



# Preservation Resources

A Division of OCLC Online Computer Library Center, Inc.



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## Preservation Resources Preservation Microfilming Questionnaire – Manuscripts

**In order to assist us to prepare a price proposal for your project; please answer the questions below.**

### 1. General Information

Contact Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_ Email: \_\_\_\_\_

Today's date: \_\_\_\_\_ Date proposal needed by: \_\_\_\_\_

### 2. Scope of the Project

Project Title: \_\_\_\_\_

Project start date: \_\_\_\_\_ Completion date/deadline: \_\_\_\_\_

Original Format(s):  Correspondence  Diaries  Ledgers  Letterpress  Onionskin carbon copies  
 Photocopies  Other \_\_\_\_\_

Describe contents: \_\_\_\_\_

Services Requested:  Film  Full Preparation  Cataloging

Film Format:  35mm  105mm (fiche)

Number of items (please specify volumes, folders, boxes): \_\_\_\_\_

Count of Pages:

Number of physical pages (not counting blank pages): \_\_\_\_\_; OR

Average Pages Per Item: \_\_\_\_\_ Total Estimated Pages (Items x Avg Page Per Item): \_\_\_\_\_

Film 2 pages per frame?  Yes  No

*Note that bound materials must be filmed 2 pages per frame unless disbound. Correspondence, etc. with writing on front and back may have to be filmed one page per frame.*

Film folders?  Yes  No

Film frame numbers?  Yes  No Film Blips?  Yes  No

### 3. Content of the Material

(a) Dates of Creation: From \_\_\_\_\_ to \_\_\_\_\_

(b) Language(s): \_\_\_\_\_ (If more than one, estimate percentage, e.g. 25% French, 50% English, 25% Arabic)

(c) Is the material paginated?  Yes, Arabic  Yes, non-Arabic, \_\_\_\_\_  No

(d)  Handwritten  Typescript  Other \_\_\_\_\_

(e) Are there foldouts?  Yes, what percentage of the total pages: \_\_\_\_\_  No

(f) If more than 1% of the pages are illustrated, please describe what kind and approximate percentage of total pages.  line drawings (\_\_\_\_%)  halftones (\_\_\_\_%)  other \_\_\_\_\_ (\_\_\_\_%)

#### 4. Physical Condition of the Material

- (a)  Brittle (breaks at 2 folds or less) (\_\_\_\_%)  Not brittle (\_\_\_\_%)
- (b) Paper color/fade (A difference in paper color, or the combination of text and illustration on two facing pages may require that more than one exposure be taken in order to capture all the information on those pages.)  
Consistent within each item:  Yes, describe \_\_\_\_\_  No, describe \_\_\_\_\_  
Consistent between items:  Yes, describe \_\_\_\_\_  No, describe \_\_\_\_\_
- (c) What is the condition of the print legibility?  
Faded text  Yes, \_\_\_\_\_%  No  
Bleed-through  Yes, \_\_\_\_\_%  No  
Stained/damaged  Yes, \_\_\_\_\_%  No
- (d) What is the color(s) of the ink? \_\_\_\_\_ Multiple colors on one page?  Yes, describe \_\_\_\_\_  No
- (e) Are there stamps/markings of ink/pencil colors different from the print/handwriting?  Yes, describe \_\_\_\_\_  
 No

#### 5. Bindings and Dimensions

Materials that are camera-ready should be disbound as necessary prior to shipping. With permission, Preservation Resources will disbind volumes for filming as necessary but will charge special handling.

Conditions that may necessitate disbinding are as follows:

1. Gutter shadow caused by tight binding may result in the loss of information if the volume cannot be disbound for filming. Shadow can be reduced if the strings of sewn bindings are cut. "Snapping the strings" does not require removal of the text block from the binding.
2. Brittle pages that cannot withstand the stress of being turned and the pressure of a book cradle's glass may break away from the binding in a jagged fashion.
3. It is recommended that books that are staple-bound at the side or sewn at the side, rather than through the center, be disbound for filming because they often do not lie flat in a book cradle and brittle pages in such bindings may break unevenly.
4. Volumes that exceed maximum dimensions or thickness as follows: 28" x 46" and 3.5" in thickness.
5. Glossy pages, which can cause a reflection during filming, may result in the loss of information if the volume cannot be disbound for filming. Glare can be reduced if the strings of sewn bindings are cut. "Snapping the strings" does not require removal of the text block from the binding.

#### Client gives the following permissions:

Permission to disbind if necessary:  Yes  No  Contact client for permission in each case

Permission to snap strings:  Yes  No  Contact client for permission in each case

Bound volumes larger than 22 inches high x 27 inches wide (two pages open) x 3.5 inches thick cannot be filmed in a standard book cradle. Oversized books can be filmed in Preservation Resources' oversized cradle, but will require special handling and scheduling. Maximum dimension is 28" x 37" and 7" in thickness

No. of Oversized Volumes: \_\_\_\_\_

## 6. Preparation

Materials must be made camera-ready for filming. This includes collation, targeting and reel programming. If requested, Preservation Resources will provide these services.

(a) Collation: Camera-ready materials must have been collated page-by-page and flagged for irregularities.

By Client

By PresRes

(b) Target Preparation: All reel project targets and item level identification/bibliographic targets must be prepared for filming. PresRes provides all technical targets and uses in-frame targets to note irregularities in the original.

By Client

By PresRes

(c) Reel Programming: Materials must be assigned to reels and each reel must have identifying numbers.

By Client

By PresRes

## 7. Duplicate Copies

Standard preservation practice is to produce three generations of microfilm: the first generation camera master negative, the second generation printing master negative, the third generation positive use copy.

### Copies required:

Number of Print masters: \_\_\_\_\_

Neg.

Pos.

Number of Service copies: \_\_\_\_\_

Neg.

Pos.

## 8. Polysulfide Treatment

Polysulfide treatment protects silver film against oxidative attack.

Film Generation to be Treated: Archive Master       Print Master       Service Copy

## 9. Labels and Packaging

Labels, microfilm boxes and wrappers are made of buffered, acid-free and lignin-free paper/board. Microfilm box labels are acid-free, computer-generated adhesive labels that are output to a 600 dpi LaserJet printer. Standard 12 pt. labels measure 3.5" x 1.25" and can accommodate up to 6 lines of bibliographic information. Customized labels are available at additional cost.

Standard labels:

Yes

No, specify \_\_\_\_\_

## 10. Film Storage

Storage is available for print masters in Preservation Resources' climate controlled print master storage vault. Preservation Resources sub-contracts master storage at the National Underground Storage Facility (NUS) in Boyers, PA

Masters                      Store at NUS                     

Ship to Client                     

Print masters                      Store at PresRes                     

Ship to Client

## 11. Shipping Instructions

Preservation Resources is able to provide pick up and delivery services to locations within a day's drive of Bethlehem, Pennsylvania.

### Delivery of original materials to PresRes:

By Client  By PresRes  UPS  US Mail   Other: \_\_\_\_\_

### Return of materials to Client:

By Client  By PresRes  UPS  US Mail   Other: \_\_\_\_\_

### Delivery of Film to Client:

By Client  By PresRes  UPS  US Mail   Other: \_\_\_\_\_

## 12. Scheduling

Preservation Resources requires a minimum of 8 to 12 weeks notification prior to project start-up. Most small projects (50 reels or less) can be completed within 8 weeks of receipt. Larger projects can be scheduled for regular monthly shipments. Prices may be adjusted for increased costs every fiscal year (July)

Anticipated Start Date: Month \_\_\_\_ Year \_\_\_\_

Anticipated Completion Date: Month \_\_\_\_ Year \_\_\_\_

## 13. Insurance

When materials are shipped or delivered to Preservation Resources, we will require a packing list and a statement of the items' values for insurance purposes. If your materials are assessed at more than \$1,000 per item, we must charge a small fee for extra insurance coverage of materials insured at higher rates.

Additional insurance will not be required

Additional insurance will be required at a valuation of \_\_\_\_\_ per item.

## 14. Standards and Guidelines

The preservation microfilming production procedures and systems in place at Preservation Resources are based on adherence to the specifications, guidelines, and standards from the American National Standards Institute (ANSI), the Library of Congress (L.C.), and the Research Library Group (RLG).

Thank you for completing the form.  
If you have any questions, call (800) 773-7222