



## Microfilm Scanning

# Enabling the access to information that we have come to expect in the digital age.

For decades microfilm was used to archive information safely. However in recent years it has become an inefficient process to view and print information that is stored on microfilm as specialist readers and printers are required. This equipment is not only time consuming to utilise but it is expensive to purchase and service.

We are highly experienced in utilising industry leading microfilm scanning technology to convert images currently stored on microfilm into searchable digital formats.

Our microfilm scanning service is powered by experienced technicians and industry leading microfilm scanning technology including the SunRise 3-in-1 which can capture images from microfilm, microfiche, and aperture card at an optical resolution of 300 dpi.

SunRise  
3-in-1



Microfilm rolls are boxed and collected by our uniformed drivers in GPS tracked vehicles.



Microfilm is carefully scanned according to pre-agreed parameters.



Scanned images are securely delivered to the client via our online file sharing portal or encrypted USB.

# Future Proof Your Business Records.

## How The Process Works

At the start of the scanning process we will inspect the microfilm for damage that might affect image quality and the (optional) OCR accuracy, as well as for any discrepancies which might affect the scanning process. Discrepancies include actual reel information that differs from that recorded on the outside of the microfilm reel box.

As part of our initial setup, we will establish scanning settings, i.e. contrast and brightness, for individual images. This will ensure that scanned images are created to the highest image quality.

After your microfilm has been prepared for scanning, it will be scanned by our

high resolution scanners. We have deployed SunRise 3-in-1 microfilm scanners which provide the entire image processing capabilities needed to output images that duplicate the appearance of the original page scanned. Image formats outputted by the SunRise 3-in-1 include PDF, TIFF, JPEG etc.

All microfilm will be scanned in a manner which ensures that all of the details on the original image are recorded. The scanning operator will view each scanned image to ensure that the image quality and image positioning are correct, and any

images which are not up to standard will be rescanned.

We can then process each image through our highly accurate OCR software, which reads and recognises each typed character to allow full text retrieval.



## Benefits of Microfilm Scanning

- **Practicality**
  - information in digital formats is more accessible today.
- **Multiple Users at Once**
  - distribute and collaborate efficiently online.
- **Searchability**
  - instant access to key information.
- **Preservation**
  - protection against fire, moisture or a natural disaster.
- **Republication**
  - create a digital copy for printing.
- **Editability**
  - update the text.
- **Save Space**
  - compress microfilm rolls into digital files.

*The following benefits can be realised after the scanned images are processed through optical character recognition (OCR) software:*



Glenbeigh Records Management (GRM) is a wholly-owned Irish company specialising in the provision of a comprehensive range of records management and digitisation services.

Our services enable organisations to protect their information; comply with regulatory requirements; realise operational efficiencies; and provide better customer service to their clients as access to critical data is streamlined.

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