

HARD COPY FACSIMILE REPRODUCTION SERVICES FACTFILE

In recent years it has become progressively more practical to use **Hard Copy Facsimile Reproduction** techniques as a means of conserving Local Studies and similar materials. Items may be of little value in themselves, being only the 'carriers' of information, BUT should they be lost or deteriorate beyond use, then their contents will also be lost.

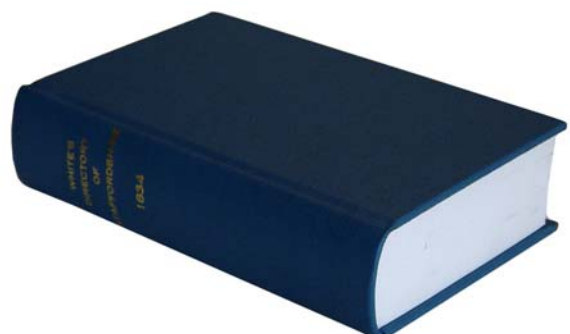
In the recent past, the only workable answer was to have the item fully conserved and returned to use, perhaps with only limited access. Apart from other hazards this meant an item in regular use had to have a lot of money invested in it. With scarcity of funds and the inevitable security risks, this was a problem.

There are plenty of options available to you today making rare material accessible to all, PLUS options for making money for your library. The options we offer are as follows:

1. Item(s) are cleaned and, in the case of a book, removed from their binding
2. Either, minor repairs are made or the paper is treated for full conservation. This choice is in your hands and has to be made to suit your budgets
3. A duplicate working copy or copies are made using high-resolution laser scan systems or photocopying dependant on the paper condition and clarity of text/graphics. Various choices of paper are available and in the case of a book, we would produce a double-sided copy of each folio sheet. This could either be folded and sewn, thus producing a section sewn volume or bound unsewn
4. The copies are bound in a manner suitable for use in the library or for sale to the public.
5. The original material can either be rebound in its original case (restored), a new binding or in an archival storage box. Where further copies may be required at a later date, then it is best if the book is left in the unbound condition (* see note below)

NOTE * Please note that new digital equipment allows copy to be kept on disk and recalled into print at a later stage without the need of the original

**COPYRIGHT CLEARANCE NEEDS TO BE OBTAINED BY THE LIBRARY BEFORE
ANY WORK CAN PROCEED**



THE POSSIBILITIES

1. Material could be drawn from a number of publications and reproduced to a common size
2. This would effectively be a new publication directly aimed at the needs of your readers
3. Reproductions could be used as promotional aids for sale of further copies by **subscription**. This would remove the risk element usually associated with reproduction of local interest material
4. This service could also enable readers to publish their own books in small numbers and at acceptable prices and income generation for the library could be maximised e.g. by advertising the service in the library – **vanity publishing**. A jacket design service is offered

PRICES

Often not as much as you would think and new reproduction technology is allowing us to reduce prices all the time.

Prices will vary with every project. Please do not hesitate to call us. We will arrange for one of our Binding Consultants to visit you and discuss your exact requirements in order to cost the job accurately.

Major developments are now taking place in this field and we will be happy to advise you on these when discussing your needs. We maintain close links with the very latest technological expertise.

COPYING PROCESSES

The processes used to undertake copying depend on the type and size of material and the number of copies required. Consideration as to whether more copies will be required in the future is also important.

Photocopiers or scanners and laser printers are used for small quantities, but '**DOCUTECH**' is our favoured medium for multi copies for between 5 & 400 books.

'**DOCUTECH**' is a highly computerised photocopier with scanning technology. Material is scanned in and in a digitised state can be cleaned up, re-paginated, re-sized etc. The possibilities are numerous.

Once digitised, then the information can be held on optical disk or CD-ROMs for later retrieval and binding on demand. Please note there is an annual charge made for this service.

The main costs for reproduction using this system are with the scanning and first book reproduction. Thereafter, costs reduce rapidly and '**ON DEMAND**' printing and binding are low cost. Colour pages can be copied and inserted at extra costs and the binding options range from pamphlet or paperback through to hardback, including cloth case or leather presentation copies.

Please contact Gary Blissett for more information on:

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