

## Needs and Requirements



### Tek Data Systems Company

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Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Title: \_\_\_\_\_

### Resource Center Operation

Which of the following services are parts of your current operation?

- Provide Booking and Delivery of Media, Books, Equipment, etc.
- Provide Video on Demand
- Allow Download Only
- Use Subscription Services
- Provide Local Content
- All of the Above
- Other

If other, please explain: \_\_\_\_\_  
\_\_\_\_\_

Is your booking service being phased out?

- Yes
- No

Please describe what your future booking / delivery requirements will be:

\_\_\_\_\_  
\_\_\_\_\_

Is the booking / delivery service being replaced by video streaming?

- Yes
- No

Will you be providing Intranet and / or Internet based video streaming?

- Intranet
- Internet
- Both

Please describe the type of network and the bandwidth that is available for your video streaming service: \_\_\_\_\_

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Would you like to continue providing an online catalog: one that allows you to have complete control of what is being offered?

- Yes
- No

Do you already have a collection of digital content?

- Yes
- No

Are you planning to build a collection of digital content?

- Yes
- No

Would you like to provide your own video streaming service in conjunction with third party subscription services?

- Yes
- No

Would you like to add the following capabilities to your video streaming operation?

- Capture Content
- Edit Content
- Chapterize Content
- Encoding Content
- Additional Capabilities

Please provide details for Additional Capabilities: \_\_\_\_\_

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Do you have a media player preference?

- Flash Player
- Real Player
- Windows Media Player
- Apple Quick Time
- Other

If other, please specify: \_\_\_\_\_

### **Database Description / Details**

How many titles are in your digital collection?

Total Number: \_\_\_\_\_

Does this data exist on some other system?

- Yes
- No

If yes, please specify: \_\_\_\_\_

Is the media data available in any of these formats?

- ASCII
- MARC
- XML
- Other

If other, please explain: \_\_\_\_\_

How many schools / buildings and / or districts / locations are serviced by your center?

Schools / Buildings: \_\_\_\_\_

Districts / Locations: \_\_\_\_\_

What is the number for the following groups serviced by your center?

Teachers: \_\_\_\_\_

Students: \_\_\_\_\_

Administrators: \_\_\_\_\_

Others: \_\_\_\_\_

Is any of this data available for downloading and / or importing?

- Yes
- No

If yes, please specify: \_\_\_\_\_

### **Operation Requirement / Details**

Do you wish to provide a Printed Catalog?

- Yes
- No

Would you prefer to offer your catalog on-line and in a PDF format?

- Yes
- No

Would you like your catalog aligned to your state's standards?

- Yes
- No

Are you familiar with single sign on? Would you like to learn more about this feature?

- Yes
- No

Do you require very detailed statistical reporting?

- Yes
- No

Do you require viewer / audience statistics?

- Yes
- No

Do you evaluate previews?

- Yes
- No

Do you send a high volume of snail mail to your users?

- Yes
- No

Would you like to use email for confirmations and / or other types of notices?

- Yes
- No

Does your system charge for its service?

- Yes
- No

If yes, please specify:

- Charge Back
- Flat Rate
- Annual Charge
- Other

If other, please explain: \_\_\_\_\_  
\_\_\_\_\_

Do you require Accounts Receivable capability?

- Yes
- No

Do you anticipate any dramatic growth in your center / operation in the next several years?

- Yes
- No

Do you currently pay a "System / Technical Support" fee?

- Yes
- No

**Additional Data**

When do you anticipate funding will be available for your video streaming project? \_\_\_\_\_

Describe any special requirements and / information about your operation you wish to share: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

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