



Preservation Resources

A Division of OCLC Online Computer Library Center, Inc.

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Preservation Resources Preservation Microfilming Questionnaire – Scrapbooks

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

Scrapbooks are among the most difficult formats to estimate because of the great variability of the content. We strongly recommend sending samples for evaluation.

1. General information.

Contact Name and Title: _____

Institution: _____

Mailing Address: _____

Phone number: _____ Fax number: _____ Email: _____

Today's date: _____

2. Scope of the project.

Project Title: _____

Project start date: _____ Completion date/deadline: _____

Services Requested: Film Full Preparation Cataloging

Film Format: 35mm 105mm (fiche)

Number of physical items (volumes, issues): _____

Average Pages Per Item: _____ Total Exposures Per Page: _____

[Note that if items are pasted onto the pages in such a way that when unfolded, they obscure text underneath, then multiple filming exposures per scrapbook page may be required. In addition, if items (such as newspapers clippings) when unfolded significantly exceed the dimensions of the scrapbook page, then the item will need to be filmed in two or more exposures to capture all the text.]

3. Content of the material.

(a) Dates of Publication: From _____ to _____

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

(c) Are the scrapbook pages paginated? Yes, Arabic Yes, non-Arabic, _____ No

(d) Describe the contents:

Newspaper Clipping _____% Condition: _____

Photographs _____% Condition: _____

Pamphlets _____% Condition: _____

Other _____% Condition: _____

- (e) Are there foldouts? Yes, what percentage of the total pages: _____ No
- (f) Text and illustrations in the same frame may require second intentional exposures (ISEs) in order to capture each optimally. Are ISE's acceptable?
- Yes No

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 volume: Yes, describe _____ No, describe _____
- Consistent between volumes: Yes, describe _____ No, describe _____
- (c) What is the condition of the print legibility?
- | | | |
|-----------------|--------------------------------------|-----------------------------|
| Faded text | <input type="checkbox"/> Yes, _____% | <input type="checkbox"/> No |
| Bleed-through | <input type="checkbox"/> Yes, _____% | <input type="checkbox"/> No |
| Stained/damaged | <input type="checkbox"/> Yes, _____% | <input type="checkbox"/> 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