SOUTRON

PRODUCT FACT SHEET

Soutron Archive

Flexible archives management for modern organizations.

OVERVIEW

Soutron Archive is a SaaS archive management solution that helps organizations preserve, manage, and showcase both digital and physical collections.

Key Benefits

- Improved public access.
- Flexible collection structures.
- Secure access controls.
- Multimedia support.
- Rich metadata management.

Core Features

- Hierarchical descriptions.
- Digital asset management.
- Audio & video archives.
- Full-text search.
- Metadata governance.
- SharePoint integration.
- API connectivity.
- Authority control.

Standards Supported

AACRII, RDA, ISAD(G), ISAAR and Dublin Core.

Simplified and modernized online archives management

Intuitive archives access and archival workflows

- Mobile-responsive, cloud-based access for users and administrators.
- Secure, customizable search portals for staff, customers and the public, with hierarchical navigation and metadata control for easy access.
- Support for diverse content types, including PDFs, images, audio, video and other born-digital formats.
- Full online reference room/research system for circulation, reproductions, and copyright, including aspects like crowdsourcing and commenting.

Showcase your archives collection

By taking advantage of our pre-built search portal templates designed for archives, library portals, information centers and knowledge centers, you can quickly start providing fast, secure access to internal and external materials on any device due to Soutron's responsive design.

Soutron Archive supports single or multiple locations, with customized information center portals, seamlessly integrated with SharePoint and Microsoft Active Directory, if needed. Soutron Archive tasks and workflows appeal to many because of the simplified operations, associated cost savings, and efficiencies that can be achieved.

Cataloging & Item Management

Not every archive is the same. You might have just a single collection and location or multiple collections and locations. Soutron's online archival portal technology is designed to help you to highlight your work in the way that you want to without restrictions. The organization and presentation of your archive collection, including references to physical materials alongside digital items, is up to you, and can be seamlessly integrated with SharePoint intranet portals.

Template-driven Soutron simplifies the data capture for books, images, photographs, physical documents, audio-visual recordings, alongside digital materials, complete with full-text indexing. If you want to use ISAD(G) standards to catalog content or follow your own methodology, Soutron Archive is ideally suited to your needs.

Audio visual online archives

Easily create online audio video archive for your hosted YouTube, Vimeo and SoundCloud content to highlight corporate videos, podcasts, and more. Easily create digital media archives for human resources, marketing, and other departments to catalog, protect, and display those materials.

Hierarchical Structures

Inherent database design flexibility securely stores everything in one place with relational attributes that allows for the cross-referencing of material. You can define relationships between records and have as many fonds, series and sub-series, file, and items levels as you wish so that your collection is presented in the best way possible.

Copyright and control over who can see and download materials are also flexibly applied, so you can protect your valuable collection materials and yet make it available to your user community.

Metadata governance made easy

Robust thesaurus authority control provides for the creation of any number of thesauri, each with a full complement of built-in metadata relationships, featuring fast capture of metadata / EXIF data from images, external sources, scanned files, electronic documents. API support enables sharing of metadata with other systems, ensuring metadata governance across systems. Support for descriptive dates, such as 19th century, is also supported to help your users find relevant content.

Learn more about Soutron Metadata Management.

Archival Standards Supported

Compliant standards include AACRII, RDA, ISAD(G), ISAAR and Dublin Core.

IDEAL FOR

Corporate archives, government agencies, museums, universities, and special collections.

Main Features

Cataloging

- Multi-lingual and supports Unicode characters.
- Single or multiple libraries / archives.
- Physical & digital materials.
- Copy-cataloging.
- Flexible field descriptors.
- Design / re-arrange fields by drag n drop.
- Validation & security of data.
- Date, date ranges & descriptive date groups.
- Full text & rich text fields, repeating fields.
- Integrated multi-lingual polyhierarchical thesaurus.
- Relational linking between and within records.

End User Search Portal

- Organization branded search portal(s).
- Collections, reading lists, saved searches.
- Multi-office, multi-lingual search portals.
- Mobile & tablet responsive design.
- Detailed facet search & date filters.
- Search by descriptive dates (e.g., 19th century).
- Create custom pages, menu, RSS feeds.
- Embedded document PDF and video viewer.
- End users self-manage loans, renewals.
- Single Sign-On / SAML, AD & ADFS support.
- Easy website integration with search widget.
- Social media sharing features (for public sites).

End user submissions & document review

- Custom user submission forms.
- Drag n drop file attachment support.
- Review the status of submissions in My Account.
- Document, image, audio, video submissions.
- Create document deadlines.
- Setup peer review groups of users.
- Out of office / holiday notices.
- Document version control.
- Full audit trail / reporting.

Loans & Requests

- User requests.
- Loans & renewals.
- Notices.
- Loan history & statistics.
- Assign loans to projects.
- Fines.
- Customizable email notifications.
- Anonymize users for GDPR.
- Self-issue (barcodes or RFID).

Main Features (continued)

Acquisitions

- Books, serials, items, online subscriptions.
- Custom chart of accounts / fund accounting.
- Single / multi-office budgets.
- Departmental budgets & multi-currency.
- Standing orders, payment methods.
- Single line or multi-line orders.
- On-screen transaction history with filters.
- Drill-down analysis to orders.
- Flexible order: change, cancel, amend.
- Invoice recording & reconciliation.
- Manage taxes, delivery charges.
- Approve invoice for payment.
- Record date of payment.
- Record original & final cost.
- Auto-transfer to accounting systems.

Serials

- Fast check-in & receipt of journal issues.
- Easy to set up single or multiple subscriptions.
- Predicted issues & enumeration control.
- Routing lists & list templates; single & bulk.
- Order creation & management of life cycle.
- Loan individual issues plus circulate routing list.
- Single screen for receipt, cancel, claim issues.
- Barcoding of issues & creation of items for loan.
- Auto-update of expected issues to catalog record.
- Checked-in issues display status in catalog.
- Claims: manual, semi-auto, automatic.

Import / Export

- Exchange data with third-party systems via our API.
- Import and export data in XML, CSV, Tagged, MARCXML formats, and BibTeX (import).
- Manual selection of records for output.
- Auto scheduling of imports and exports.
- Import images (PDF, JPG, TIFF, PNG) & EXIF metadata.
- Mapping table to convert data to local fields.
- Integrated with supply libraries for biblio data.
- Apply controls to limit exports.
- Zip output files to include records and attachments.
- Email, output to file, print.

Reports

- Visual dashboard reports.
- Over 150 standard reports to choose from.
- Output to XLS, CSV, PDF, RTF.
- Set parameters to limit / sort results.
- Tables, charts, graphs.
- Catalog reports.
- Management reports, on request via Help Desk.
- Scheduled reports via email.
- On-screen summaries, statistic snapshots.