



Bite the Bullet

Fairfield's Digitisation of Information Files

Marilyn Gallo November2023





How we handled the information File Collection for the last 30 years?

 Collected articles on identified subject headings from newspapers, magazines and from research for customer enquiries.

Articles were cut, sourced and placed in the information files by subject

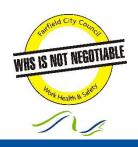
in three large filing cabinets

Advantage:

- Information on topics easily located
- Cut down research for future enquiries

Disadvantages:

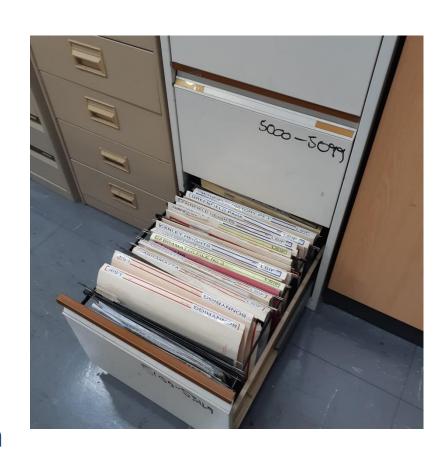
- Time consuming
- Information can be misfiled
- Limitation of space- How many more filing cabinets can we house?

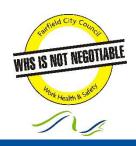




Why did we decided to bite the bullet and digitise the collection?

- Save time in cutting up articles
- Save space- No more filing cabinets
- Clean up the collection- main reason we didn't outsource the digitisation
- Easy to locate- Files don't get misfiled
- Word searchable- global search
- Collection can still grow







How are we doing it?

- Inhouse by staff
- include on two staff members workplan
- Permission to house on a network drive
- Clearing out any unsourced materials
- Taking out any original materials after scanning
- Using existing inhouse Fuji copier
- Batch OCR folders
- Lock Pdf documents in batch
- Future collecting scanned and from digital sources including websites

