



DIGITIZATION SERVICES



PROVO, UTAH & BETHLEHEM, PENNSYLVANIA
1.800.288.1265 • WWW.BSLW.COM



CONVERTING SPECIAL COLLECTIONS SINCE 1985, BACKSTAGE LIBRARY WORKS IS THE EXPERT SOURCE FOR ALL YOUR DIGITIZATION NEEDS

Providing digitization services exclusively to libraries, museums, and archives, the Backstage team has produced millions of preservation-quality digital images.

We understand the challenges and intricacies of scanning retrospective material, including rare, fragile, and often unique original items.

Our dedicated staff of librarians, preservationists, photographers, and technicians has earned a reputation for respectful, specialized handling of archival collections like yours.

The Preservation Service Center, our permanent facility in Bethlehem, Pennsylvania, is outfitted with state-of-the-art equipment and software, including some innovations of our own design. And we can bring these same tools to you, when a collection is too precious or fragile to travel.

To provide you with a complete solution, we offer an unparalleled combination of consulting, microfilming, digitization, and cataloging services.

And integration with CONTENTdm® makes your digitized materials even more accessible to your local users and to the world.



FOCUS ON QUALITY AND STANDARDS

Using proven processes and careful adherence to standards, we digitize your valuable materials for increased ease of access.

We can process your collection for your access plans, and we can meet your need for a high-quality digital file that can serve as a digital preservation copy to meet your long-term storage needs.

HIGH-QUALITY SCANNING TO YOUR SPECIFICATIONS

At Backstage, we don't believe in a one-size-fits-all approach to anything. We're dealing with your special collections, and they're called special for a reason. So we collaborate with you, crafting a project plan to meet the requirements of your materials, your institutional policies, your timeframes, and your budget constraints.

We perform 100-percent full-image quality review of all scanned images. Our quality assurance professionals check and recheck the quality, legibility and accuracy of scanned files, which can be created to most specifications for resolution, processing, organization, file naming, file format, and delivery media.

DIGITIZATION SERVICES

SECURE STORAGE FOR YOUR MATERIALS

Our purpose-built preservation center was designed with you in mind. You can rest assured that we'll look after your special collections with the same care they'd receive at home.

An environmentally controlled, secure storage area ensures that your materials are safely kept in a proper environment while remaining easily accessible for our digitization crews to make the conversion.

Inventory control systems require that materials be checked out for processing by an authorized team member and that the materials are trackable by time, location, and person from the time they arrive in our shop until they're safely back in your hands.

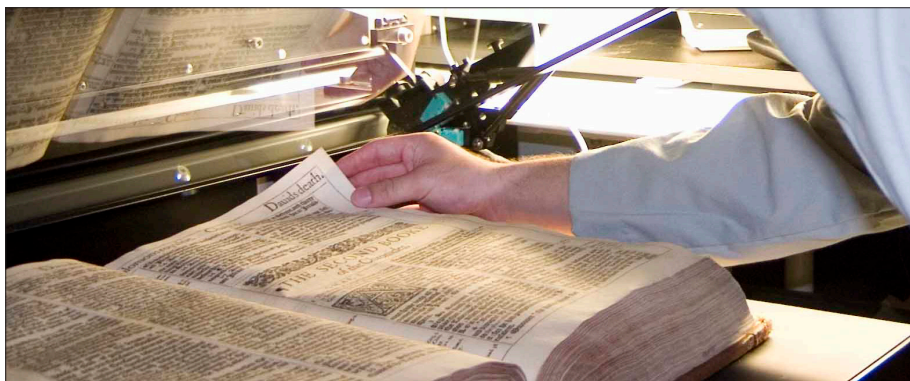
If you'd like to see the measures we take to protect your collection, we'd be happy to show you around. Just contact your Backstage representative to arrange a tour.

DIGITAL COLLECTIONS AND METADATA

We can build your images and metadata into collections for OCLC's CONTENTdm Digital Collection Management Software, including all the access files.

Your digital images can be processed for optical character recognition (OCR), converting the scanned words into searchable text. We also offer page-level and article-level segmentation for newspapers and other serials.

We work with whatever metadata requirements you have, whether you're looking for simple technical information or full descriptive cataloging. We can even process newspaper files to NDNP standards using METS/ALTO metadata output from CCS docWORKS.™



PROJECT CONSULTING

Maybe you know precisely what you want from a digitization partner. Or perhaps you're new to digitization, or to outsourcing, or to both.

Whatever your level of expertise, we want to make certain that you get the results you want from your digitization project.

As part of our services, we can help you plan out your project. Working from your vision of the end product, we can match your materials to the right equipment and processes to optimize quality and work within your budget.

What resolution do you need on those handwritten letters? What imaging equipment is the best fit for those oversized maps? Can we streamline the process by microfilming your newspapers first, then scanning from the film?

Let us work through the particulars of your project with you. There's no extra charge for making a plan that will allow us to deliver the best results possible with the resources available.

CORE PRESERVATION SERVICES

- Expert materials preparation
- Direct digitization from original materials
- Digitization from microfilm
- Creation of TIFF master files
- Creation of derivative files (JPEG, JPEG 2000, PDF, etc.)
- Metadata creation for digital assets
- Custom cataloging
- CONTENTdm collection builds
- Consultation and training
- Microfilm creation
- Microfilm duplication, including on-demand service for inter-library loan
- Climate-controlled microfilm storage

LANGUAGE SUPPORT

- Western languages using Roman alphabet
- Cyrillic alphabet languages
- Middle Eastern languages (Hebrew, Arabic, Farsi)
- East Asian languages (Chinese, Japanese, Korean)
- South Asian languages (Hindi, Urdu)
- Southeast Asian languages (Burmese, Cambodian, Indonesian, Javanese, Laotian, Malaysian, Thai, Vietnamese)

FORMAT CAPABILITIES

- Newspapers and serials
- Oversized books
- Photographs, slides, negatives, glass plates
- High-quality color illustrations
- Foldouts, bound in books
- Posters, maps, charts, oversized prints
- Manuscripts
- Scrapbooks, clipping files
- Blueprints, technical drawings
- Special papers, printing, and binding types
- Yearbooks
- Diaries, journals, correspondence
- Reports

ADDITIONAL SOLUTIONS

We partner with other leading providers to offer you a full range of preservation solutions, including:

- Audio and video reformatting and restoration
- Archival reprinting
- Digital-to-microfilm imaging for preservation
- Manual transcription of materials not suitable for optical character Recognition (OCR)