigate to a related document
IBM Australia	One of the Suppliers of the network services to be implemented by the Library in March 1999 under the marketing name Kinetica
IBM Global Services Australia	One of the Suppliers of the network services to be implemented by the Library in March 1999 under the marketing name Kinetica
IETF	Internet Engineering Task Force
ILL	Interlibrary Loan. Formally established system for borrowing and lending and supply of photocopies between libraries
ILMS	Integrated Library Management System
ILRS Directory	Interlibrary Resource Sharing Directory
Image Search	The working title given to a new service under development to provide integrated access to Australian pictorial collections
IMAGES 1	A service providing access to digital copies of items in the Library's pictorial collection
Imprimatur	A project funded by the European Commission to develop an industry-wide framework for rights management in a distributed environment

INDECS	Interoperability of Data in E-Commerce Systems. A European Commission funded project with participants from the trade associations of most major rights sectors
Index point	Data defining points in an audio or video file that have been indexed for access
Indexing data	Data describing the contents of documents eg articles within journals. Also called Citation data.
Informit Online	An information service provided by Informit Publishing that enables access through a Web interface to a range of Australian databases
INNOPAC	Online Public Access Catalogue for the Innovative Interfaces Inc. ILMs
Integrated workstation	In this Request for Tender, workstations installed in the Library's reading rooms that provide integrated access to the Library's electronic information services
Interlibrary Resource Sharing Directory	A service provided by the Library that documents the interlibrary lending policies of Australian libraries
Internet	The network of interconnected networks worldwide, using the TCP/IP protocols
ISBN	International Standard Book Number
ISO	International Standards Organisation
ISO 10160/10161	An OSI application layer standard for Interlibrary Loan messaging
ISO 10646	ISO standard for worldwide character encoding, incorporating Unicode
ISO 11179	ISO standard for specification and standardization of data elements
ISO 2146	ISO standard for describing libraries and other information services
ISO 2709	ISO standard for the exchange of machine-readable cataloguing data (MARC)
ISO 646	ISO standard for a 7 bit coded character set for information exchange (ASCII)
ISO 646 (ASCII).	<i>See</i> ASCII
ISO 8459	ISO standard for library system data elements
ISO 8859	ISO standard for 8-bit single-byte coded graphic character sets for information processing
ISO 8879	ISO standard for a Standard Generalised Markup Language (SGML)
ISO 9660	ISO standard for CD-ROM encoding
ISO 9945-3	ISO standard for system administration
ISO C	The ANSI/ISO standard for the C programming language and an accompanying standard C Library
ISO/FDIS 23950	ISO version of Z39.50
ISSN	International Standard Serial Number
JAVA	A programming language which allows for secure execution of code across a network. Allows users to download and run programs within a Web browser
JPEG	Joint Photographic Experts Group (an ISO/IEC working group), which specified the standard for the compression of images with many grey levels or colours
Kinetica	Marketing name for the network services to be implemented by the Library in March 1999
LAN	Local Area Network
LDAP	Lightweight Directory Access Protocol
Legal deposit	Under the Copyright Act, 1968 and various State legislation, a copy of any work published in Australia must be deposited with the National Library of Australia and the appropriate State Library
Library	National Library of Australia
Library material	Publications and other documentary resources that fall within the collection development policy of a given library.

LibriVision	The HTTP/ Z39.50 gateway product to be used by the Library to deliver the Kinetica Web Search service
Location data	Data describing the copy or copies of a document held in a particular collection
MARC	A format for the interchange on magnetic tape of catalogue records which covers books and alternative media such as motion pictures and videos. This standard has variations, such as AUSMARC and USMARC
MASS	Multilingual Application Support Service (used as CJK character software)
Mbps	Megabytes per second
Medianet®	The communications network currently used by the Library to manage its audio recordings
META tag	Tag used to specify information about a document in HTML
MetaChem	An Australian subject gateway for chemistry resources
Metadata	A term applied by the Dublin Core community to data describing online electronic resources for resource discovery purposes. In this Request for Tender, used to distinguish structured data identifying characteristics of an object from the object itself when stored in electronic form
Metadata repository	A database containing metadata
MetaWeb Project	A collaborative project with the National Library of Australia, the Distributed Systems Technology Centre, the Australian Defence Force Academy and Charles Sturt University to develop tools for creating and accessing metadata describing documentary resources on the Web
Middleware tier	The middle tier in a three tier architecture which mediates between the other two tiers
MIME	Multitype Internet Mail Extension
MODELS	MOVing to Distributed Environments for Library Services. A UKOLN initiative supported by the Electronic Libraries Programme and the British Library. One of the MODELS activities has been development of a Z39.50 Interoperability Profile for Library catalogues
MPEG	Moving Pictures Experts Group. An ISO/ITU standard for compressing video using a lossy compression method
MS-Word	A proprietary text file format used by Microsoft
Multimedia publication	A publication that combines text, image and/ or sound
Multi-page image	A digital copy of a book-like object created by optically scanning each page
multi-page TIFF	A version of TIFF that stores multiple scanned document images in a single file
National Bibliographic Utility	Facility providing shared cataloguing, location and collection support facilities to Australian libraries
Natural language searching	A capability enabling users to input queries in the form of spoken questions or phrases and get a meaningful search result
Navigation	The process of exploiting HyperText or other links to discover related information
NBD	National Bibliographic Database
NCJKS	National Chinese Japanese Korean Service
NLA	National Library of Australia
NLA Catalogue	A database providing a first point of entry to the contents of the Library's collection
NLA Information Server	The WWW Server at the National Library of Australia
NUC	National Union Catalogue. The subset of the NBD that consists of bibliographic records that have holdings attached.

Object oriented technology	A method of modelling and/ or building applications that focuses on objects and their data and processing requirements
OCR	Optical Character Recognition. The machine recognition and conversion to ASCII text of printed characters in a scanned image
OLIB VDX Interlibrary Loans Facility	The product to be used by the Library to deliver the Kinetica National Inter Library Lending Utility (NILLU) service. The same product is also being installed to meet the Library's own interlibrary lending needs
OMS	Object Management System
Online electronic publication	An electronic publication disseminated to its target audience over a computer network such as the Internet
Online payment facility	Software enabling complete and secure order fulfilment over the Internet through payment schemes such as credit cards, digital coins or digital money accounts
Onsite user	A user accessing the Library's digital services from within the Library building, using the Library's LAN
OPAC	Online Public Access Catalogue
Ozline	Australian online information service run until recently by the National Library of Australia. The Ozline databases are now accessible via Informit Online
PANDORA	Preserving and Accessing Networked Documentary Resources of Australia. A project set up by the Library in the second half of 1996 to develop strategies for the preservation of Australian online electronic publications
PDA	Personal Digital Assistant
PDF	Page Description Format
Photo-CD	See Pro Photo CD
Physical format digital publication	An electronic publication disseminated to its target audience through a physical medium such as CD, floppy disk, DAT, etc.
Physical format publication	A publication disseminated to its target audience through a physical medium such as paper, microform, CD, etc.
PICMAN thesaurus	
Pin Yin	A Chinese Romanisation standard
Plug-in	Software needing to be downloaded to a user's workstation in order to access a given digital object
PNG	Portable Network Graphics
Postscript	Software facilitating the formatting of documents for printing
Precision	In the information service industry, the extent to which all items in a result set contain information relevant to the query
Pro Photo CD	A process or standard for the storage of images (captured on film and digitised by a film scanner) on compact disk developed by Kodak
Propagate	An Australian-based project which aims to develop a generally applicable conceptual model for the trading of intellectual property through the World Wide Web
Public/ private key	A cryptographic method that uses a two-part key that is made up of public and private components. To encrypt messages, the published public keys of the recipients are used. To decrypt the messages, the recipients use their unpublished private keys known only to them
Publication	Information packaged in any form for dissemination to a target audience.
PURL	Persistent Uniform Resource Locator
QuickTime	Multimedia architecture used by software tool vendors and content creators to create and deliver synchronised graphics, sound, video, text and music.
RAAM	Register of Australian Archives and Manuscripts
RAM	Random Access Memory

RDF	Resource Description Framework. A specification currently under development by the World Wide Web Consortium (W3C) that uses XML (the eXtensible Mark-up Language) to provide a standard for the exchange of structured data. Data schemas are uniquely identified through the XML 'namespace' concept, enabling applications supporting RDF to interpret the semantics of new data as they encounter it
Reading room user	A user accessing the Library's digital services through an integrated workstation in one of the Library's reading rooms
Real Audio	A technology using streaming technologies to allow live and on demand audio to be delivered and played in real time over the Internet
Realmedia	A technology using streaming technologies produced by RealNetworks, Inc. that handles any type of media, including audio, video, MIDI, text, animation and presentations
RealVideo	A technology using streaming technologies to allow live and on demand video to be delivered and played in real time over the Internet
Remote user	A user accessing the Library's digital services using an external network link
RLIN	Research Libraries and Information Network (US bibliographic network)
RMIT Publishing	The Australian company that operates the Informit Online service
Robot protocols	Information stored in an ASCII text file on a server specifying conditions for access by external indexing robots
RTSP	Real Time Streaming Protocol
Scanned image	A graphics image produced using a device that reads a printed page or physical image and converts it into a bitmapped pattern of dots
SDI	Selective Dissemination of Information. A service providing regular updates to a search. Also called 'current awareness'.
Search paradigm	A process enabling a user to search indexes generated from machine-readable text or structured data as part of the Resource Discovery process.
Serially-issued publication	A publication such as a newspaper, magazine or annual report that is issued on a serial basis
SGML	Standard General Markup Language (ISO 8879)
SGML	Standardised Generalised Markup Language
SICI	Serial Item and Contribution Identifier, defined in ANSI/NISO standard Z39.56
Single-page image	A scanned image produced from a single printed page or physical image
SMTP	Simple Mail Transport Protocol
Sonic Solutions	System currently used to manage the Library's audio recordings
Streaming technology	One-way transmission of video or audio data over a network in small packets that in which both the client and server cooperate for uninterrupted delivery
Structured data	Data organised into specific data elements according to a machine-readable data schema
Style sheet	A master page layout used in document creation systems such as word processing, desktop publishing and the Web
Supply 1	A service of the National Library of Australia which locates and obtains copies of documents from libraries and commercial document suppliers world wide
System management	A suite of software facilities to manage the operation and workflow environment involving availability management, performance management and security management
Target sServer	Server that accepts and processes a search initiated by a client
TCP/IP	Transmission Control Protocol / Internet Protocol
Telnet	Teletype over Network. A virtual terminal protocol application used over a TCP/IP network

Telstra	Australian telecommunications company
Tender	Any Tender lodged by a Tenderer on the basis of this Request for Tender
Tenderer	Any person considering or making an offer to provide a Digital Services Solution in a Tender to this Request for Tender
The American Memory	An SGML DTD developed by the Library of Congress for historical documents
Thesaurus	A controlled and dynamic vocabulary of semantically and generically related terms which covers a specific domain of knowledge. Relationships may be synonymous or hierarchical
Thesaurus term	<i>See</i> Authority data
Thumbnail	A miniature representation of a page or image
TIFF	Tagged Image File Format. A bitmapped graphics file format developed by Aldus and Microsoft
TPC	Transaction processing Performance Council
UKOLN	UK Office for Library and Information Networking
Unicode	16 bit international character set developed by Unicode Inc
Union Catalogue profile	A Z39.50 implementation profile developed to support update of multiple servers through a single transaction in a union catalogue environment
UNIX	A multiuser, multitasking operating system written in C from AT&T that runs on a variety of computer systems from micro to mainframe
Update	(1) Any change to data in a file or database (2) New issues of a serially-issued publication
URL	Uniform Resource Locator (World Wide Web)
URN	Uniform Resource Name. A persistent identifier for electronic resources.
User	An End User at a workstation. The capacity of a server may be described in terms of "Users", which shall mean the number of concurrent users connected to a server, or being served concurrently by it
USMARC	United States MARC, the first version of MARC, developed by the Library of Congress and still a primary international exchange format for cataloguing data
UTP	Unshielded Twisted Pair cabling
Version	A particular manifestation of a digital object or documentary resource.
Virtual union catalogue	A service providing access to information about the holdings of a group of libraries by broadcasting a search to
VRML	Virtual Reality Modeling Language
W3C	World Wide Web Consortium
Wade-Giles	A Chinese Romanisation standard
WAI	Web Accessibility Initiative
WAN	Wide Area Network
watermark	A pattern of bits embedded into a file to identify the source of the file
Wav	The native digital audio format used in Windows
WebZip	A PC-based product enabling the capture of electronic resources from the Web
Whois++	An indexing protocol which collects and collates indexing information from distributed servers for access via specialised index servers
Whole-item access	A service providing access to documentary resources through descriptions of the whole item.
WLN	Western Library Network. Supplier of software for current ABN system
Workstation	A personal computer from which an End User communicates with a file server or a central computer

WWW	World Wide Web
X.500	CCITT standard for directory services (ISO 9594)
XML	EXtended Markup Language
XSL	XML Style Language
Xvision	A server for Microsoft Windows PCs that lets users display and run X Windows and text-based UNIX programs simultaneously with PC applications.
Z39.50	ANSI/NISO standard for information retrieval service definition and protocol specification. It allows an application on one host to query and retrieve data from databases on another host
Z39.50/ Whois++ gateway.	Software enabling the content of databases that conform to the Whois++ protocol to be searched using Z39.50
Z39.50/ X.500 gateway	Software enabling the content of databases that conform to the X.500 protocol to be searched using Z39.50
Z39.64	ANSI standard, also known as EACC, East Asian Character Code Set
ZedWeb Project	A collaborative project with the National Library of Australia, the Distributed Systems Technology Centre and the University of Queensland Library to develop a service linking Australian catalogues using Z39.50
Zip Disk	A 3.5" removable cartridge used with the Iomega Zip drive. Zip disks can store 25MB or 100MB, and are used to back up data or transfer data from one computer to another

H FURTHER INFORMATION

H.1.1 National Library of Australia

Information about the National Library of Australia's collections and services may be found at <http://www.nla.gov.au>. Documents of particular relevance to this project include:

- a) Developing National Collections of Electronic Publications: Issues to be considered and recommendations for future collaborative actions. August 1998. (http://www.nla.gov.au/staffpaper/int_issu.HTML)
- b) Management and Preservation of Physical Format Digital Publications: a National Library Position Paper on the Role of Australian Legal Deposit Libraries. February 1998. (<http://www.nla.gov.au/policy/physform.html>)
- c) MetaWeb Project. (<http://www.dstc.edu.au/RDU/MetaWeb>)
- d) National Library Standards Activities (<http://www.nla.gov.au/services/standards.html>)
- e) National Strategy for Provision of Access to Australian Electronic Publications. September 1996. (<http://www.nla.gov.au/policy/paep.html>)
- f) PANDORA Project. (<http://www.nla.gov.au/pandora>)
- g) ZedWeb Project. (<http://www.dstc.edu.au/RDU/ZedWeb>)

H.1.2 Related initiatives

References to these projects are included below, for information only. This is a selective list only. There is a large amount of work in progress both in Australia and overseas. More information may be found through the Library's PADI (Preserving and Accessing Digital Information) site (<http://www.nla.gov.au/padi>).

- a) American Memory (<http://memory.loc.gov/ammem>)
The American Memory pilot was the precursor to the United State's National Digital Library Program. The pilot, which ran from 1990 to 1995, "identified the audiences for digital collections, established technical procedures, wrestled with intellectual property issues, demonstrated options for distribution and began institutionalizing a digital effort at the Library of Congress".
- b) ARCHES (<http://www.rlg.org/strat/projarch.html>)
ARCHES - Archival Test Bed and Server – is a two-year project begun by the Research Libraries Group (RLG) in the United States in 1996. It involves both an online repository for digital resources of all types and the software environment that makes the repository internationally accessible.
- c) Advanced Search Facility (ASF) (<http://asf.gils.net/index.html>)

ASF is a project funded by the United States Information Technology Innovation Program to deliver a scalable, distributed search and retrieval capability as a complement to the Global Information Locator Service (GILS). The tools have been developed based on an architecture that isolates the various components, so that their interfaces are well defined, and so that they can be replaced by third-party components written to use the same interface.

- d) Australian Digital Theses Project
(<http://www.library.unsw.edu.au/thesis/thesis.html>)
The aim of the project is to establish a distributed database of digital versions of theses produced by the postgraduate research students at the participating institutions. The theses will be available via the web. Participants are the University of New South Wales (lead institution), University of Melbourne, University of Queensland, University of Sydney, Australian National University, Curtin University of Technology and Griffith University
- e) Australian Government Locator Service
(<http://www.naa.gov.au/govserv/agls>)
The AGLS metadata standard was developed in late 1997/ early 1998 to improve the visibility and accessibility of the services and information of Australian government departments and agencies over the Internet. It is a set of 17 descriptive elements based on the Dublin Core metadata standard.
- f) Canadian Initiative on Digital Libraries (CIDL)
(<http://www.nlc-bnc.ca/cidl>)
CIDL's mission is to "promote, coordinate and facilitate the development of Canadian digital collections and services in order to optimise interoperability and long term access to Canadian digital library resources."
- g) CEDARS Project (<http://www.curl.ac.uk/cedars/info.shtml>).
The CEDARS (CURL Exemplars in Digital Archives) project is a digital preservation project funded in Phase 3 of the Electronic Libraries Programme (eLib) in the U.K. Begun in April 1998, CEDARS is a three-year project and aims to address the strategic, methodological, and practical issues of digital preservation. The project also aims to provide guidance to libraries in best practice for digital preservation. The universities of Leeds, Oxford and Cambridge are participating in the project on behalf of the Consortium of University and Research Libraries (CURL), an organisation comprising twenty university libraries and three national libraries.
- h) CIMI (<http://www.cimi.org>)
CIMI (the Consortium for the Computer Interchange of Museum Information) is a group of institutions and organisations with international membership committed to bringing museum information to the largest possible audience through an open standards-based approach to the management and delivery of digital museum information. CIMI has developed a Z39.50 Application Profile for Cultural Heritage Information. The CIMI profile is a companion profile to the Z39.50 Profile for Access to Digital Collections developed by the Library of Congress.
- i) Digital Library Federation (<http://lcweb.loc.gov/loc/ndlf/>)

The agenda of the Digital Library Federation, constituted by fifteen leading research libraries in the U.S. as a charter organisation in August 1996, comprises the discovery and retrieval of digital information, intellectual property rights and the archiving of digital information. A key aim of the Federation is to advance the goal of creating a national digital library by fostering and facilitating a commitment to digital archiving among participants.

- j) Dublin Core Metadata (http://purl.oclc.org/metadata/dublin_core)
The Dublin Core is a 15-element metadata element set intended to facilitate discovery of electronic resources. Originally conceived for author-generated description of Web resources, it has also attracted the attention of formal resource description communities such as museums and libraries.
- k) EAD (Encoded Archival Description) (<http://lcweb.loc.gov/ead>)
This was a project initiated by the University of California, Berkeley, Library in 1993. The goal was to “investigate the desirability and feasibility of developing a non-proprietary encoding standard for machine-readable finding aids such as inventories, registers, indices, and other documents created by archives, libraries, museums, and manuscript repositories to support the use of their holdings.” A stable XML-compliant version of the DTD (Version 1.0) was released in August 1998.
- l) ISO Archiving Standards (<http://ssdoo.gsfc.nasa.gov/nost/isoas/>)
The Consultative Committee for Space Data Systems Panel 2 is coordinating the development of archiving standards for space and related data on behalf of the International Standards Organisation (ISO). Outcomes so far are summarised in: the Reference Model for an Open Archival Information System (OAIS) (CCSDS 650.0-W-1 White Book, Version 4, 18 September 1998).
- m) Kulturarw Project (<http://kulturarw3.kb.se>)
This is a project of the Royal Library of Sweden begun in September 1996. It aims to test methods of collecting, preserving and providing access to Swedish electronic documents which are accessible online. They have decided on a different model to the selective approach of the National Library of Australia and aim to capture the whole of the Swedish web.
- n) NEDLIB (<http://konbib.nl/nedlib>)
NEDLIB - Networked European Deposit Library - is a three-year project, which began in early 1998. The Royal Library of the Netherlands coordinates the consortium of nine European national libraries, a National Archive and three major publishers. NEDLIB is an outcome of the ELDEP recommendations (<http://www2.echo.lu/libraries/en/depo-rpt.html>) and results of related European Commission projects. The main goal is “to find ways to ensure that electronic publications and documents of the present can be used now and in the future.”
- o) Nordic Metadata Project (<http://linnea.helsinki.fi/meta>)
The Nordic Metadata Project (is one of the earliest projects to deploy the Dublin Core metadata standard for the description of electronic resources. The project includes facilities for generating and resolving Uniform Resource Names (URNs) with each participating country managing its own URN name space.
- p) Nordic Web Index Project (<http://nwi.ub2.lu.se/?lang=en>)
The Nordic Web Index (NWI) Project is a collaborative effort to index Internet resources in the Nordic Internet domain.
- q) Pride Project (<http://www.viscount.org.uk/pride/overview.html>)

PRIDE is a project funded by the European Commission with the aim of developing an infrastructure for directory services to support the identification and delivery of information over the Internet. Australia's Macquarie University is a project partner.

- r) Project Eva (<http://linnea.helsinki.fi/eva/english.html>)
The National Library of Finland/ Helsinki University Library coordinates this project, which has similar aims to the Kulturarw Project. The National Library of Finland is also a member of the NEDLIB consortia.
- s) Propagate Project (<http://www.propagate.net>)
Propagate is an Australian-based project which aims to develop a generally applicable conceptual model for the trading of intellectual property through the World Wide Web. The Propagate model is based on the business model developed by the Imprimatur Project (<http://www.imprimatur.alcs.co.uk/>).
- t) RDF (<http://www.w3.org/RDF/Overview.html>)
RDF (Resource Description Framework) is a specification currently under development by the World Wide Web Consortium (W3C) that uses XML (the eXtensible Mark-up Language) to provide a standard for the exchange of structured data. Data schemas are uniquely identified through the XML 'namespace' concept, enabling applications supporting RDF to interpret the semantics of new data as they encounter it.
- u) URN (<http://www.ietf.org/html.charters/urn-charter.html>)
Uniform Resource Names (URNs) are persistent identifiers for electronic resources. The Internet Engineering Task Force (IETF) has set up a URN working group to specify a framework for URNs and to set up at least one resolution registry system and one namespace.

H.1.3 Papers and Reports

- a) A Strategic Policy Framework for Creating and Preserving Digital Collections: A Report to the Digital Archiving Working Group by Neil Beagrie and Daniel Greenstein.
(<http://adhs.ac.uk/manage/framework.htm>)
- a) Arts and Humanities Data Service (AHDS). Creating a Viable Scholarly Resource.
(<http://ahds.ac.uk/deposit/viable.html>)
- b) Preserving Digital Information. Final Report of the Task Force on Archiving of Digital Information commissioned by the Commission on Preservation and Access and the Research Libraries Group. May 1996. (<http://www.rlg.org/ArchTF/>)
- c) Studies in Digital Preservation. Seven studies funded by the Joint Information Systems Council (JISC) and published as British Library Research and Innovation Centre (BLRIC) on-demand reports.
(<http://www.ukoln.ac.uk/services/elib/papers/supporting/#blric>)
- d) Uniform Resource Names (URNs) Next Generation Internet Identifiers, April 1998. CNI Spring 1998 Taskforce Meeting Handout. Leslie L. Daigle, Bunyip Information Systems Inc.
(<http://www.cni.org/tfms/1998a.spring/handout/LDaigle98Stf.html>)