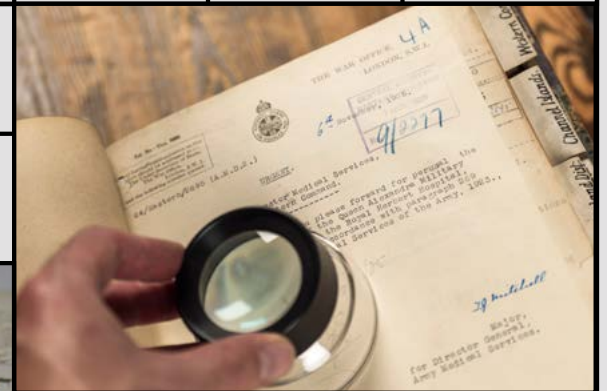


DIGITISATION SERVICES

Digitisation Services

The National Archives



THE
NATIONAL
ARCHIVES



DIGITISATION SERVICES

WHO WE ARE

The National Archives is the official archive for the UK Government, and for England and Wales. Our repositories are filled with some of the most iconic national documents, dating back over 1,000 years. From Domesday Book to modern government papers and digital files, our collection includes paper and parchment, electronic records and websites, photographs, maps, drawings and paintings.

Our 21st century role is to collect and secure the future of the record, to preserve it for years to come, and to make it as accessible as possible. We serve millions of customers every year, both in person and online, making us one of the largest and most successful archives in the world.

OUR EXPERIENCE

We have been imaging our own vast collection of records since the 1960s, initially producing microfilm, and, for the last 15 years, producing digital images. While we continue to digitise our own material, we also use our expertise to offer a professional digitisation service for others.



WHY DIGITISE?

More and more businesses are adding value to their collections through developing digitisation initiatives. Every organisation has different priorities, but the benefits of digitisation include: access, income generation, brand, preservation, interaction, integration and disaster recovery.

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HOW WE CAN HELP YOU

Our team of experts are equipped to advise on all aspects of digitisation and help individuals, archives, businesses, and private organisations to make the most of their collections.

Every collection is unique and we will work with you to develop a bespoke service to meet your specific requirements, incorporating any or all of the services we offer.

Our team of experts are equipped to help and advise on all aspects of digitisation.

The services we offer:

- Document scanning
- Expert document preparation
- Secure storage of materials
- Conservation
- Metadata creation to suit your records and usage requirements
- Optical Character Recognition and transcription
- Metamorfoze, FADGI, ISO91623 and ISO91624 standards
- Advice on preservation and data storage solutions



SPECIALIST DIGITISATION

Our newly renovated, state-of-the-art digitisation studio is located on-site in Kew and can accommodate a wide range of materials including:

- Bound volumes
- Manuscripts
- Rolls and parchment
- Newspapers
- Maps, plans and technical drawings
- Photographs
- Blueprints
- Oversized materials (A0+)
- Negatives and glass plates
- Transparencies

Our thorough knowledge of the digitisation process, equipment and capture techniques ensures that we fulfil the specified requirements, matching the expectations of your project plan. The team will ensure high quality image capture is completed to the requested technical standard, and the high degree of accuracy you would expect from The National Archives.

Ensuring the high degree of accuracy you would expect from The National Archives.



DOCUMENT HANDLING

We understand that fragile and precious records require a high level of care and it is important that they are returned to you in the same condition.

We use specialist rests, cradles and weights to prevent the risk of any damage to original items. All records are stored and copied in a secure environment by experienced operators, using digitisation equipment approved by our conservators to minimise the risk of document damage.

Following imaging, our team of quality assurance technicians perform checks against the material. This crucial stage in the digitisation process enables us to deliver projects with the confidence that the images have been

precisely captured, thoroughly checked, and are the best possible surrogate of the original material.

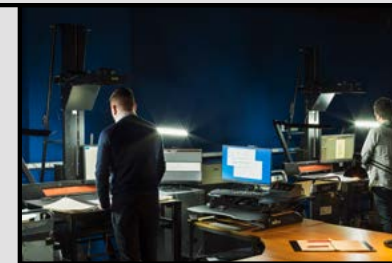
Images are checked for:

- Legibility
- Material composition
- File size
- Image position
- Numbering
- Folder structure
- Naming
- Metadata accuracy
- Missing or duplicate images





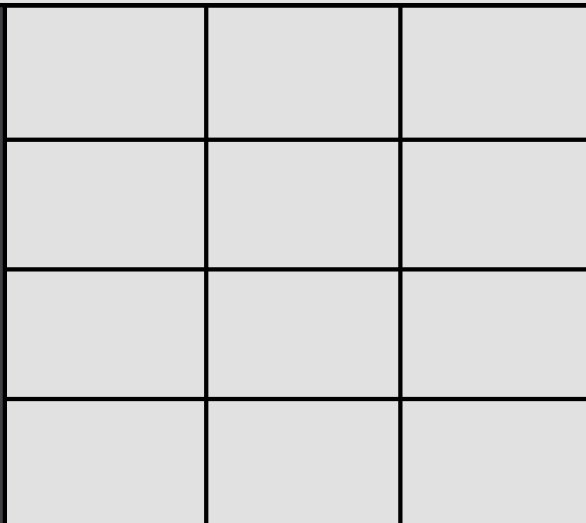
We will work with you to produce a robust plan that can be delivered on time and to budget. No digitisation project is too big or too small.



WANT TO KNOW MORE?

If you have any questions about the services we provide or would like to discuss your requirements; please email digitisation@nationalarchives.gov.uk or call +44 (0)20 8876 3444 ext 2416.

We will be happy to provide general guidance and quotations upon request.



The National Archives

Kew, Richmond, Surrey, TW9 4DU

nationalarchives.gov.uk/digitisation



THE
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