

Digitize

Preserve

Access

Customized  
digitization &  
microfilming  
solutions

# Preservation Services

Protect unique content while increasing access to them



**OCLC**<sup>TM</sup>

The world's libraries.  
Connected.

At **OCLC Preservation Service Centers**, our experience, innovation and care assure the future of your collections in digital and microfilm formats. Skilled teams at our international centers provide customized solutions using the newest technology. With our proven processes and adherence to standards, your valuable materials are digitized for increased access now, while microfilm protects them for future generations. Integration with WorldCat makes them even more accessible to your users and to the world via the Web.

The scope of your library's digitization and preservation needs can easily exceed its in-house capabilities. When that happens, rely on the broad expertise of a trusted partner: OCLC® Preservation Service Centers. We can tailor our array of microfilming, digitization and consulting services to your needs.

One of the few nonprofit organizations in the U.S. dedicated to offering preservation services to other nonprofits, OCLC has produced more than 75 million frames of microfilm and 7.5 million digital images. For more than 20 years, our dedicated staff—composed of librarians, preservationists, photographers and technicians—have earned a reputation for respectful, specialized handling of rare, fragile and unique materials.

OCLC pursues innovation: our facilities located in Bethlehem, Pennsylvania; Lacey, Washington; Richmond, Virginia; Winnipeg, Manitoba; and The Hague, The Netherlands use state-of-the-art equipment. We also developed and patented microfilm exposure software. Preservation technology has moved into the digital realm, with our service centers offering scanning of microfilm, print and photographic materials, as well as metadata creation, optical character recognition (OCR) and other digitization services.

Our experience is further enhanced by our project management expertise and ability to provide a complete solution. We will work closely with you, providing an integrated set of consulting, digitization and cataloging services tailored to specific project needs. This ability to provide a complete solution has made OCLC a consistent leader in digitizing and preserving the valuable collections of libraries and archives.

## Microfilm

Microfilm remains a stable preservation solution with a life expectancy of 500 years. OCLC Preservation Service Centers started with microfilm and continues to provide cost-effective micrographic services.

### Experience with a diverse range of formats

OCLC has preserved a wide variety of collections, including traditional printed materials and a range of different archival collections, including nonbook formats. We can meet the challenges posed by material that is fragile or oversized.

Our expertise is not limited to English-language materials—we also support a variety of languages and can proficiently handle non-Western printing, binding and bibliographic practices that affect order and orientation for microfilming.

### Skilled materials preparation

OCLC offers preparation services, including collation, reel programming, preparation of bibliographic targets, prospective cataloging and post-film updating of bibliographic records.

### Focus on quality and standards

Collections are filmed in an advanced micrographic laboratory. OCLC has participated in developing preservation industry standards and guidelines, such as the RLG Preservation Microfilm Guidelines and digitization supplement.

### Secure storage

Our environmentally controlled storage vault ensures that microfilm print master copies remain in a proper environment while being easily accessible for digitization or on-demand generation of duplicate copies.



Our dedicated staff is highly trained on imaging technologies and have earned a reputation for the careful handling of rare and fragile materials such as this manuscript from the Hilandar Research Library, The Ohio State University.

## Digitization

The digital revolution made it possible to bring collections of disparate holdings together online, increasing visibility and access to these collections. OCLC helps your library join this revolution. We scan your microfilm, microfiche or original material to create high-quality digital items.

### A leading provider

Over the past decade, we have participated in large-scale digital conversion projects like the Library of Congress' National Digital Library Project and the National Digital Newspaper Program. This experience, combined with our state-of-the-art facilities, has helped us become a leading provider of innovative solutions to the challenges and intricacies of scanning retrospective material including rare, fragile and often unique, original items.

### High-quality scanning to your specifications

We perform 100 percent full-image quality review of all scanned images. Our quality assurance professionals check and recheck the quality, legibility and accuracy of scanned files, which can be delivered to most specifications for resolution, processing, organization, file naming, file format and delivery media.

### CONTENTdm digital collections

We can set up and build your collections using CONTENTdm® Digital Collection Management Software, including all the access files. We also can handle various levels of metadata or, it can be added later by your staff. Additionally, we can process newspaper files for CONTENTdm using METS/ALTO output from docWORKS software.

### Promoting longevity

We can help you ensure that your materials persist through the creation and application of customer-specified preservation metadata. OCLC is an active participant in the formation of international metadata standards and best practices for long-term digital retention. Additionally, once we have created TIFF archival image files from your original materials, we can provide safe and secure storage of these files through the OCLC Digital Archive™.

## Additional Solutions

We partner with other leading providers to offer you a full range of preservation solutions, including:

- Audio and video reformatting and restoration
- Archival reprinting
- "Scan-first" microfilming
- Rekeying of materials not suitable for Optical Character Recognition (OCR)

### Languages supported include:

- Roman alphabet-based Western languages
- Cyrillic alphabet-based languages
- Middle Eastern languages (Hebrew, Arabic, Farsi)
- East Asian languages (Chinese, Japanese, Korean)
- South Asian languages (Hindi and Urdu)
- Southeast Asian languages (Burmese, Cambodian, Indonesian, Javanese, Laotian, Malaysian, Thai and Vietnamese)

### Format capabilities include:

- Newspapers and serials
- Oversize books
- Photographs, slides and negatives
- High-quality color illustrations
- Foldouts bound in books

- Posters, maps and charts
- Manuscripts
- Scrapbooks and clipping files
- Blueprints and related technical drawings
- Special paper, printing and binding types
- Yearbooks
- Diaries
- Reports

### Core services include:

- Archiving and access solutions
- Consultation and training
- Creation of TIFF master file
- Creation of derivative files
- Custom cataloging
- Digital asset metadata creation
- Digitization from microfilm
- Direct digitization of materials
- Expert material preparation
- Full cataloging
- Microfilm creation
- Microfilm duplication, including on-demand service
- Microfilm storage

## Spotlight on the user experience

In 2006, the Warren Library Association launched a significant digital project—the Allegheny Chronicles. The project's goal is to preserve and provide worldwide access to archival materials portraying the history of the Allegheny Watershed and the Allegheny River.

Library staff relied on the OCLC Preservation Service Center and OCLC cataloging services staff to digitize and create metadata records for more than 350 images from the library's Historic Warren Photograph Collection, as well as books, pamphlets and more. As additional funding becomes available, the library plans to work with OCLC to digitize and catalog more materials.

Visit the Allegheny Chronicles—[www.warrenlibrary.org](http://www.warrenlibrary.org)

## Success story

*"Our long experience with OCLC, their commitment to sharing of resources and the professionalism of their staff has lead us to rely on them as a trusted partner in addressing current and innovative library issues and trends as well as evolving modes of high quality service delivery. OCLC's multitude of services and unfailing support model allows us to enter new territories with enthusiasm and confidence knowing that they will keep us on the cutting edge of every good development in the world of library services."*

**Penny Wolboldt**, Head of Reference  
Warren Library Association

## Benefits

**One-stop shop.** Total solutions prevent a patchwork approach with different vendors.

**Accumulated knowledge and innovation.** OCLC has many years of experience in both large- and small-scale preservation projects and participates in international standards formation.

**Cost savings.** Digitize or microfilm a collection more economically and efficiently than through an in-house operation.

**Better access to materials.** Let local users and researchers worldwide view resources you have, but have not shared due to condition or rarity.

**Improved searchability.** Metadata created during digitization can aid in your assets being found more easily.

**Longevity.** Your collection's extended life is assured with 500-year microfilm. You can also ensure the continued availability of content on acetate-based microfilm through duplication onto stable polyester film.

**Security.** Store print masters in OCLC's climate-controlled vault.

**Care.** OCLC treats your materials with respect and conscientious handling.

## Features

**Comprehensive range.** Handling of special formats, materials and non-Roman alphabets and/or numbering systems.

**Professional preparation.** Materials are made camera-ready via collation, fill-in acquisition and bibliographic targeting.

**Custom digital imaging.** Bitonal, grayscale or color scanning, from microfilm or original materials.

**Image enhancement.** Techniques improving image quality include cropping, contrast/brightness adjustment, deskewing and despeckling.

**Multiple formats and scan resolutions.** Digital format options include TIFF (archival), GIF, JPG, JPEG2000 and PDF. We offer technical and descriptive metadata in a number of formats, including XML, and provide METS records for your digital objects as required.

**Multiple delivery options.** Final output can be provided via hard drive, CD, DVD, LTO and FTP.

**Multiple microfilm sizes and types.** High contrast, continuous tone or color; 35mm and 105mm (microfiche).

**Duplication services.** Copies made from acetate or polyester film sources in 16mm, 35mm or 105mm; on-demand duplication of received or stored masters is available.

**Quality assurance.** Established processes ensure that microfilm and digital images are checked and rechecked for quality, legibility and accuracy.

## Service Center Locations

- Bethlehem, Pennsylvania, USA
- Lacey, Washington, USA
- Richmond, Virginia, USA
- Winnipeg, Manitoba, Canada
- The Hague, The Netherlands (partnership with Strata Preservation and OCLC)

[www.oclc.org/preservation/](http://www.oclc.org/preservation/)  
More specifics and preservation success stories.

[www.oclc.org/digitalpreservation/](http://www.oclc.org/digitalpreservation/)  
An overview of OCLC's Digital Collection and Preservation products and related services.

**To start a conversation with OCLC** about preservation services, call 1-800-773-7222, or send e-mail to [presres@oclc.org](mailto:presres@oclc.org).

## WorldCat

OCLC greatly expands access to its member libraries' collections—digital and physical—by integrating its services with the WorldCat® database. WorldCat is the world's largest database of bibliographic and library ownership information. Contribute your digital collection's metadata to WorldCat and make your collections available to your users and to Web searchers worldwide.



OCLC helps libraries in more than 100 countries provide users with bibliographic, abstract and full-text information when and where they need it. OCLC and its member libraries cooperatively produce and maintain WorldCat, the world's most comprehensive bibliographic database. Please contact us to learn more about OCLC in your part of the world.

### Australia

Suite 5, 131 Paisley Street  
Footscray, Victoria 3011  
Australia  
T +61-3-9362 8500  
F +61-3-9362 8501  
E [australia@oclc.org](mailto:australia@oclc.org)

### Canada

701 Salaberry Street, Suite 200  
Chambly, QC J3L 1R2 Canada  
T +1-450-658-6583  
888-658-6583  
F +1-450-658-6231  
E [canada@oclc.org](mailto:canada@oclc.org)

### China

Room 1207, 12th Floor  
China Electronics Plaza,  
Building B  
No. 3, Dan Ling Road  
Hai Dian District, Beijing 100080  
China  
T +86-10-8260-7931  
F +86-10-8260-7539  
E [china@oclc.org](mailto:china@oclc.org)

### France

14, Place des Victoires  
92600 Asnières sur Seine, France  
T +33-1-55-02-14-80  
F +33-1-47-93-50-13  
E [france@oclc.org](mailto:france@oclc.org)

### Germany

Grünwalder Weg 28g  
82041 Oberhaching,  
Deutschland  
T +49-89-613-08-300  
F +49-89-613-08-399  
E [deutschland@oclc.org](mailto:deutschland@oclc.org)

### Mexico

Av. Amores 707 Desp. 401  
Col. Del Valle  
México 03100, D.F.  
T +52-55-5687-3307  
F +52-55-5523-9212  
E [mexico@oclc.org](mailto:mexico@oclc.org)

### Netherlands

Schipholweg 99, 2316 XA  
P.O. Box 876, 2300 AW  
Leiden, Nederland  
T +31-71-524-65-00  
F +31-71-522-31-19  
E [nederland@oclc.org](mailto:nederland@oclc.org)

### Switzerland

St. Jakobs-Strasse 96  
4052 Basel, Schweiz  
T +41-61-378-80-70  
F +41-61-378-80-79  
E [schweiz@oclc.org](mailto:schweiz@oclc.org)

### United Kingdom & Ireland

7th Floor, Tricorn House  
51-53 Hagley Road, Edgbaston  
Birmingham B16 8TP, UK  
T +44-121-456-46-56  
F +44-121-456-46-80  
E [uk@oclc.org](mailto:uk@oclc.org)

### United States

6565 Kilgour Place  
Dublin, OH 43017-3395 USA  
T +1-614-764-6000  
800-848-5878  
(US + Canada only)  
F +1-614-764-6096  
E [usa@oclc.org](mailto:usa@oclc.org)