

Microfiche Scanning and Conversion



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What is Micro-fiche?.....and why should I convert it?

Microfiche is a way of storing documents via photographic film. Documents are photographed and then stored at a small size, too small to be read by the naked eye. It provides long term storage as long as it is kept in a stable environment. It does not require special training and the only equipment needed is a reader. A common tool of Libraries, they are also used in many other areas of business including finance institutions, Planning departments and other governmental departments.

Microfiche images are stored on small transparent cards which are not much bigger than a standard postcard. The images are too small to read unaided, and require the use of a reader. The reader is essentially a light and a magnifying lens that then projects the image onto a screen. The images can then be scrolled through and even enlarged. Microfiche readers are often connected to a copier or printer so that the images could be printed. Copies could not be made from the Microfiche themselves, of course, as the images are too small.



Microfiche's biggest advantage is that it allows for the storage of many documents in a small space. Materials that would require a room full of shelves can instead be stored on small cards that might then be kept in a filing cabinet. Entire volumes of books and journals can be kept this way. It also allows materials to be made available to the public, even if the originals are not. For example, copies of plans for city buildings that might be required by law to be kept at a town hall or a planning office can be reproduced on microfiche and kept in a public area or library.

Microfiche is not as reliable as you might think!

Early cut sheet Microfiche (to the 1930s) were printed on nitrate film, which poses high risks to their holding institutions, as nitrate film is explosive and flammable. From the late 1930s to the 1980s, microfilms were usually printed on a cellulose acetate base, which is prone to tears, vinegar syndrome, and redox blemishes. Vinegar syndrome is the result of chemical decay and produces "buckling and shrinking, embrittlement, and bubbling". Redox blemishes are yellow, orange or red spots 15–150 micrometres in diameter created by oxidative attacks on the film, and are largely due to poor storage conditions. Over time these issues can render Microfiche unreadable and valuable information is lost forever.



Microfiche conversion in the UK has changed...

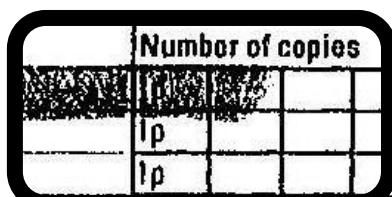
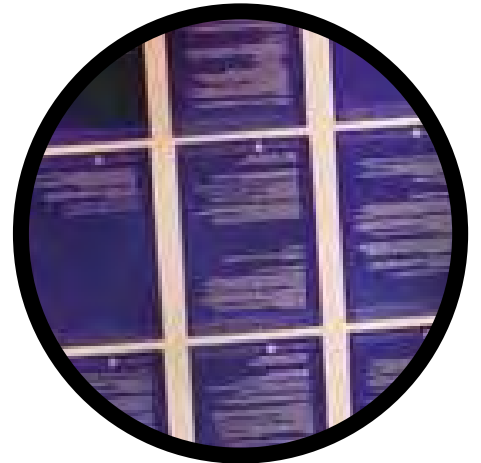
Paper Capture Ltd are pleased to introduce a market leading solution to the problem of capturing images from Microfiche. A solution which not only means images digitised are of a quality worth investing in, but a solution which means Microfiche conversion is now affordable. Our solution not only dramatically increases the quality of capture available in the UK, it reduces the costs.

The Digitizer is capable of fully automatic capture of up to 1000 Microfiche Jackets before it requires reloading. This process encompasses the Microfiche being automatically transferred to a position underneath the capture camera,

scanned, and removed to be replaced by the next Microfiche. This process allows us to run the machine unattended and therefore save on expensive labour costs. The technology itself takes a full shot of the whole Microfiche, detects the position of each individual frame and then uses these detection coordinates to reposition the main camera, zoom in and capture each frame individually. This allows for an incredibly detailed, clear image unlike anything else on the market.

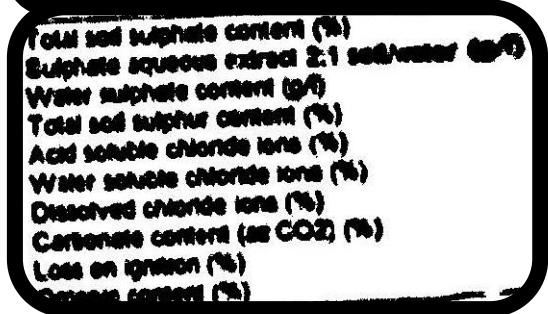
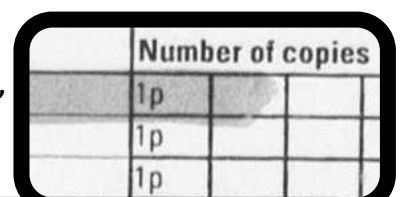
As the digitizer detects the image positions prior to scanning each image this allows great flexibility in the differing types of fiche on the market and prevents having to pre-sort fiche or re-set up each job before scanning as with competitors machines.

Why not look at the examples below to see the difference in the quality of scans provided?

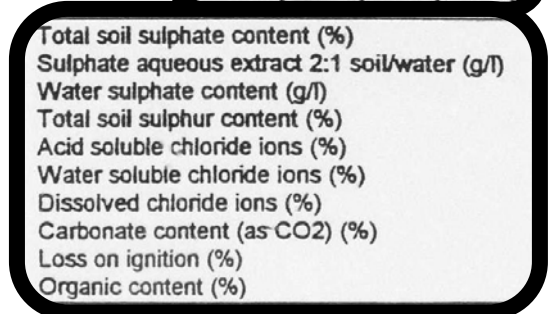


Look at the differences in these 2 sets of images.

They are both scanned from the same Microfiche jacket but one clearly shows, not only highlighting, but the highlighted information, and the text on the other image is clear to read.



The images on the left are from the scans provided by a leading UK conversion bureau. The ones on the right have been produced using our scanner.

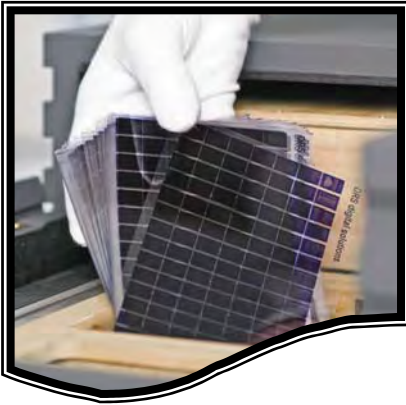


These have been supplied back to a client of ours who approached us to re-scan all of their fiche.

The differences in quality are staggering and are clearly obvious. The biggest benefit of all though is that our costs were less than half of what the client originally paid. We provide free samples to all prospective clients.

Why not get in touch to arrange your free, no obligation, sample on 08445 040413

From start to Finish, the process explained



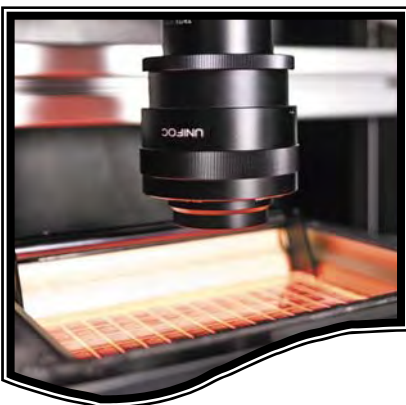
Load Microfiche

Microfiche are very susceptible to static. This causes another problem with the attraction of dust and dirt. We clean all fiche before scanning and then use gloves **1** to carefully load batches of Microfiche into a specially designed anti-static hopper system which stores, transports and holds the Microfiche during the digitisation process. These anti-static measures not only prevent dust attraction and therefore image degradation, they also prevent the fiche from sticking together during the capture and conversion process, which is essential to eliminate rescanning.

Overview Shot

2 Following its automated journey from the Microfiche hopper into the jacket load stage of the digitisation process, the Microfiche is placed into a specially made holder which is pneumatically driven. This is then covered with a glass lid to ensure the Microfiche is flat and focus is therefore unaffected.

The CCD Flat chip camera then takes an overview shot of the whole Microfiche which is optimally illuminated using LED light technology. This overview image is then subjected to thousands of computer calculations to determine the exact location of each individual frame on each sheet of Microfiche, allowing for constant digitisation of mixed batches of fiche without the need to change carriers or job settings.



Frame Capture

Using the computer generated frame positioning data the high-resolution CCD flat chip camera then takes high resolution, individual shots of each detected frame which is positioned underneath the static camera by an automated platform which holds the Microfiche. This takes around 0.5s per shot to complete and provides a greyscale image with high spatial resolution. This allows every minute detail to be clearly visible on the electronic image and gives perfect impressions of the original image from the Microfiche, far better than possible from a reader printer. **3**

Quality Checking and Indexing

4 Following the capture of the Microfiche the images are then sent for Quality Assurance. During this process the images are all checked to ensure that each frame has been detected and that each individual image is cropped and deskewed correctly by the automatic process. This stage is also used to rename the Microfiche. As you can see on the image to the right, when a frame is checked a tick appears on the screen and unless all frames are ticked as checked the operator cannot move onto the next Microfiche without either completing this process or placing the Microfiche in error.



Grouping and Output

Following completion of the QA and indexing stage, the fiche are then run through a grouping stage. This essentially ensures that all Microfiche from the same file are placed together so that multiple Microfiche are placed in a single electronic file. **5** We then run a PDF process to produce an archival quality PDF/A-1B file, which contains built in conformance to ISO 19005-1. We can also provide customer specific outputs at this stage depending on the software used by the client.

What we can do for you....

Paper Capture Ltd are able to offer a number of different solutions to assist you with your Microfiche conversion project. We offer the conversion as a service to most customers but are also able to offer various other solutions such as hire of equipment, sale of equipment and long term scanning and storage solutions for your Microfiche.



Full featured Scanning and Conversion Service

Paper Capture will collect your Microfiche from your offices and transport them to our production facility. We will carry out the conversion process at our offices over an agreed period of time.

Benefits

- FREE 24 hour file retrievals—We will provide an electronic copy of any required Microfiche within 24 hours, free of charge
- Our lowest prices—We price purely on volumes and therefore having your fiche scanned in one go gets you the lowest prices
- Quality Assured— Our professional trainer operators oversee and complete thousands of fiche per day
- Fast Turnaround—We have the capability to scan and convert up to one million frames per week
- Best in the Business—Our conversion process produces the clearest, cleanest and best images from fiche on the market
- Prices from just 30 pence per Microfiche Scanned

Fiche Digitiser Rental Service

Paper Capture can rent one of our digitisation machines to you directly:

Benefits

- Complete Control—You are able to maintain your Microfiche on site whilst the digitisation process is on-going
- Continuity—This option allows you to continue to use your fiche whilst process is on-going, ideal for high usage clients
- Absolute Peace of Mind—The fiche never leave your premises and therefore gives you 100% peace of mind
- Staff can be Provided—We can provide professional and experienced staff to run the service at your premises
- Training On Site—We can provide full training on site as part of the rental package
- Prices from £5000 per month, 3 month minimum term.

Fiche Digitiser Outright Purchase

Paper Capture can provide outright sale of one or more of our digitisation machines:

Benefits

- Ideal for large scale Microfiche operations
- Total Low Cost per scan—One off payment will cover all scans due to ownership of machine
- Training and remote support included to get you up and running
- Ability to scan 10,000 or more fiche per week
- Priced from £85,000 per unit inclusive of software and training for Total Ownership

Whatever your preference, Paper Capture can help. Give us a call on 08445 040413 to discuss the above options in more detail and let us help you to determine the best choice for you.

Paper Capture Ltd



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Free Sample

Free Sample Scans available

- Contact us and we will arrange a collection of Microfiche from your archive.
- On receipt we will scan and output the Microfiche to your required format
- We will then visit you and bring back the sample to discuss your requirements in more detail
- We will then provide a quotation

Paper Capture Ltd

Tel: 08445 040413

Don't take our word for it.

We are offering all potential clients the opportunity to try our services for free.

We will scan up to 20 Microfiche for you free of charge to prove our quality with your data.

**7.5% Local
Authority and NHS
discount available
on request.**

- Greater London
- Hertfordshire
- United Kingdom
- Europe



Paper Capture

Our Full Suite of Services

- Microfiche Conversion Services
- Large Format Scanning Services
- Data Capture Services
- PO Box Mail Set Up and Scan with Electronic Mail Forwarding
- OCR Services
- Document Scanning Services
- Roll Film Scanning Services
- Data Manipulation Services
- PDF Conversion Services
- Migration from other formats

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