2. Database Questionnaire

Please return a separate questionnaire for each distinct database

(2.1) ***Laboratory name:*** _____

(2.2) ***Name of department (if different from above):*** _____

The database:

(2.3) Short title/acronym: _____

(2.4) Descriptive title: _____

(2.5) Name of database manager: _____

(2.6) ***Please characterise the collected or observed units managed by the database system***
The following table attempts to categorise units according to 3 criteria, because conventional terms (herbarium, culture collections, floristic mapping survey, etc.) are often rather imprecise. The examples provide a guideline but please feel free to add appropriate categories. If you wish, you can also add a plain text description of the unit categories your database is used for.

Organism group	**Constraints**	**Preservation state or cultivation type**
e.g.: *micro-organism* *coleoptera* *fossils* *plankton* *plants* *fungi*	*e.g.:* *plant pathogens* *western Europe* *Willdenow collection* *greenhouse* *marine habitat* *endangered species*	*e.g.:* *conserved (in alcohol)* *conserved (dried and pressed)* *dormant (deep frozen)* *living (garden cultivation)* *living (field observation only)* *fossil (field observation only)*

Description in plain text: _____

_____

_____

Data acquisition:

(2.7) Total number of existing collection or observation units to be entered: _____

(2.8) Number of units already entered: _____

(2.9) Number of additional, not yet existing, units expected to be entered annually: _____

(2.10) Are standard data catalogues used for input and/or input checking (e.g. floristic lists, gazetteers, standard abbreviations, bibliographies)?

No
Yes: _____

(2.11) Is there a formal procedure to ensure the scientific quality of the data entered?

Yes
Not applicable (e.g. because individual scientist's database)
No

(2.12) Do you use a metadata standard (e.g. Dublin Core, Federal Geographic Data Committee)?

Don't know
No
Yes: _____

***Database application (software)*:**

(2.13) Name of the database application used: _____

(2.14) Is the database application developed in-house?

Yes

Yes, in co-operation with: _____

No, developed by: _____

(if not developed in-house, continue with question 2.19)

(2.15) Software tools used in database application development: _____

_____

(2.16) Current status of database development:

€ Under development and not yet in use (planned deployment date: _____)

€ In use since _____ (year), but no further development

€ Installed and in use since _____ (year), undergoing further development

(2.17) Documentation of database design:

Published, or to be published. Reference: _____

Internally documented, to be made public by BioCISE

Internally documented, don't make public

No documentation of database design

(2.18) Is the database design based on a published information model or data exchange standard (e.g. ASC, CDEFD, HISPID)?

€ No

€ Yes, the design is based on _____

(2.19) Are the database and the database user interface running on the same computer?

€ No ⇓	€ Yes ⇓
Database management software: _____	Database software: _____
_____	_____
on operating system(s): _____	on operating system(s): _____
_____	_____
User interface (front end/client): _____	
_____	
on operating system(s): _____	
_____	

***Database application features*:**

(2.20) Does the database system include one or more of the following features?

€ Loan management

€ Exchange management

€ Sales management

€ Label printing

€ Identification history of collection units

Geographic Information System (GIS) interface

Point location or other mapping tools
€ Management of preservation treatments

(2.21) Which features are you missing? _____

_____

_____

(2.22) From the user's point of view, would you recommend the database system to colleagues?
Yes
No

(2.23) Is the database currently used to handle the day-to-day turnover (accessioning, loans, etc.) in the collection?
Yes
No

(2.24) Is the database system used to serve external inquiries?
No, the database is only used for internal tasks
Yes, the system serves inquiries from other labs/institutes persons
Number of inquiries per year: ____

(2.25) Is the database accessible on-line?
No

Accessible via world wide web: http://_____ password restricted

The database is accessible via telnet: _____ password restricted

Other: _____ password restricted

(2.26) **On behalf of BioCISE, the BGBM makes public information about collection information systems in Europe on the World Wide Web. Please indicate in the following table if you authorise BioCISE to publish your answers to this questionnaire (answers to this and the following question will not be published):**

Number	Contents		
2.1 – 2.2	Laboratory name	publish	private to BioCISE
2.3 – 2.4	The database	publish	private to BioCISE
2.5	Database manager	publish	private to BioCISE
2.6	Collection category	publish	private to BioCISE
2.7 – 2.12	Data acquisition	publish	private to BioCISE
2.13 – 2.19	Database application	publish	private to BioCISE
2.20 – 2.21	Database application features	publish	private to BioCISE
2.22	Recommendation	publish	private to BioCISE
2.23 – 2.25	Database accessibility	publish	private to BioCISE

Questionnaire filled in by: _____

Thank you very much for investing your time!