INTRODUCTION

*What is **ICMS**?*

ICMS is the Interior Collection Management System. It is a collection management system for museum collections in all bureaus and units of the U.S. Department of the Interior. It is used to catalog the objects, specimens, and archival material in your collection.

ICMS was developed from **ANCS+ 8.0**, which the National Park Service has used since 2006, incorporating features from the several versions of Re:discovery used by other DOI bureaus from 1998-2009, in order to accommodate the needs of all DOI bureaus. **ICMS** version 8.10 was released in early 2009. A version 8.16 update was issued in late 2010. The version 8.20 upgrade was released in 2015.

ICMS is a customized version of ***Re:discovery Proficio,*** a commercial museum collections software program that is currently used in many museums outside the government. Its database engine is Microsoft SQL Server. ***Re:discovery Software, Inc.***, of Charlottesville, Virginia, is the vendor for **ICMS**.

*What can I do in **ICMS**?*

ICMS helps you perform many of your museum collection management tasks. Some of the functions you can do with **ICMS** include:

- catalog objects using discipline-specific and unit-specific fields

- search for objects easily and quickly using a word search function

- create reports

- track loans, exhibits, and deaccessions

- schedule and track maintenance or specimen preparation

- create location, condition, and catalog histories

- attach digital images to a catalog record

- conduct the annual inventory and complete the Collections Management Report and the Checklist for Preservation and Protection of Museum Collections

- print all mandatory museum forms

- describe archival collections and create a finding aid

- create housekeeping schedules

If this is a commercial system used by other museums, how will it work for my collection?

Many DOI employees contributed to the functional requirements for customization of a commercial system to make sure that it meets the needs of DOI collection managers. Departmental staff, curators, collateral duty personnel with museum responsibilities, computer specialists and experts in the disciplines contributed to the customization.

Will I need to know Microsoft SQL Server to get the most out of this system?

No, you should use the system without "dropping" down to the database engine. No SQL database experience is needed.

*Who should use **ICMS**?*	Curators and collection supervisors will be the primary users of **ICMS**. Because the program makes collections easily accessible, other staff and the public will also want to use **ICMS**. With minimal training, resource managers and researchers can search for information about the collection. There is also a Public Search function in the program.
*Can contract catalogers and cooperating institutions use **ICMS**?*	Yes. Contractors and cooperating institutions can use **ICMS** to catalog and manage DOI collections. Our contract with ***Re:discovery*** allows contractors and cooperators to use **ICMS** for work they are doing for DOI collections. This is the only legal use of the software outside DOI.
*What do I have to do to let a contractor or cooperator use **ICMS**?*	Notify ***Re:discovery*** if you plan to let a contractor use **ICMS**. Provide the installation disk and instructions to the contractor. Have the contractor return the disk when the work is done. For more information on support, read further in this chapter and Appendix K: Support.
*If **ICMS** can do so much, is it hard to use?*	No, it is easy to use, especially if you are familiar with Microsoft Windows. There is more than one way to accomplish many of the functions. Once you master some of the basic concepts that the program uses, you will be able to use them over and over for different functions.
*How can I learn to use **ICMS**?*	***Training Classes*** The Interior Museum Program offers training on a periodic basis. If you do not have the opportunity to attend a training course, consider a detail at a unit with an experienced user. There are also several DOI training videos available through the internet. Contact the Interior Museum Program for information on accessing the training videos. ***User Manual*** This manual offers step-by-step instructions for completing collection management functions and cataloging objects using **ICMS**. ***On-line Help*** Field help is available for all the data fields. You can easily view the field help on the left side of the screen in the Navigation Pane as you enter data in each field. In addition to the field help, the ***Re:discovery*** System Help is available within the program by selecting System Help from the Help menu.
Where can I get support?	***Software Support from the Company*** If you need help installing and/or running the program, call ***Re:discovery Software, Inc.***, at 434-975-3256. You are entitled to software support from the company. ***Policy and Procedural Support*** Consult this manual, the DOI *Museum Property Handbook*, or your own bureau's policies for help with questions of museum policies and procedures. If you need help with NPS museum management procedures, consult this manual and the NPS *Museum Handbook*, Parts I and II. You can also call the NPS National Catalog for assistance at 304-535-6204 or 6128. Further information on available support options and instructions on how to obtain support are outlined in Appendix K: Support.
*What are the main parts of **ICMS** and how do they link?*	The program includes the Collections Module and the Archives Module. Modules are separate components that interface with the rest of the system.

> ***You must catalog all museum objects in the Collections Management Module.***

Collections Module

The Collections Module contains two directory types: Cultural Resources and Natural History.

The Cultural Resources directory contains screens and functions for cataloging and managing objects classified as history (including art and archives), archeology, and ethnology collections.

The Natural History directory contains screens and functions for cataloging and managing biology, geology, and paleontology specimens.

The Collections Module also contains associated modules that assist you with collection management functions. For example, your accession records are located in the Accessions associated module.

Archives Module

The Archives Module is a separate but interfacing element of **ICMS** intended for use by staff with archival expertise. It contains screens for describing archival collections at the collection, series, file unit, and item levels. The collection level records are exportable to MARC and XML formats. **Note**: Archival collections can be cataloged in the Collections Module without going to the Archives Module.

How is this manual organized?

The manual begins with a basic overview of the system. Read it to become familiar with how the program operates.

Chapters 2-4 explain how to enter data into catalog records, supplemental records, and associated modules. These chapters begin with general questions and navigational directions. They then provide step-by-step instructions for entering data into the program. Read the general questions to find out what's in the chapter. Read the navigational directions to find out how to move through the record. Then follow the step-by-step instructions to complete the fields.

Chapter 5 explains the reports and forms in the program and how to use the quick report and other printing functions available.

Chapter 6 explains the advanced editing functions available in the program.

Chapters 7-9 explain various functions and tools available in the program.

The appendices cover system requirements and support, installation and setup, the public search function, lexicons, imaging and the archives module. There is also an appendix for each of the annual reporting programs: the Automated Inventory Program, the Collections Management Report, and the Automated Checklist Program.

How do I get started?

Read Appendix A: System Requirements and Appendix B: Installation and Setup to learn how to install the system.

> **Follow the procedures listed in Appendix K: Support, if you need help installing and configuring your system.**

After you have installed your system, turn to Chapter 1, System Basics, which explains the basic features of the program. You may also wish to review Appendix C: Functional Cross-Reference to find the features you were familiar with in Re:discovery version 6.3 and see where they are located in Version 8.10.