SOUTRON

PRODUCT FACT SHEET

Soutron Combined Archive & Library

One search across all collections

OVERVIEW

Soutron Combined Archive & Library brings archive and library management together in a single system while preserving the workflows unique to each discipline.

Key Benefits

- Unified search experience.
- Shared metadata framework.
- Reduced administrative complexity.
- Better researcher experience.
- Single hosted platform.

Core Features

- Archive & Library Management.
- Metadata Sharing.
- Asset Tracking.
- Workflow Automation.
- Information Governance.
- User Submission Tools.

IDEAL FOR

Government, legal, financial, healthcare, and research organizations.

WHY SOUTRON?

The only truly integrated archive and library solution designed without compromising either discipline.

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 (eg: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 - & BibTeX (Import).
- Manual selection of records for output.
- Auto scheduling of imports and exports.
- Import images (pdf, jpg, tiff, png) & XIF 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 snap shots.

Soutron Combined Archive & Library

soutron.com

Book Your Demo