



Bite the Bullet

Fairfield's Digitisation of Information Files

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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

