



## COLLECTIONS MANAGEMENT SOFTWARE FOR MUSEUMS

Soutron is an information management solution that harnesses the power of relational database technology and builds into it specialised workflows for Libraries, Archives and Knowledge Centres.

Museums have particular needs, focused on the management of artefacts and knowledge, bibliographic data and taxonomies.

Soutron's database is structured to allow different types of records to be created using templates that are specific to the type of materials to be managed. Records can be classified into Categories of your choosing and a single search can be to a specific record type or any category or categories selected.

The record types that you may find useful include the following but this is not an exhaustive list:

Record Type	Characteristic	Description
<b>Artefacts and Assets</b>	Physical	Printed materials with / without physical inventory in one or more locations / sub-locations
	Digital	Any format of file including MS Office, PDF, JPG, IMG, GIF, etc eBooks ePUB / PDF
	Video / Audio	Vimeo or YouTube MPG
<b>Events</b>	In House	Conferences Conference Papers Exhibitions
	External	Touring events Loans to other institutions
<b>Receipts</b>	Purchased	
	Donated	
	Loaned	
<b>Social media</b>	Blogs	
	Twitter Feeds	
<b>News</b>	Newsletters	
<b>Publications</b>	Internal Publications	



Soutron will provide a solution that can be customised to meet the needs of the Museum in respect of all of the above types of materials. Specific services and functions might include:

Search Portals: one or more that are customised to particular audiences and may focus on particular types of content e.g. Archives such as a Collection specific to an individual or family; Fashion and Culture might have a particular focus and need a separate Search Portal that limits results to this topic.

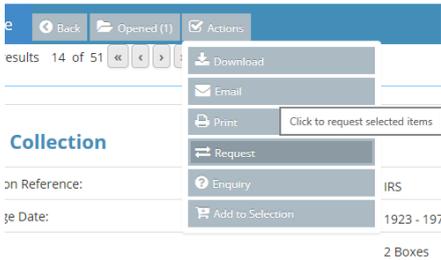


*Designed for Desktop, Tablet & Mobile*

Each Search Portal can be customised using HTML5 and is mobile responsive.

Any language set can be used to store data, search and present menus and search portals

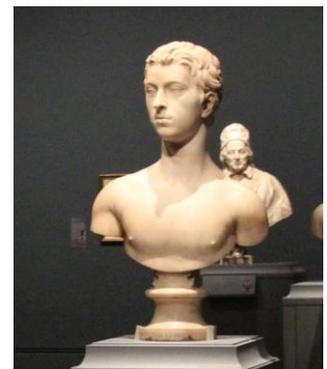
All searches executed are recorded in an audit trail for management to examine and from which policy changes can be made, new materials might be introduced or withdrawn and usage determined accurately.



Items can be requested via the Search Portal, so that the user may either have the item delivered or collected from the Museum. For items that are purely for reference only and may be stored off-site there is a Request to View function for booking a time and date to visit the Museum establishment where it has been made ready.

Recording of Loans can also incorporate the Event or Project that the item was made available to. This provides a tracking facility that makes audit and reporting of statistics easier.

Where an artefact is to be accessioned and recorded, there can be many parts to the record, each part representing a particular aspect of the artefact.





Soutron has this capability built into the record structure so that a master record can have any number of parts. This means that when a record is viewed, its related parts are also displayed, the part record can inherit values automatically from the master record but they can be separately managed as records in their own right.

**Collections Catalogue**

Advanced Search

Home New Search Back Opened Records (1) Actions Login/Logout

**Audiovisual Material**  
An Example Title Name

Corporate Author: Publisher Name  
 Publisher: Publisher Name  
 Place of Publication: London  
 Date of Publication: 1889-1902  
 Quantity: 10  
 Format: E-Resource  
 Notes: Incl. full transcripts, summaries, additional material. - Click on an individual interview to get the detailed display.  
 Language: English  
 Subject Keyword: Example: Title  
 Geographical Keyword: Rwanda ; Great Britain  
 Class Number: L12a(1)

**Record in context**

- 1023 An Example Title Name
  - 1023/1/ Family papers
    - 1023/1/1-15 Early family documents
    - 1023/1/16-30 Personal papers
    - 1023/1/31-32 Mostly copy testimonials and references
    - 1023/1/33 Correspondence and papers re patent
    - 1023/1/34 Correspondence and papers re patent
    - 1023/1/35-36 Personal papers and correspondence
    - 1023/1/37 Personal papers and correspondence
    - 1023/1/38 Family correspondence
    - 1023/1/39 Luise Neumann- correspondence
    - 1023/1/40 Correspondence
    - 1023/1/41 Collection of newspaper cuttings
  - 1023/2/ Business papers
  - 1023/3/ Ephemeris

Show all

**Record copies**

Office	Location	Barcode	Item Details	Shelf Reference	Copy Status
London	Library	EX00012		Reader Terminals	Reference only

Soutron ©

Artefact Metadata	Data describing the artefact in a structured format which will include, title, dates, summary text, links to images, documents, audio, video etc.
Provenance	Describing where the item originated and proof of ownership
Valuation	Details of costs incurred to acquire and manage it and potential market value
Handling	Packaging and means of transportation to protect the item
Security	Issues relating to copyright, licencing, access permissions (digital and physical)
Best Practice	Knowledge of how the asset has been used and benefits arising; how the asset should be used and/or presented
Cleaning	Types of materials and routine to be followed

The same database can be used to store information relating to partners, contact details, funding initiatives etc. It is not limited to Museum Assets.

Where the organisation produces literature such as pamphlets and notices, these can be made accessible for external bodies to request bulk delivery of the same, to support the promotion of an event or exhibition.

Where there is a need for the Web Master to directly control metadata, this is available using Soutron RESTful XML API which provides direct programmable access.



## SERVICE AND SUPPORT

---

The Soutron system is implemented by highly experienced information professionals, employed by Soutron and working every day on similar tasks. This expert service is backed up with technical resources to:

- clean your data
- create custom screen designs and templates
- system integration using APIs and Web Services

Experience is important. Detailed project planning and in-depth training maximise your use of the application. Your needs are the priority consideration throughout and these needs are analysed and addressed by the experienced team within Soutron.

## NEXT STEPS

---

Soutron offer a range of software and services to facilitate all your management needs. Our experts are on hand to:

- Help identify your requirements
- Customise and integrate search interfaces
- Set up CSS to present content and brand your application
- Deliver on 'out of the box' requirements

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

### UK and Worldwide

Soutron Limited  
Highgate House  
Burley Hill  
Derby DE22 2ET

T: +44 (0)1332 844 030  
[info@soutron.com](mailto:info@soutron.com)  
[www.soutron.com](http://www.soutron.com)

### North America

SoutronGlobal  
1042 N. El Camino Real  
Suite B-215 Encinitas  
CA 92024

T: +1 (0)760 870 4243  
[info@soutronglobal.com](mailto:info@soutronglobal.com)  
[www.soutronglobal.com](http://www.soutronglobal.com)

