

WHITE paper

Microfilm, Microfiche and Aperture Card Scanning Projects 3 Reasons to Consider Digital Reel Over Standard Conversion Services



ABSTRACT

You are considering the conversion of your microform archive. Your job is to make sure that every image is captured. You're only going to scan this film once and for that reason you want the highest quality. You also have a budget – particularly if you are considering the conversion of infrequently accessed records.

This whitepaper discusses 3 important topics that you should consider before evaluating a microfilm-based conversion service:

- 1) CONVERSION ACCURACY**
- 2) IMAGE QUALITY**
- 3) AFFORDABILITY**

Digital Reel includes the conversion of your microfilm archive and moves the digital images to a software application specifically designed for microfilm, microfiche and aperture card digital images. Installation is simple and few IT requirements or resources are needed. Virtually no training is required because the interface (PC and browser-based

options) mimics a reader printer. In addition, Digital Reel can easily be integrated with existing document management systems.

Because microform conversion projects are one-time events, the most important aspects of these projects are conversion accuracy and image quality. Affordability is always a concern, particularly for infrequently accessed archives. This white paper explains the differences between Digital Reel and standard microfilm conversion services with regards to conversion accuracy, image quality and affordability. Unlike standard microfilm conversion services, Digital Reel will enable your organization to safely eliminate your microfilm archive and reader printers, eliminating the expenses that come with maintaining the archive (e.g. toner, floor space and maintenance contracts).

"No multi-level data entry process can assure absolute fidelity of the original microfilm sequence or document completeness."



1) CONVERSION ACCURACY

Traditional Microfilm Conversion Services: Risk of Losing Information

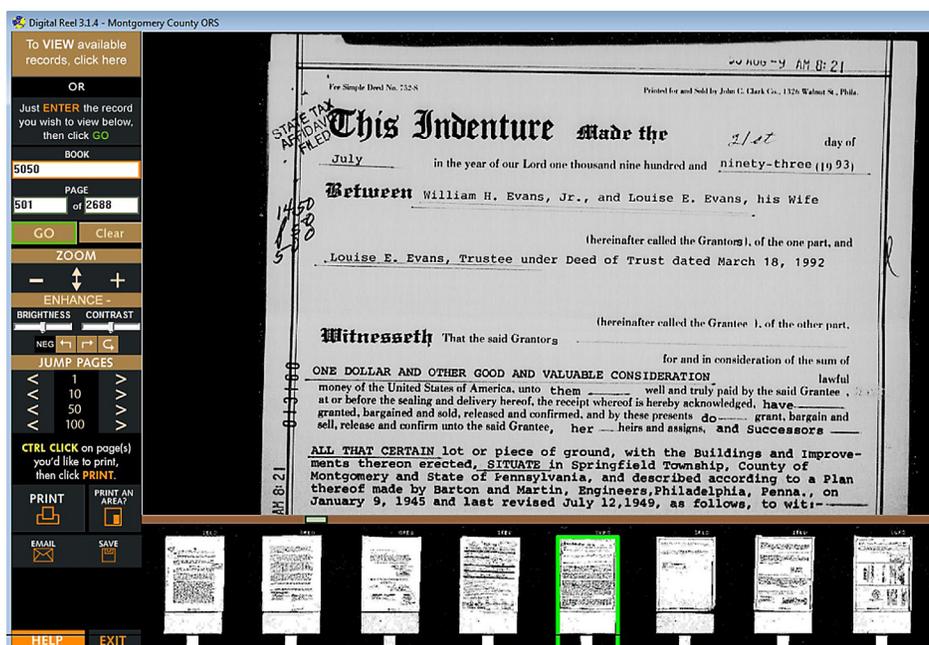
During the film-to-digital conversion process, traditional conversion services disassociate images from the microfilm roll, producing thousands of individual images. In many cases, information is stored on old film that is in a condition that negatively affects this output. Changes in film density, gaps and splices are just a few of the issues that can cause images to be missed or skipped during the conversion process. Typically, a quality assurance process will include the comparison of each captured image with the film. However, the potential for human error to miss or skip images still exists. In addition, each image is then individually indexed for later retrieval. If an image is indexed incorrectly, it is effectively lost because it cannot be retrieved.

No multi-level data entry process can assure absolute fidelity of the original microfilm sequence or document

completeness. A 2% error rate can lead to thousands of errors, resulting in hundreds, even thousands of lost documents, or worse, lost pages of documents. Maintaining the microform archive along with at least one reader printer is usually required as a fail-safe archive.

Digital Reel: Capture the Entire Microfilm Roll or Aperture Card

The Digital Reel conversion service creates a precise digital replica of your microfilm records, including all targets, flashers, splices and any other anomalies on a roll. Digital Reel captures a continuous image stream that assures absolute fidelity of the original roll of film. No images are dissociated and no keying is required after conversion to reassemble these records. As a result, no images are lost. You can be confident that the microfilm-to-digital conversion process captures every inch and every frame so that you can eliminate your microfilm archive once and for all.



Digital Reel captures an exact, digital replica of a microfilm roll (or aperture card); no images are lost

“As your old microfilm machines start to quit and as the film begins to deteriorate, are you going to maintain this technology or are you going to replace it all together and upgrade to a digital solution?”



SUMMARY

If you have a substantial microfilm archive, you are already spending thousands of dollars alone on microfilm reader printer acquisition and ongoing annual maintenance expenses. The time lost dealing with the inefficiencies of search and retrieval adds direct expenses to your employees, citizens and customers. Ultimately, your organization is faced with a decision. As your old microfilm machines start to quit and as the film begins to deteriorate, are you going to maintain this technology or are you going to replace it all together and upgrade to a digital solution? Perhaps you have already considered this decision, but concluded that the costs of digitizing the archive were well beyond your budget.

Not anymore. Digital ReeL provides a way to convert your microfilm, microfiche and aperture cards more accurately, less expensively and at a much higher quality than standard scanning services. As a result, it is not necessary for organizations to maintain their microfilm archive and reader printer(s) as a failsafe backup. With Digital ReeL, you do the job once and you do it right.

About BMI Imaging Systems

For more than 50 years, BMI Imaging Systems has been a leader in document management solutions.

Incorporated in California in 1958, BMI began as a microfilm conversion service bureau, working with county government to film land records. Building on a track record of quality and dependability, BMI expanded its services to include preservation-related microfilming of some of California's leading newspapers, as well as providing archival filming services to archivists and historians at two large California universities. This success spawned a reputation for service, precision, reliability and innovation.

In the early 1970s the document management industry entered the digital age. Over the years, BMI has developed a thorough understanding of clients' document management needs—from microform and paper conversion to imaging and content management applications. With a Vertical market focus within Government, Insurance, Finance and Health Care, BMI has a range of tested and specific solutions.

Today, we offer industry-leading scanning and micrographics products from Canon and the ApplicationXtender content management product line from EMC. In addition, BMI has developed its own unique microform replacement software, Digital ReeL, which is available through resellers nationwide. Today, BMI staff consists of 100 employees, many who have been with BMI for decades. We convert an average of 3 million images per month and have an installed base of hundreds of content management solutions.

BMI serves commercial and government agencies throughout the United States and has developed a customer list of more than 2,000 accounts, some of which we have served for more than 20 years. This customer loyalty stems from our consistent, high-quality and customized service. BMI is headquartered in Sunnyvale, CA, with an additional production and sales facility in Sacramento.

Next steps

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