

**REQUEST FOR INFORMATION REGARDING
RADIO FREQUENCY IDENTIFICATION (RFID)
LIBRARY AND ARCHIVES CANADA (LAC)**

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REQUEST FOR INFORMATION REGARDING RADIO FREQUENCY IDENTIFICATION (RFID) FOR LIBRARY AND ARCHIVES CANADA (LAC)

1. Background and Purpose of this Request for Information (RFI)

Library and Archives Canada (LAC) and the Ottawa Public Library (OPL), along with the City of Ottawa, have developed a partnership for the design and construction of a new joint facility in downtown Ottawa at 555 Albert Street that will house both the OPL Central Branch and the main public service site of LAC.

The joint facility will include areas where LAC and OPL will collaborate to offer shared service areas. This includes a revamped Genealogy Centre with a casual entranceway and a more traditional research room, both staffed by OPL and LAC employees.

LAC has never had its collections so freely available to the public and to ensure the collections' security, Radio Frequency Identification (RFID) has been identified as the most appropriate solution to fulfill this requirement. LAC is in the process of determining the availability of commercially available RFID solution offered including Software as a Service (SaaS).

Within the context of the RFID system, LAC is seeking to identify and obtain information on:

- Technology solution and components that are available to deliver a solution for the implementation of an RFID system;
- Current offerings, capabilities and relevant industry standards and best practices;
- Future possibility of Interoperability with existing and future systems;
- Likely costs of the proposed solution(s);

Estimated quantity of equipment required:

Hardware:

- Gates (8 to 15)
- Mobile scanners (3 to 5)
- RFID Label printer (1)
- 150 000 Archival Quality Labels

Software:

- Printing software
- Backend software

Services:

- Installation and testing of both hardware and software
- Annual maintenance, repair and support
- “Train the trainer” type training (bilingual; Canadian French and English)
- Printing of RFID Labels

1.1. Expected Outcome and business requirements

The main goal of this project is to ensure the security of LAC collections. LAC's intent is to implement the security of its collections solution based on RFID technology. The solution must be user friendly, easily maintained and easily accessible and will lead to achieve a successful solution within the OPL and LAC joint facility.

To achieve this outcome, key business requirements must be addressed:

Security Requirements:

- Ability to set off an audio and visual alarm when LAC Collection items leave LAC area
- Ability to differentiate an entry from an exit
- Ability to produce reports on security issues sorted by date and/or RFID gateway
- Ability for OPL Collection items to get in and out of LAC area without setting off the alarm. Both RFID systems cannot interfere with each other.

Collection Management Requirements:

- Ability to collect information on Collection items getting in and out of 555 Albert Loading Dock
- Ability to search information for a specific item, date/time, RFID equipment
- Ability to produce reports presenting RFID Tags detected
- Ability to print RFID labels that comply with archival quality standards
- Ability to encode RFID tags by scanning LAC existing barcode and using LAC Barcode number
- Ability to print RFID labels that contain existing LAC Barcode and RFID Human readable text equivalent
- Ability to scan a minimum of 300 RFID tags placed on various LAC Transport devices
- Ability to scan a minimum of 300 RFID tags placed within LAC plastic bins
- Ability to implement labels printing stations
- Ability to outsource the printing of RFID labels

System Requirements:

- Ability for system users to work in the Canadian official language of their choice
- Ability to manage users account and group
- Ability to export reports in Excel format
- Ability to add functions and hardware
- Ability to keep a history of all item's previous locations
- Ability to meet GC and LAC policy requirements, such as accessibility, official languages
- Ability to integrate the solution to LAC current collection management systems in the future.

The solution will be deployed first for self-serve collections that will be located in the new facility. The number of items will increase in following years and additional equipment might be installed in others facilities. The solution must be able to grow over the years.

1.2. Current LAC Systems Specifications

Current LAC Operating Systems is Microsoft Windows 10. The organization uses Microsoft Office 2016/O365. In the future, the organization might look at integrating the RFID system to its collection management systems and, ultimately, update of the item's location in those systems.

Three key collection management systems are currently in use in the organization

- OCLC: Online resource for discovering library materials. LAC uses OCLC to support the management of acquisitions, cataloguing, serials control, public access, circulation, loans to other institutions and to assume responsibility for the management of the National Union Catalogue.
- CMS: Collection Management System (CMS) is a shareware product for archival accessioning and cataloging using MARC AMC (Archival and Manuscripts Control) format.
- CMS-HD: CMS-HD is a modified version of CMS whose Material Management module includes the necessary tools for the management of the collection stored in the high-density racks.

1.3. Labels Requirements

RFID labels provided with the solution must comply with archival quality standards and LAC needs. There are specific requirements for the paper, adhesive and size.

Paper:

- Polyester white matte labels
- One up: 8.00" roll, 3.00" core
- Rounded corners: splice free (mill splice)

Adhesive:

- Permanent adhesive
- A high clarity general-purpose acrylic emulsion
- Exhibiting/exhibits good initial tack
- Excellent die cutting properties
- Minimal cold flow and good UV resistance
- Peel adhesion 3.5 lbs/in
- Lop tack 1.8 lb/in
- Application Temperature: 40°F to 120°F
- Service Temperature: -20°F to 302°F

Size:

- 2.1 inches per 0.75 inches

NOTES TO POTENTIAL RESPONDENTS

2. Nature of Request for Information

This is not a bid solicitation. This RFI will not result in the award of any contract. As a result, potential suppliers of any goods or services described in this RFI should not reserve stock or facilities, nor allocate resources, as a result of any information contained in this RFI. Nor will this RFI result in the creation of any source list. Therefore, a response by any potential supplier to this RFI will not preclude that supplier from participating in any future procurement. Also, the procurement of any of the goods and services described in this RFI will not necessarily follow this RFI. This RFI is simply intended to solicit feedback from industry with respect to the matters described in this RFI.

3. Nature and Format of Responses Requested

Respondents are requested to provide their comments, concerns and, where applicable, alternative recommendations regarding how the requirements or objectives described in this RFI could be satisfied. Respondents are also invited to provide comments regarding the content, format and/or organization of any draft documents included in this RFI. Respondents should explain any assumptions they make in their responses.

4. Response Costs

Canada will not reimburse any respondent for expenses incurred in responding to this RFI.

5. Treatment of Responses

- a) **Use of Responses:** Responses will not be formally evaluated. However, the responses received may be used by Canada to develop or modify procurement strategies or any draft documents contained in this RFI. Canada will review all responses received by the RFI closing date. Canada may, in its discretion, review responses received after the RFI closing date.
- b) **Review Team:** A review team composed of representatives of the client will review the responses. Canada reserves the right to hire any independent consultant, or use any government resources that it considers necessary to review any response. Not all members of the review team will necessarily review all responses.
- c) **Confidentiality:** Respondents should mark any portions of their response that they consider proprietary or confidential. Canada will handle the responses in accordance with the Access to Information Act.
- d) **Follow-up Activity:** Canada may, in its discretion, contact any respondents to follow up with additional questions or for clarification of any aspect of a response.
- e) **One-on-one Meetings:** The Crown may request individual Post-Submission Review Meetings with respondents to provide clarity on information provided. If required, these will be held at the most appropriate location, to be determined at a later date. The intent of these meetings is to allow respondents to present an overview of their solution and to provide Respondents with the opportunity to ask questions and to provide feedback regarding this RFI. All information and questions regarding one-on-one meetings to respondents, will be managed and sent by the Contracting Authority.
- f) **Canada may meet again with respondents who indicate in their responses that they wish to provide Canada with a trial license. Canada currently anticipates holding any such meetings no less than 10 days after the RFI closes, in Gatineau or via video conference.**

6. Requested Information

1. As part of their response to this L.O.I., vendors are asked to submit:
 - a. A statement indicating their willingness to participate in the aforementioned one-on-one vendor sessions, at no cost to Canada;
 - b. A statement indicating their willingness to provide Canada with a demonstration of their solution, at no cost to Canada;
 - c. A company profile;
 - d. A list of sites where the solution proposed has been implemented; and,
 - e. A list of Galleries, Libraries, Archives and Museums (GLAM) institutions that currently use their solution, including contact information.

2. During the one-on-one vendor online sessions, vendors may present the following:
 - a. Their company profile;
 - b. Presentation of the RFID hardware;
 - c. Presentation and /or demonstration of the RFID software;
 - d. Presentation of maintenance and support services offered;
 - e. Inform Canada of training strategies and capabilities; and
 - f. Questions with LAC personnel on the operational and technical side of the demonstrated features in a one-on-one environment.

3. Vendors are also encouraged to provide the following information, if available, on or before the day of the scheduled session:
 - a. A copy of a user manual (both in English and French, if available); and
 - b. A copy of an administration manual or relevant technical references such as a system concept document.
If this information is not available directly from the supplier, but is available from a third party, please provide information on how to obtain such documentation.

4. In addition to written responses, Canada might be seeking one-on-one meetings with the industry to consult on the development for any potential procurement of an RFID solution. The intent of the one-on-one meetings is to provide Respondents with the opportunity to ask questions and to provide feedback regarding this RFI.

REGISTRATION

Interested parties that have indicated a wish to attend one-on-one meetings in their response must provide the following:

- a) Legal company name and corporate address;
- b) Names of representatives and respective titles requesting to attend;
- c) Contact information of representatives (office address, telephone number(s) and email address).

Please note that:

- Participants are responsible for their own transportation, accommodation, meals, parking and all other expenses.
- Participation is not mandatory. Potential bidders that do not attend one-on-one meetings will not be precluded from bidding on any resulting Request for Proposal (RFP).
- Media cannot participate in the one-on-one meetings.

FORMAT FOR ONE-ON-ONE MEETINGS

One-on-one meetings with industry are planned to be held following the closure of the RFI's posting period. Representatives from the Contracting authorities will be in attendance.

The feedback received at the one-on-one sessions will first be analyzed for further consideration by the LAC Stakeholders and any pertinent recommendations, questions and answers will be included in a One-on-One Meeting Day Record.

7. Content of this RFI

This RFI contains specific questions addressed to the industry related to:

- Organization background and reference information
- Hardware
- Software
- System management
- Implementation and testing
- Training, maintenance, repair and support

Also, attachments are provided:

- a) Attachment 1—Joint Facility Building Plans
- b) Attachment 2—Specifications of LAC Transportation Devices
- c) Attachment 3—Definitions, acronyms and reference

8. Questions to Industry

8.1 Organization Background and Reference Information

Profile of the Organisation	
Q.1	Provide your organization profile.
Q.2	What certifications and assessments have been completed at your organization from the following: a) ISO 27001; b) SOC 2 type 2; and/or c) Others
Q.3	Describe your standards relating to environmental considerations and best practices.
Product Offerings	
Q.4	Does your company currently provide any solutions for RFID in a library type institution (galleries, libraries, archives, museums), particularly at national and state/provincial/territorial levels? Please provide details.
Q.5	Identify and provide a brief, high-level overview of your software solution(s) that could apply to environment such as LAC.
Q.6	Are your product offerings available as a Software as a Service (SaaS). If so, please provide details and the pricing model.
Case Studies and Other Reference Documentation	
Q.7	Describe the experiences and key challenges that you faced in implementing your solution.
Q.8	If applicable, please provide case studies related to the successful implementation of your solution(s) within the context of library type institution (galleries, libraries, archives, museums).
Q.9	If applicable, please provide case studies where multiple RFID systems were implemented in a single building. How did you ensure that those systems did not interfere?
Cost Structure	
PLEASE PROVIDE PRICING INFORMATION AS A SEPARATE DOCUMENT THAT DOES NOT INCLUDE COMPANY PRODUCT IDENTIFIERS. ANY DOCUMENTS WHICH INCLUDE FINANCIAL/PRICING INFORMATION ALONG WITH COMPANY PRODUCT IDENTIFIERS WILL NOT BE ACCEPTED.	
Q.10	Describe the licensing model and costs associated with your solution. Please include details where possible, such as: a) Hardware (gates, antennas, mobile scanners, RFID label printer, and ink ribbon, other); b) Software (backend and printing); c) RFID labels; d) Installation and testing services; e) Hardware and software maintenance and support services; f) Printing services (if available); g) Training; and h) Other (please specify).
Q.11	Once implemented, what would be the minimum amount of labels can be purchased at one time?

8.2 Hardware

Solution in general	
Q.12	Which RFID technology would you recommend to address LAC needs (active-passive, UHF-HF-LF, etc)?
Q.13	How many antennas, gates, mobile scanners and printers can the solution manage?
Q.14	What current and future IT system information do you require from LAC?
Q.15	What is the information you need on LAC current systems to ensure that an integration with the RFID solution will be possible in the future?
Q.16	In order to ensure that LAC and OPL RFID systems will not interfere, what information do you need to know regarding the system that will be used by OPL?

RFID Equipment	
Q.17	Please provide details technical information for each type of equipment included in your solution: <ul style="list-style-type: none"> • gates • antennas • mobile scanners • printer • other equipment
Q.18	Please provide details on the size (height, thickness, width, weight) for each type of equipment included in your solution:: <ul style="list-style-type: none"> • gates • antennas • mobile scanners • printer • other equipment
Q.19	Please provide details on the appearance (color, material) for this type of equipment included in your solution: <ul style="list-style-type: none"> • gates • antennas <p>Is it possible to customize the look of the equipment? If yes, what are the options available?</p>
Q.20	What is the lifecycle and the maintenance needed for each type of equipment included in your solution: <ul style="list-style-type: none"> • gates • antennas • mobile scanners • printer • other equipment
Q.21	What type of alarm (visual, audio, or other) is available? What are the options and adjustments available?
Q.22	Could different types of gates, antennas and mobile scanners be installed for your solution (public vs restricted areas)?
RFID Labels and Tags	
Q.23	Describe the encoding process of the tags.
Q.24	What is the lifecycle of an archival quality standard label?

8.3 Software

General	
Q.25	Describe the capabilities of your software to define business rules (all modules or only select modules – please specify) on information records with regards (but not limited) to: <ol style="list-style-type: none"> a) Bilingual user interface; b) Encoding; and c) Printing labels.
Q.26	Describe the customization capabilities of your software (all modules or only select modules – please specify) with regards, but not limited to: <ol style="list-style-type: none"> a) Bilingual user interface; b) Encoding; and c) Printing labels.
Q.27	Describe the reporting capabilities of your software with examples of the types of reports that can be generated. Does your software support the capability of creating custom reports? Can reports be printed or saved to file formats such as PDF or Excel?
Q.28	Is there a process that defines how the user community can propose enhancements to the product roadmap and how product features are decided, prioritized, developed and released?
Q.29	Do you offer professional services related to configuration, customization, etc.?
Data management	

Q.30	How much data does your application generate and what is your retention policy including your backup lifecycle?
Q.31	Are specialized skills required to perform batch import and export of records?
Q.32	Are there mechanisms/applications available on storing protected information (for future use)?

8.4 System Management

User interface (Internal)	
Q.33	Describe if your user interface uses a web browser or a desktop client. Are any special plug-ins required? If browser-based, which browsers are supported?
Q.34	Describe the help features of your software such as online help, tool tips, context sensitive help, and tutorials. For example, is it possible to integrate context-sensitive data field explanations?
System-level Administration and User Management	
Q.35	Describe the auditing capability of your software as it relates to information access history and data changes.
Q.36	Does your software allow for the definition of fine-grained access control such as authorization levels and field-level access control based on user roles and groups?
Q.37	Can you please provide details on your Identity and Access Management service?
System Requirements	
Q.38	Does your software support Canadian English and Canadian French user interfaces and online help? If not, describe the process by which this can be achieved. Can the user toggle between the desired language (Canadian English and Canadian French) of the user interface?
Q.39	Does your software support the input and display of special characters through an implementation of Unicode such as UTF-8?
System's Interoperability	
Q.40	Describe the communications protocols for data exchange of your software and how your software enables system interoperability (i.e APIs).
Data Sovereignty, Security and Residency	
Q.41	Does your solution allow Canada to retain sovereign control over its data, meaning: <ul style="list-style-type: none"> a. All data are the property of the Government of Canada b. And all data in transit will be appropriately encrypted? (See: Government of Canada Cloud Adoption Strategy: 2018 update)
Q.42	How is data isolated and safeguarded from other clients (i.e., dedicated data centers/servers)?
Q.43	What steps has your organization taken to address the following: <ul style="list-style-type: none"> a) ensure the security and confidentiality of Canada's data; b) protect against any anticipated threats or hazards to the security or integrity of Canada's data; c) protect against unauthorized disclosure, access to, or use of Canada's data; d) ensure the proper disposal of Canada's data; and, e) ensure that all employees, agents, and subcontractors of the Contractor, if any, comply with all of the foregoing.
Exit Strategy and Disaster Recovery	
Q.44	Describe the exit strategy for your software as it pertains to the following: <ul style="list-style-type: none"> a) Documented XML standard-based output packages for all forms of metadata; b) Retention of all hierarchical structural metadata; c) Retention of all access rules applied to metadata (i.e., descriptive, administrative); d) Return of all data to the Government of Canada; and, e) Documentation related to the exit strategy process.
Q.45	Describe your Disaster Recovery Plan, including the architecture. Would any additional investment be required?

8.5 Implementation and Testing

General	
Q.46	What would be your recommended schedule for the installation and testing of your solution? How flexible is this plan?
Q.47	How will you be involved in the installation and testing phase of your solution?
Q.48	What are your needs/requirements to install and test your solution (materiel, electricity, LAC support, open walls, etc.)?

8.6 Training, Maintenance, Repair and Support

Q.49	Describe your user and technical documentation, training and support services. Are these available in French and English?
Q.50	Describe your service standards for your maintenance, repair and support services once the solution is implemented.

9. Format of Responses

- a) **Cover Page:** If the response includes multiple volumes, respondents are requested to indicate on the front cover page of each volume the title of the response, the solicitation number, the volume number and the full legal name of the respondent.
- b) **Title Page:** The first page of each volume of the response, after the cover page, should be the title page, which should contain:
 - i. the title of the respondent's response and the volume number;
 - ii. the name and address of the respondent;
 - iii. the name, address and telephone number of the respondent's contact;
 - iv. the date; and
 - v. the RFI number.
- c) **Numbering System:** Respondents are requested to prepare their response using a numbering system corresponding to the one in this RFI. All references to descriptive material, technical manuals and brochures included as part of the response should be referenced accordingly.
- d) **Number of Copies:** Canada requests that respondents submit **1** electronic copy of their responses.

10. Enquiries


Because this is not a bid solicitation, Canada will not necessarily respond to enquiries in writing or by circulating answers to all potential suppliers. However, respondents with questions regarding this RFI may direct their enquiries to:

Contracting Authority: Cristel St-Louis
E-mail Address: cristel.st-louis@bac-lac.gc.ca
Telephone: 343-542-2654

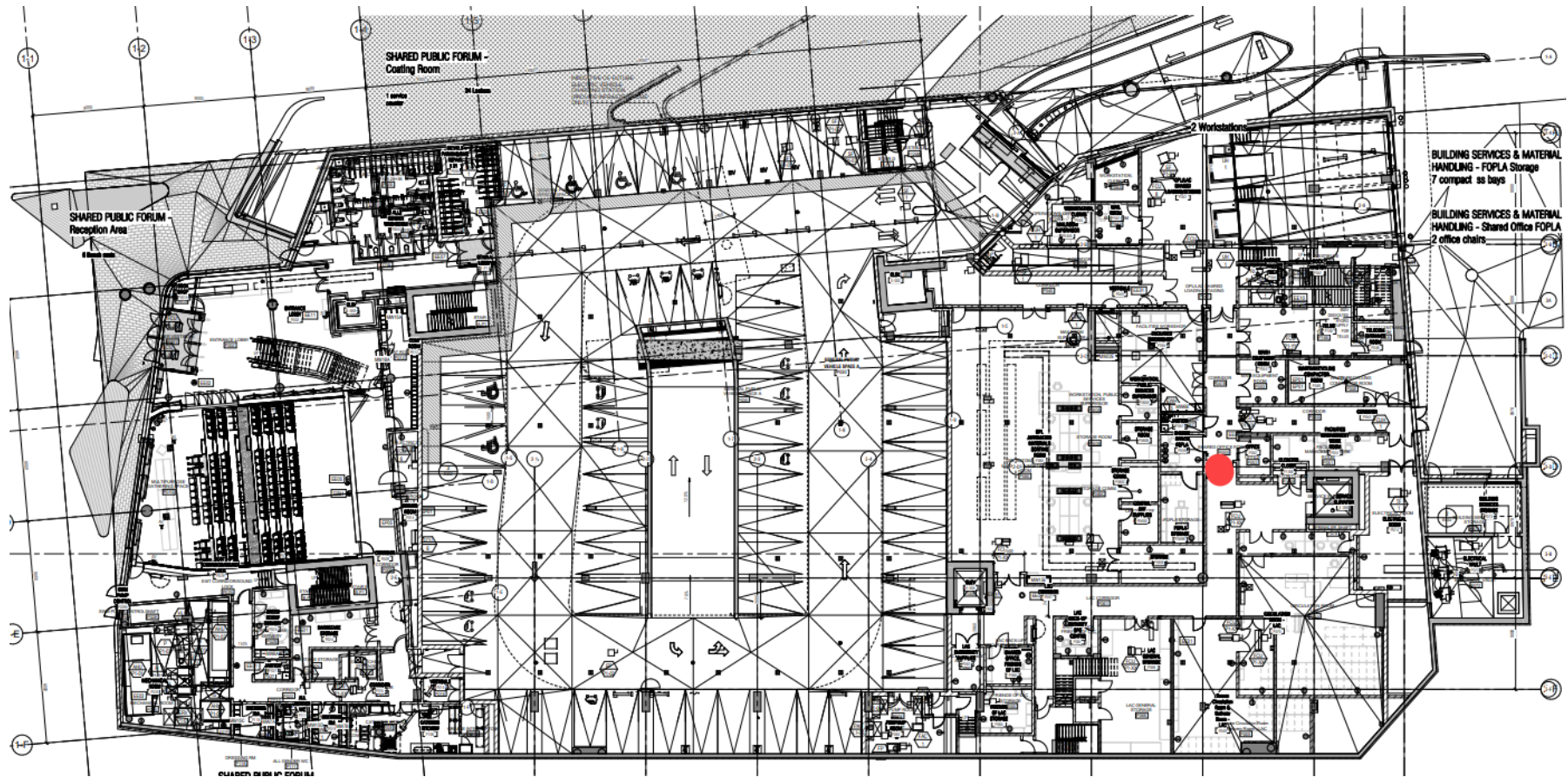
11. Submission of Responses

- a) **Time and Place for Submission of Responses:** Suppliers interested in providing a response should deliver it by email to the Contracting Authority identified above by the time and date indicated on page 1 of this document.
- b) **Responsibility for Timely Delivery:** Each respondent is solely responsible for ensuring its response is delivered on time to the correct email address.
- c) **Identification of Response:** Each respondent should ensure that its name and return address, the solicitation number and the closing date appear legibly on the outside of the response.

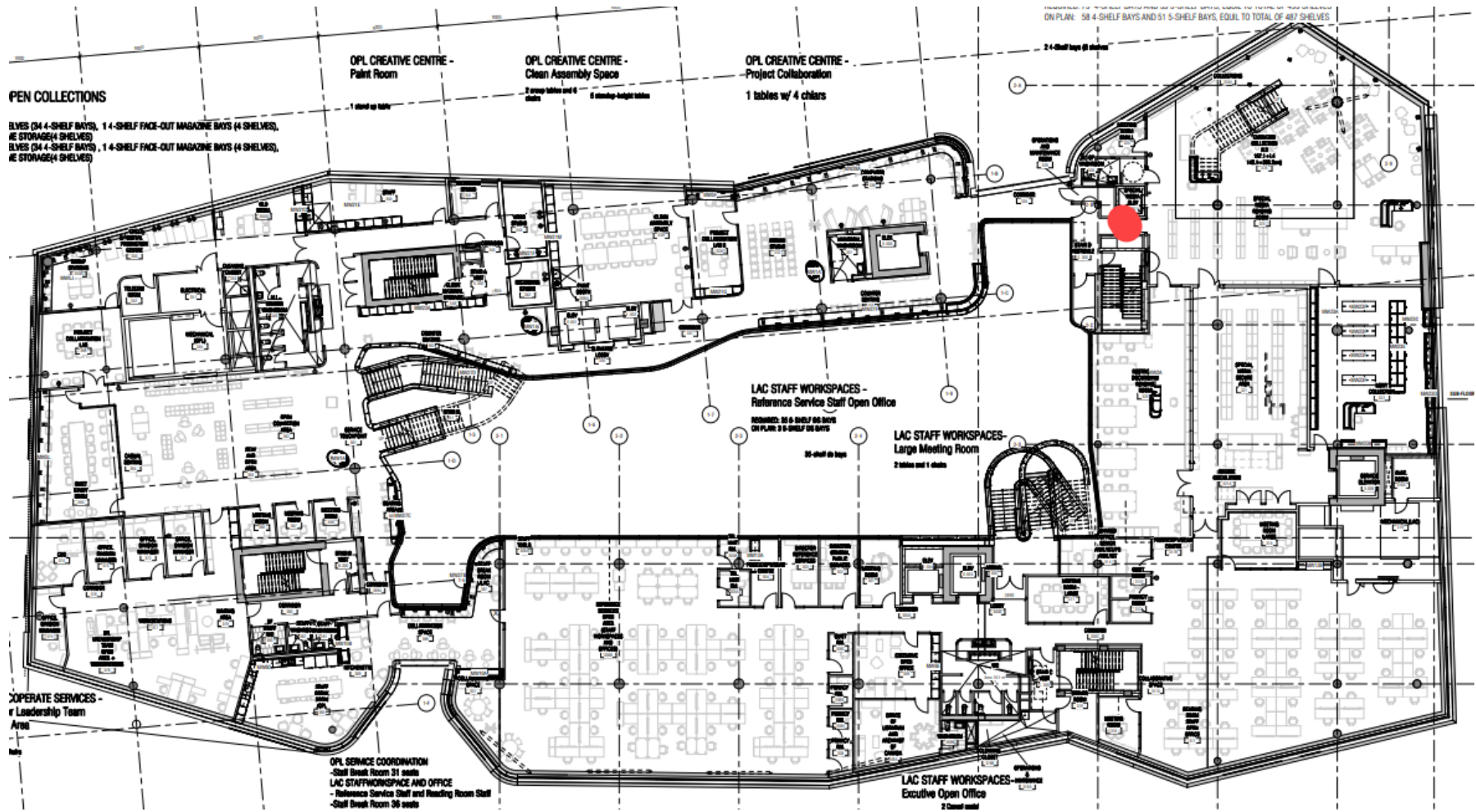
ATTACHMENT 1 – JOINT FACILITY BUILDING PLANS

 = RFID gate

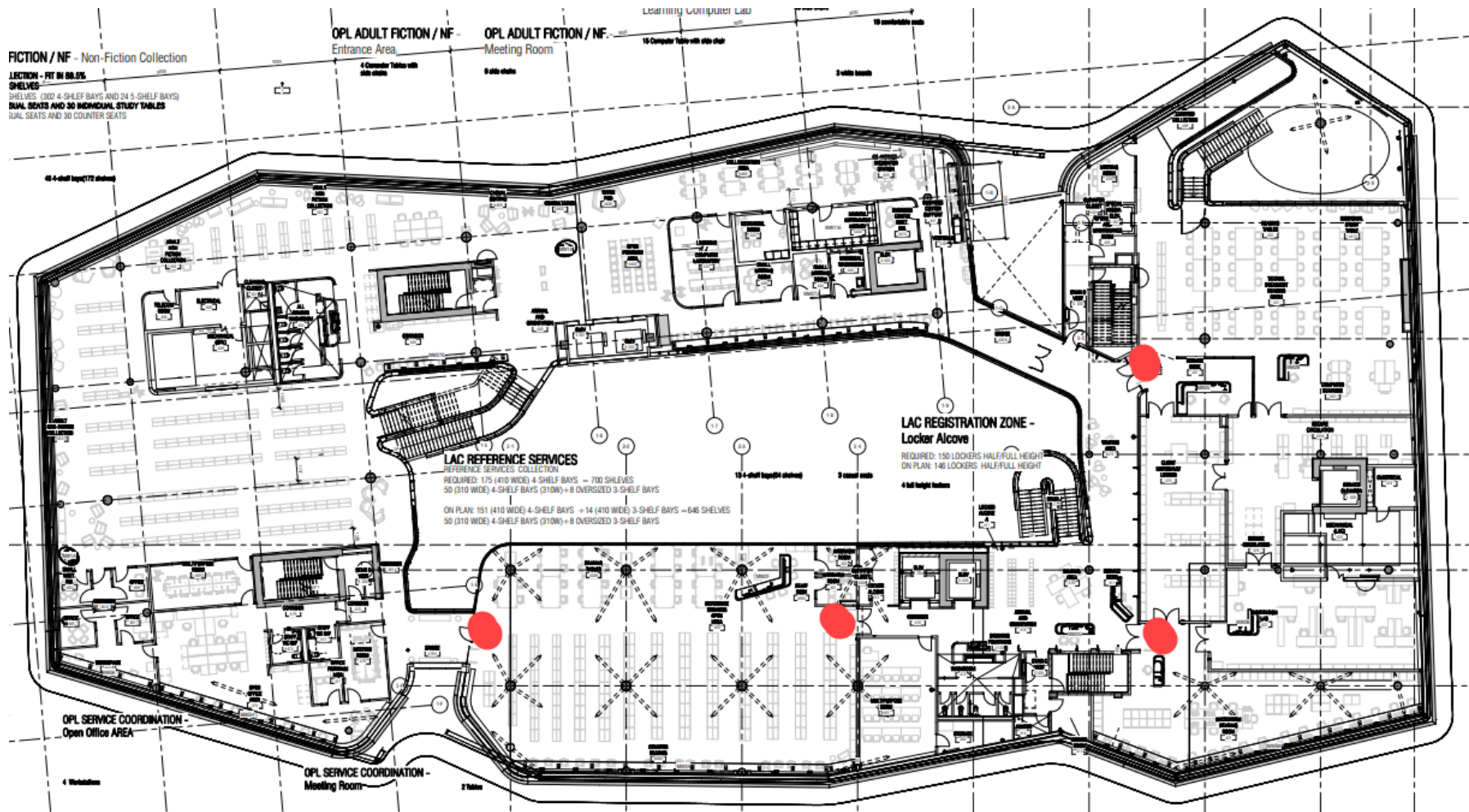
Basement



Level 3



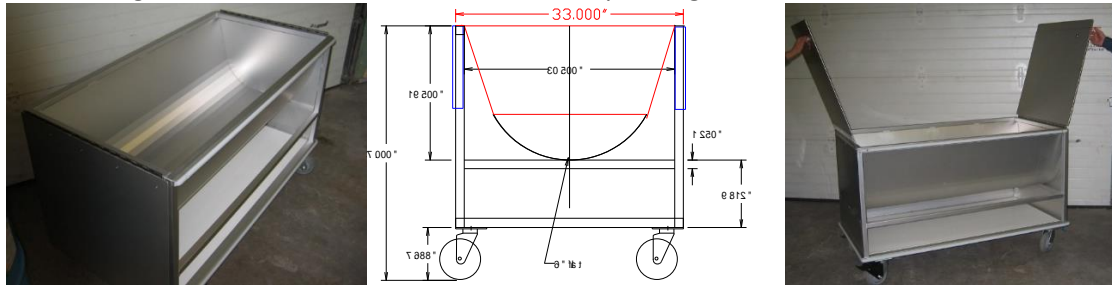
Level 4



ATTACHMENT 2 - SPECIFICATIONS OF LAC TRANSPORTATION DEVICES

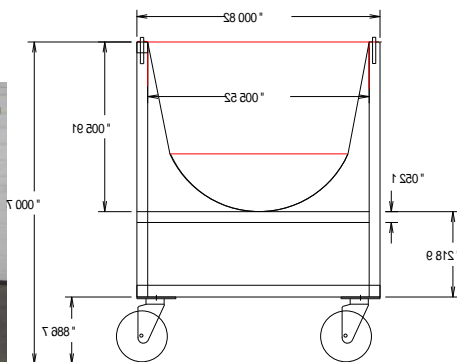
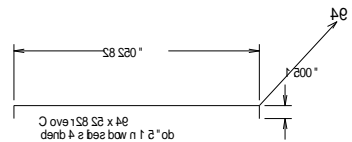
Coffin (Closed U-Boat)

The Closed U-Boat is a fully-enclosed aluminum top loading cart with a hinged lid. It is used for the transportation of folders between buildings. There is a bottom shelf that can be used to transport flat boxes or rigid folders. The Closed U-Boat has two pivoting wheels that lock and two fixed wheels.



Closed transport of large documents such as maps up to 60" long x 54" wide.
Lower shelf 30" x 62.5" x 7" high.

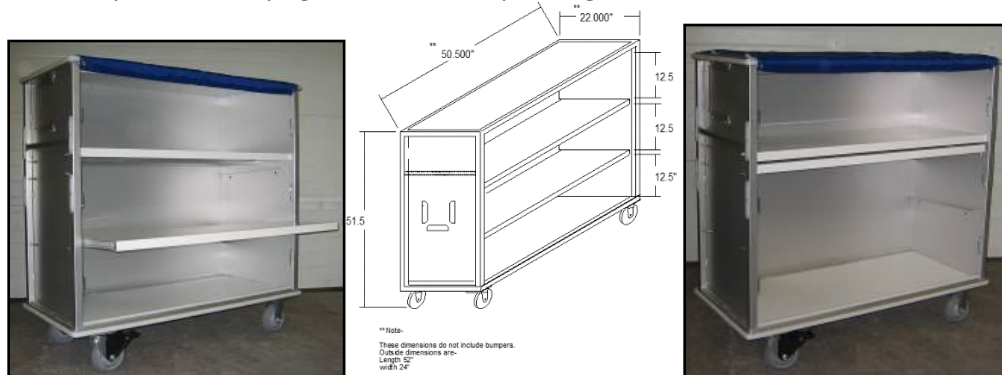
U-Boat



Open transport of large documents.
Open ends allow for material longer than 48".
Cover can be a flat work surface.

Upright Cart (Tonyboy)

The Upright Cart is an aluminum three-shelved cart used for the transportation of LAC collection material. It is the standard cart used at LAC. The middle shelf is extendable and removable to accommodate larger items. The Upright Cart is equipped with a nylon cover that can be pulled down over the opening to protect and secure material. It is kept in place by Velcro straps that can be locked when required. The Upright Cart has two pivoting wheels that lock and two fixed wheels.



Enclosed transportation device

Shelves are 48" long x 20" deep with 12" clear space between.

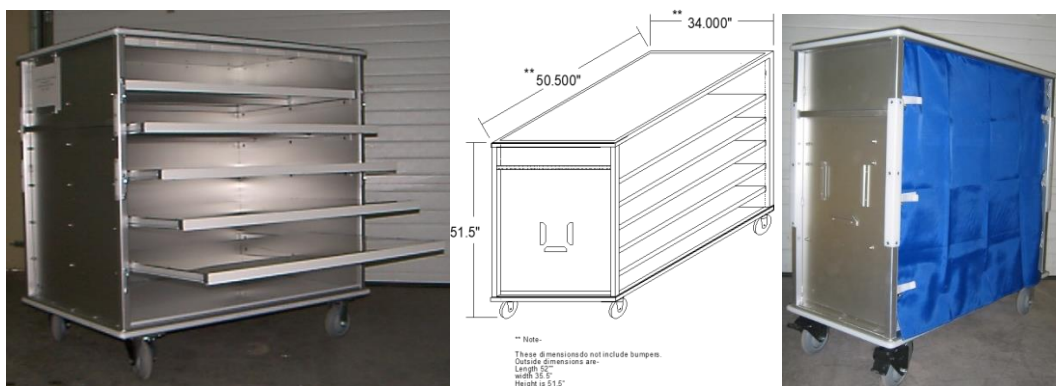
Lower shelf slides out and is stored below the middle shelf for taller items.

Nylon flap covers the cart front during transport.

Wide (War) wagon

Wide Wagon

The Wide Wagon, also known as a "war wagon", is an aluminum cart with five pull-out shelves, used mostly for the transportation of H-2 and H-3 folders and for large flat containers. The Wide Wagon is equipped with a nylon cover that can be pulled down over the opening to protect and secure material. It is kept in place by Velcro straps that can be locked when required. The Wide Wagon has two pivoting wheels that lock and two fixed wheels.



Enclosed transport of up to size A0 documents

Shelves are 850 x 1200 mm (33" x 48")

The clear space between shelves is 130mm (5").

Shelves slide out for easy access to contents,

Nylon flap covers the cart front during transport.



Book Trucks

The book truck is a two or three-shelved cart constructed of either wood or metal. They are used for the transportation of collection material within buildings only.



Flat Trucks

The Flat Truck is a wood and metal cart with a flat bottom, no sides and a large handle. These are used for the external transportation of boxes. The wooden flat truck has non-locking phenolic casters while the metal truck has non-locking air filled pneumatic tires. The metal flat truck is used to move fragile items.



Grey Bins

Grey Bins are made of plastic and are used for packing boxes requiring extra support. They are also employed to circulate lesser amounts of material in order to avoid using an Upright Cart for only a few containers. The grey bins with the overlapping lids are used for Top Secret material and are secured with numbered seals. These bins are numbered and barcoded. The Grey Bins with removable lids are used for published material and are secured with simple cable ties. These are not numbered or barcoded.



Art Cart

The Art Cart is an aluminum cart used for the transportation of works of art and delicate material. It contains two removable vertical walls to accommodate large items. It has two pivoting wheels that lock and two fixed wheels. The Art Cart is equipped with a nylon cover that can be pulled down over the opening to protect and secure material. It is kept in place by Velcro straps that can be locked when required.



A-Frame

The A-Frame is a cart with carpet covering used to move framed or unframed items inside the Preservation Centre. The A-frame is not to be used for external circulation. Some styles of the A-Frames have an extendible piece at the top to accommodate larger works. Please be aware that there are a variety of A-Frame designs within LAC's facilities. Some A-Frames have locking wheels and some do not.



ATTACHMENT 3 — DEFINITIONS, ACRONYMS AND REFERENCES

1. DEFINITIONS

For the purpose of the RFI, the following definitions apply.

Term	Definition
Accession (Accessioning)	<p>Accessions are materials physically and legally transferred to a repository as a unit at a single time; an acquisition. The materials may be acquired by gift, bequest, purchase, transfer, retention schedule, disposition authorization, or statute. An accession may constitute part (accretion or accrual) of a larger, existing collection/fonds.</p> <p>Accessioning is defined as the process of formally accepting and recording the receipt of material into archival custody. Accessioning involves physical and intellectual control. The process also documents the legal transfer of material. (See also: Registration.)</p>
Acquisition	The act of obtaining records for the archives, through donations, transfers, loans, or purchase.
Collection	A body of archival material formed by or around a person, family group, corporate body, or subject either from a common source as a natural product of activity or function, or gathered purposefully and artificially without regard to original provenance. A collection may contain manuscripts, documents, correspondence, memoranda, photographs, maps, drawings, near-print materials, pamphlets, periodical tear-sheets, broadsides, newspaper clippings, motion picture films, computer files, etc.
Fonds	The entire body of records of an organization, family, or individual that have been created and accumulated as the result of an organic process reflecting the functions of the creator. A fonds may contain manuscripts, documents, correspondence, memoranda, photographs, maps, drawings, near-print materials, pamphlets, periodical tear-sheets, broadsides, newspaper clippings, motion picture films, computer files, etc.
Label	A sticker inscribed and affixed to an item for identification or description (barcode).
Registration	<p>Registration is the establishment of initial physical control over records received by LAC prior to their final evaluation as potential acquisitions. The process involves recording the arrival of x number of containers of records, recording the source or location from which the material was picked up, the physical application of a registration number on each container, the assignment of containers to an interim storage location (or the temporary location on LAC servers in the case of digital records), and the data entry of the basic data elements into a registration record. Registration also applies to records retained on deposit.</p> <p>The primary purpose of registration is to establish initial physical control over material received by LAC. For a variety of reasons, not all records presented to LAC are suitable for acquisition. Registration allows archivists an opportunity to examine material, and evaluate its value as a potential acquisition.</p> <p>In the case of government records received from institutions subject to the LAC Act, registration is the acknowledgement of receipt of records. LAC assumes its legal responsibilities under the Access to Information Act and the Privacy Act for government records received from institutions subject to the LAC Act at the time of registration.</p>
Tag	RFID tags are a type of tracking system that uses smart barcodes in order to identify items.

2. ACRONYMS

Term	Definition
API	Application Programming Interface, is an interface that defines interactions between multiple software applications or mixed hardware-software intermediaries.
GC	Government of Canada
HF	High Frequency
LAC	Library and Archives Canada
LF	Low Frequency
Mikan/CMS	Mikan is bespoke web application built over an Oracle based relational database management system. Mikan is used to capture the intellectual information for LACs archival collection. Mikan is fully integrated with the Collection Management system (CMS) developed in 2008 for the physical management of LAC's archival analog and digital assets (stored on a physical carrier).
OPL	Ottawa Public Library
RFID	Radio Frequency Identification
RFP	Request for Proposal
SaaS	Software as a Service
UHF	Ultra High frequency
UTF-8	Unicode (Universal Coded Character Set) Transformation Format – 8-bit. UTF-8 is a variable width character encoding capable of encoding all 1,112,064 valid code points in Unicode using one to four 8-bit bytes. UTF-8 was designed for backward compatibility with ASCII (American standard code for information exchange).
XML	Extensible Markup Language XML is a markup language that defines a set of rules for encoding documents in a format that is both human-readable and machine-readable.

3. REFERENCES (STANDARDS, LEGISLATION, POLICIES, OTHER)

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ISO

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