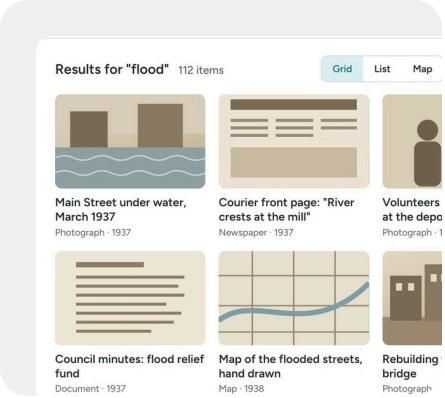
communico one

Preserve

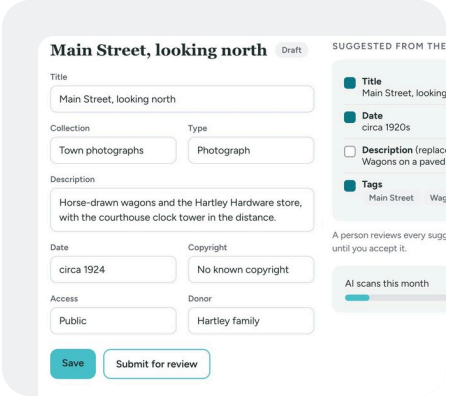
DIGITAL ARCHIVES

Preserve is your digital archive. Catalog photographs, documents and recordings, curate collections and exhibits, and let customers explore your local history online.



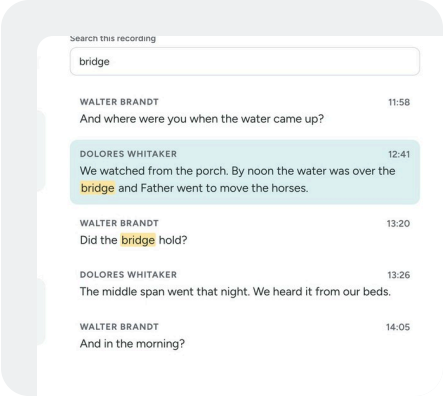
Archive browser

Customers search and browse by collection, decade, subject, content type or branch.



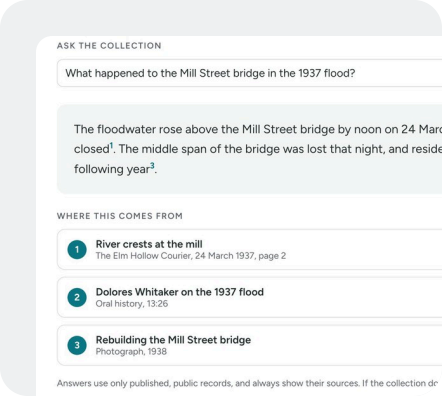
Suggested details

Drop in a scan and get suggested titles, dates and tags. Nothing is saved until a person approves it.



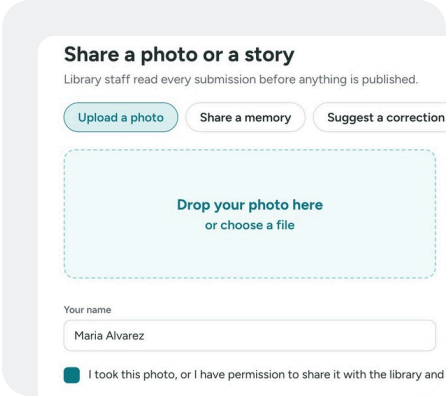
Transcripts you can search

Preserve writes a transcript for each recording, so customers find the minute someone mentions the flood.



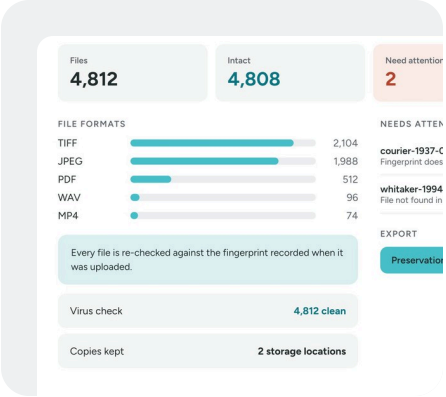
Ask the collection

Customers ask a question in their own words and get an answer with its sources.



Community contributions

Customers send in photos, memories and corrections. Staff read everything before it is published.



Built to last

Every file is checked against the fingerprint recorded at upload, so you can prove it has not changed.

Batch upload
Drop in a folder of scans and get one draft record for each file.

Bulk edit
Change many records in one step, or send up to 200 for review or publish them together.

Metadata templates
Ready-made field sets based on Dublin Core, with fields of your own.

Rights statements
Choose a clear rights statement for every record from a standard list.

Search inside scans
Text is read from scanned pages, so a name buried in an old page can be found.

Exhibits
Tell a story across pages of text, galleries, timelines and featured records.

Image viewer
Zoom in on a page, move through a multi-page item and search its text.

Review queue
Staff approve, ask for changes or decline each contribution, with a reason.

Fixity checks
Every file is checked again on a schedule, with a report of anything that has changed.

Preservation packages
Export a record, a collection or the whole archive as a standard package.



Empower your customers
- Explore local history online
- Find a name inside an old page
- Read exhibits that tell a story



Help staff
- Catalog faster with suggestions
- Keep originals safe and untouched
- Publish when an item is ready

Communico specification sheets
Available to download at www.communico.one

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