

## **SOUTRON DIGITAL ARCHIVE (SDA)**

**Protect and preserve, index and make discoverable**

Archives are usually unique collections of documents or records, which have been selected for permanent preservation because of their value as evidence or as a source for historical or other research. They tell stories, document people and identity, and are valuable sources of information for research or supporting regulatory requirements.

Management of these records is an important business function for many organizations. When records are no longer needed in active use, they are reviewed to decide which should become part of an archive collection. Soutron is designed to meet the needs of organizations pursuing all of these objectives.

### **SOUTRON SUPPORTS COLLECTION STRATEGIES FOR ALL TYPES OF ORGANISATIONS, GOVERNMENT AND BUSINESSES**

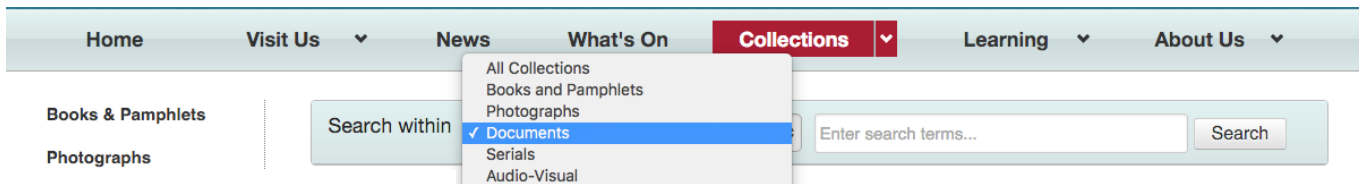
- Archival Descriptive Standards: ISAAR, ISAD(G) DACS
- Relational attributes for cross referencing of material
- Single page results view shows all relationships
- Collection hierarchy display using a tree view
- Search portal with multiple search options
- Date range searching for inclusive results
- Support for varied data schemas
- Granular security settings
- Managing locations for materials
- Document ordering “Book to View”
- SAML and ADFS for Single Sign On
- Multi-lingual and multi-site operation
- Accession and describe archival materials
- Export MARC XML or Dublin Core
- Responsive in design for mobile, tablet and desktop users
- Easy-to-configure catalogue with hierarchical tree structures
- Depositor records linked to an accession record
- Request and ‘Book to View’ request functionality
- Image import functionality including metadata (exif)
- Establish names of subjects and names of donors
- Automated loading and export of data and OAI
- RESTFul API (Application Program Interface)



*Designed for Desktop, Tablet & Mobile*

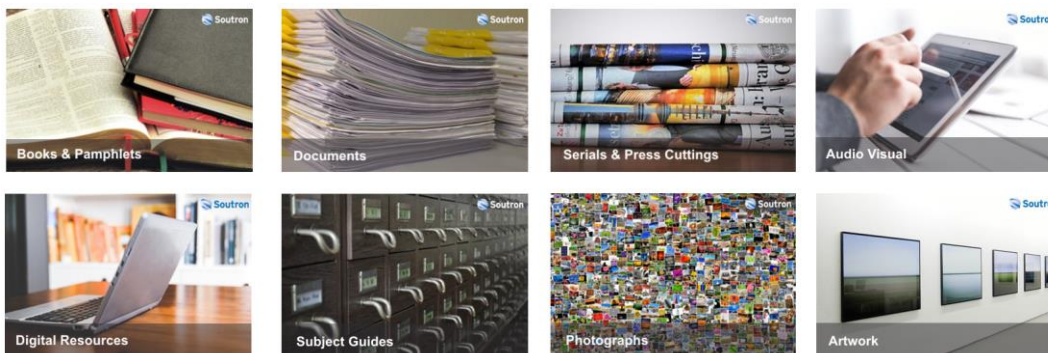
The Archivist is in control of every aspect of the system through the use of simple menu selections. There are no external files to manage and no settings to be maintained on individual PCs. Soutron has easy to configure fields, data structures, record templates, classifications, thesaurus terms, locations and policies. Multiple Search Portals can be set up with secured content delivered as needed.

## Search and Presentation



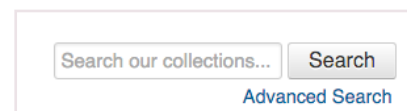
Soutron Search functions can be customized for public access for onsite and offsite materials, with loans and enquiries as well as Document Ordering to view on a particular day.

### Collections



Soutron’s Search Portal User is mobile responsive. Strong search facilities at Collection and Item level combined with great presentation controls display results in the best way possible.

Showcase your Collections and create ‘easy to navigate’ pages in Soutron and apply a visually appealing hierarchical tree display to help researchers find information quickly and simply.



*Embed your search in any web page*

## Small or Large Collections, Local or Global, Physical and Digital

Soutron has been working with Archives of all sizes for over 25 years developing custom systems for clients. Today’s web technology means that we can deliver tailored requirements within a package application without the need for custom programming. Solutions to meet each individual client’s needs.

Some organizations such as the Egyptian Exploration Society are small but highly focused with International exposure. For organizations without internal IT expertise Soutron's services provide great reassurance to professionally manage, share, and distribute content securely, worldwide.

## Digitization

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Looking for someone to digitize your documents, archives or research materials? We provide both internal and external digitization services for a wide range of materials. If preferred we can simply provide equipment for scanning and capture of images for the seamless integrates into Soutron solutions.

Our first concern is for the care of the original documents and our digitization service is set up with this in mind. Professional scanning equipment from Fujitsu performs a wide variety of archival scanning tasks with excellent post-capture editing software.

Experienced staff assess the method of digitization which is most appropriate to produce the best quality image, while ensuring that the condition of the original material is not compromised. Metadata can be added at the time of image capture to create a firm foundation for a digital collection.

Please call us to arrange a discussion of your needs and how our new web technologies could make a difference to your Archive services.



## Audio and Video Archive

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Soutron Archive can also able used to create a catalogue of Audio and Video content.

Learn more here: [soutronglobal.com](http://soutronglobal.com)

## NEXT STEPS

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Soutron offers a range of software and services to facilitate all digital archive needs.

To find out how Soutron could transform your archive strategy, **get in touch**:

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