

MICROFILMING PUBLIC RECORDS AT CLEMSON UNIVERSITY

The microfilming of public records for permanent or long-term retention requires adherence to rigorous standards and specifications as detailed in the *Code of Laws of South Carolina, 1976* (Regulation 12-200 *et. seq.*). The following procedures are provided to help insure that the microfilming done by Records Management personnel of Clemson University meets those standards and specifications.

Client Responsibility

Packing the records

Records to be microfilmed must be packed in boxes that allow the records to be filed, transferred and handled efficiently. Boxes should be no larger than approximately one cubic foot. (Size of copier paper box)

Preparation of records

Records must be prepared physically and editorially for microfilming so that the camera operator will encounter a minimum of problems and have to do a minimum of handling during the filming process. All preparation must be done before the records are transferred to the Records Center.

Materials should be organized in the order in which they are to be filmed. Label the outside of the box with the box number and general content information. A fee is charged for any preparation done by Records Center staff.

Removing staples, paper clips, etc.

All staples, paper clips, rubber bands, and other fasteners must be removed. Post-it Notes should be removed or relocated on the page if they obscure information.

Repairing torn pages Torn pages must be repaired using a minimum amount of clear tape. The tape must be applied so that its adhesive does not stick to other pages in the stack.

Common material issues to note for camera operator:

Torn page, Missing page, Blank Page, Misnumbered page, Illegible text (print error, smudges, dirt, fingerprints, ink stains, water damage), blocked information. A sheet of paper with a description of the issue should be inserted into the materials at the reference point. During filming, a target sheet can be filmed prior to any damaged document to explain that the defect is in the document and not on the film.

Our Microfilming Procedures

The Micrographics supervisor will coordinate the delivery of the boxed materials to the Records Management Office. If the client is unable to deliver the materials, we can pick up the materials for a fee based on mileage and transportation costs.

Step test

First, a step test will be performed in order to determine the best exposure and resolution setting for documents to be filmed (it's the only way). The test consists of filming a sample document at different exposure settings, then sending the test film to the lab. The lab technician, using a densitometer and microscope, determines the best exposure setting for the document tested and reports the results to the microfilming supervisor. There is no fee for this procedure.

Filming

Once we have the correct specifications from the technician, materials will be filmed on one of our planetary cameras, 16mm or 35mm depending on the size of the documents. Once a roll has been completed, we forward the roll to the Micrographics Services Lab of the S.C. Department of Archives and History for processing. Once processed, they will return the roll to us for a frame-by-frame inspection of the content on each roll. Any errors are noted and retakes are shot for splicing by the Micrographics Services Division.

Once all rolls have been verified for accuracy, they will be delivered to the client.

Billing

Clients are billed for microfilming services at the completion of each project. Charges include microfilming, processing, duplicating and splicing additional material. (* Cost per SCDAH) .

We do not bill for retakes unless they are made for reasons other than corrections of errors.

Price list for Microfilm Services

16mm

Filming & Frame-by-frame Inspection	\$85.35/roll
Processing and Quality Testing of film*	<u>\$ 6.00/roll</u>
	\$ 91.35 per roll

35mm

Filming & Frame-by-frame Inspection (35mm)	\$90.10/roll
Processing and Quality Testing of film* (35mm)	<u>\$ 7.00/roll</u>
	\$97.10 per roll

Duplicate Rolls (if requested)

Diazo Negative* (16mm)	\$ 6.00/roll
Silver Halide Positive* (16mm)	\$14.50/roll
Diazo Negative* (35mm)	\$ 7.75/roll
Silver Halide Positive* (35mm)	\$18.50/roll
Preparation of records before filming (if applicable)	\$ 6.55/hr
Splice for additional material*	\$ 1.75/each

(Note: Negative is light print on dark background. Positive is dark print on light background. Diazo is a good working copy and is the most commonly requested. Silver is archival grade film. You may order as many copies as needed.)

Guidelines for estimating image totals

For much of microfilming, proficiency comes only with experience. This is true for estimating the number of images and rolls that a group of documents will produce.

16mm film will hold up to 2500 images. 35mm film will hold 600 images. (100 feet).

Several factors affect the estimate.

- Size of documents often dictates the size of film to be used—16mm or 35mm (16mm can take images up 11”x14”. 35mm can take images 11”x 14” and up)
- Are the documents printed front and back? If so, each document equals two images on the film.
- Leave room for technical and navigational targets and spaces.

Unless you have the time and energy to count every page you have to devise a system which will produce an estimate which comes fairly close to the actual number.

Some information which can help:

- In an average (27-inch) file drawer, there are
 - 200 sheets of paper per inch
 - 150 sheets of paper in a full (3/4 in. thick) file folder
 - 4,000-5,000 sheets of paper in a full file drawer
- In an average cubic foot box, there are 2,500 sheets of paper

One method which works pretty well is to count the pages in a representative sample and do the appropriate calculation to get a total. If only some of the documents are front and back, try to estimate the percentage and add to the total accordingly. For example, if your sample looks like approximately 50% front and back, add 50% to the total. Since you’re making an estimate based on a sample, it’s also wise to pad the figure upwards to try to offset the margin for error. Leave 10% for spacing and targets.

Contacts:

Ms. Robin Chambers

Micrographics Supervisor

Records Management Dept. Clemson University

Phone- (864) 656-0288

Fax- (864) 656-1792

teresac@clemson.edu

Mr. Isaac Wallace

Records Manager

Records Management Dept. Clemson University

Phone- (864) 656-4336

wisaac@clemson.edu