

IT'S THE DIGITAL ERA — DO YOU KNOW WHERE YOUR MICROFILM IS?

Admit it, you have a love-hate relationship with your microfilm library. It contains important documents and often irreplaceable information, but everything about using and managing it seems frustrating and time-consuming. We have the solution: scan your microfilm library into a digital format with indexing for online accessibility.

WHAT YOU NOW HAVE

If you're like most companies and government agencies, you're faced with several challenges:

- **Deteriorating media.** Film is susceptible to deterioration over time. Heat, humidity, and handling can lead to damaged film and very poor quality images.
- **Obsolete equipment.** Film readers and printers are old technology. If they work (and that's always a big if, considering most microfilm readers' age and the cost to repair them), you still have to manually find and print the pages you need.
- **Inefficient utilization.** You can spend hours, even days looking for a specific document on microfilm. In some cases you may have to wait for equipment or media, since two people can't share film and work simultaneously. Even when you've found the documents you want, if you want to use the text electronically you'll need to retype it from hard copy.
- **Accidental loss.** Fire, flood, or natural disaster can destroy irreplaceable records in seconds. Few organizations keep duplicate copies of microfilm and the original paper documents are likely discarded to save storage space.

Most microfilm users face four major challenges: deteriorating media, obsolete equipment, inefficient utilization, and accidental loss.

WHAT YOU COULD HAVE

Once you've made the decision to digitize your microfilm, you discover many benefits:

- **Renewed value.** Scanning and optical character recognition (OCR) software can unlock valuable information that is stored and sometimes forgotten in the microfilm archives.
- **Easy access.** A digital library is far more accessible than microfilm, especially if it has



been OCR'd. With proper indexing, your archive of microfilm information will be at your fingertips, and with web-based document management software such as ICM's ViewCenter®, your information can be accessible from anywhere at any time.

- **Policy compliance.** The records you're required to keep likely get audited by internal managers and external regulators. Finding and producing documents for auditors becomes simple and (almost) painless.
- **Customer satisfaction.** Today we expect to find most information online with immediate access. With digital documents you can be more responsive to customers with self-service websites and reduce the requests requiring hands-on customer service.
- **Cost savings.** Try to estimate the man-hours you'll save from work in the microfilm library. Tedious, inefficient manual searches will be eliminated, not to mention the time to print and deliver paper copies. Suppose you saved just one man-hour a day. You can see how quickly having digital images that can be electronically searched pays for itself.

WHAT YOU CAN DO

For more than two decades, ICM Document Solutions has been helping organizations convert from hard-copy to digital format. We have unparalleled experience and expertise, as well as the latest technology for scanning, storing, indexing, and accessing content libraries.

We work with companies large and small throughout the public and private sectors, and we understand the unique challenges in your industry. For example:

- If you're a state or local government agency, you'll be glad to know ICM already has contracting vehicles in place to simplify the procurement process, including discounted pricing for large volumes.
- Defense contractors can get a head-start on upcoming NISPOM 5-303 requirements thanks to our security qualifications and experience working with classified documents.

We make it easy to get started. We work with you to plan your entire film scanning project. We provide a proposal and statement of work with our analysis and recommendations, including options you should consider and a detailed project plan.

Contact us now for more information and to begin your film scanning project.

ICM supports most film formats:

Microfilm

16mm and 35mm

roll film;

simplex/duplex,

positive/negative,

blipped/nonblipped,

black & white and

grayscale

Microfiche

16mm and 35mm

including jackets,

COM, AB Dick, Ultra

Fiche, and Microx

Aperture Cards

positive/negative,

all Hollerith

formats, variable

reduction ratios

