

# FLORA Archives

## Archive management solution

*Flora Archive is a 100% web archives management solution, specifically designed to comply with professional and technological standards. Flora Archive covers document acquisition and exploitation. Flora Archive manages the life cycle stages involved in developing electronic archives. Flora Archive's digitization service plays an integral part in heritage preservation and promotion.*

### Collect & Classification

#### Archival description

Flora Archive handles ISAD(G) and EAD description of current and semicurrent records, and accessioned archives.

Input assistants are available to the professional user:

- forms with validity checks,
- vocabulary lists
- authorities,
- thesaurus.

The data model enables multilevel description and inheritance from higher levels:

- accession,
- piece,
- transfer,
- container (palettes, boxes, etc.),
- file,
- document, etc.

Reference number management is completely configurable.

The administrator can modify and add to data structures and associated processing cycles.

Fonds also meet OAI protocol requirements, and organizations can make their data available for harvesting.

#### Transfers

Transferring agencies, producers or donors are managed in compliance with the ISAAR (CPF) standard.

Transfer list generation is entirely customizable. Transferring agencies declare their transfers via specially designed forms and can follow the accession of their transfer in real time.

Flora Archive can also handle direct transfer of electronic documents.

Docflow procedures, over which archivists have complete control, meet electronic archiving and exploitation requirements.

Archives professionals then take charge of the transfer, adding the information required for management and preservation.

### Localization

#### Stack and location management

This service offers a graphical interface for storage space management.

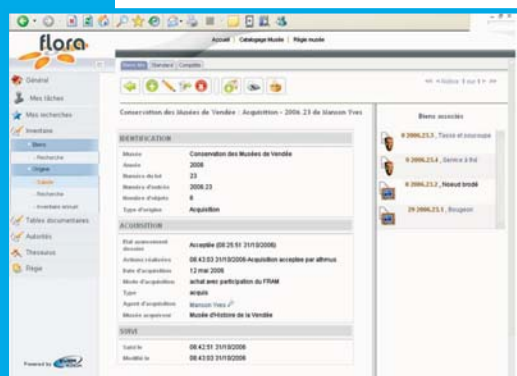
It models and manages the rules and restrictions related to site configuration and archive categories, in order to optimize storage space and propose the most suitable locations:

- by disposal year
- by type of document
- by transferring agency, etc.

Storage areas can be organized by site, building, stack, right down to shelf level.

Linear metrages in storage spaces are tracked graphically and in detail.

Flora Archive helps you manage any reorganizations such as: transfers to national archives, externalization, palettization, etc.



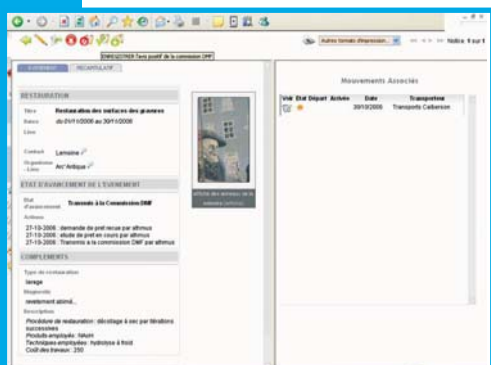
## The management of the communication

### Appraisals and disposal

In **Flora Archive** you can enter retention schedules which establish preservation rules by form and agency for every stage of the document life cycle.

Using disposal and access dates, this schedule predicts dates when documents are to be destroyed or to become accessioned archives, along with resulting operations : selection, arrangement, generation of disposal lists, etc. Currency period, closed period and total retention period are kept distinct.

Actual disposal involves automatic transfer of documents to files to be destroyed, queryable in the same way as any other files in the application. **Flora Archive** then automatically frees the storage space recovered after disposal.



### Check-out management

This service processes all check-out operations concerning archives or related library holdings in real time, following the procedures and life cycles which you have put in place:

- reference
- external loans
- clearance
- holds
- renewals
- returns,
- photocopy and digitization requests
- overdue notices, etc.

The reading room is managed via its reading room pass system.

It manages archives patrons and detects check-out anomalies based on archivist-defined rules. For their part, users can follow the progress of their request in real time.

## Management tools

### Publication and statistics

As **Flora Archive** is based on XML streams, it can offer unmatched flexibility in processing data for publication.

All transactions and navigation actions are recorded in **Flora Archive** . Results can then be handled by a pre-configured process or according to the requirements of your organization.

## Associated fonctions

### UNIMARC cataloguing and serials management

This service enables holdings to be referenced for an historic library, or for any other associated library. Data entered can be validated against references common to the whole organization.

In **Flora Archive**, it is possible to implement functions to track serials or any other acquisition.

## Valorization

### Information retrieval and dissemination

**Flora Archive** offers search interfaces and functionality for single or multiple fonds, and adapted to different audiences, end user or professional:

- simple search
- boolean search
- search with thesaurus or index look-up,
- electronic corpus search, etc.

Personal search management tools are available to all:

- selection basket
- search history
- stored queries, etc.

Professionals have at their disposal a publication service which lets them disseminate selected information, virtual exhibitions of digitized fonds, dynamic themed dossiers, etc.

