

MEDIA CONVERSION CONSIDERATIONS

Janie Wait, CRM, MBA

Intermountain Record Center Inc
3765 Airport Parkway Casper, Wyoming 82604
307-285-9553

www.intermountainrecords.com

MEDIA OPTIONS



PAPER

- Size – letter, legal, continuous...
- Color – white, pastel, brights...
- Weight – onion skin, copy, ledger...
- Printed Sides – simplex or duplex
- Condition/quality – pristine, torn, faded...
- Quantity/consistency – folded, rolled...

PAPER -> DIGITAL

Prep Labor Metadata

HYBRIDS

FILMER/SCANNER

Paper

Microfilm Digital

MICROFILM <- PAPER

Prep Labor Specialized Equipment

DIGITAL

- Resolution – 150 dpi – 600 dpi
- Image format – Tiff, PDF, jpeg...
- Database type – .mdb, .dba...
- Capture Software – PaperPort, Lazerfiche
- Metadata fields – name, number, date...
- Output (media) – CD, DVD, FTP site...

MICROFILM

- Film size – 16mm or 35mm
- Film length – 100 ft or 215 ft
- Reduction ratio – 18X – 50X
- Mode – comic or cine
- Image type – negative or positive
- Duplicate type – silver, diazo, vesicular

MICROFILM -> DIGITAL

On-demand

Specialized Equipment Automated Processes

PAPER <- DIGITAL

Computers Metadata

Printers software

IT

MICROFILM -> PAPER

Index Specialized Equipment

MICROFILM <- DIGITAL

Specialized Equipment

Automated Processes

SERVICE BUREAUS

Paper

FILMER/SCANNER

Microfilm Digital

CONVERSIONS

