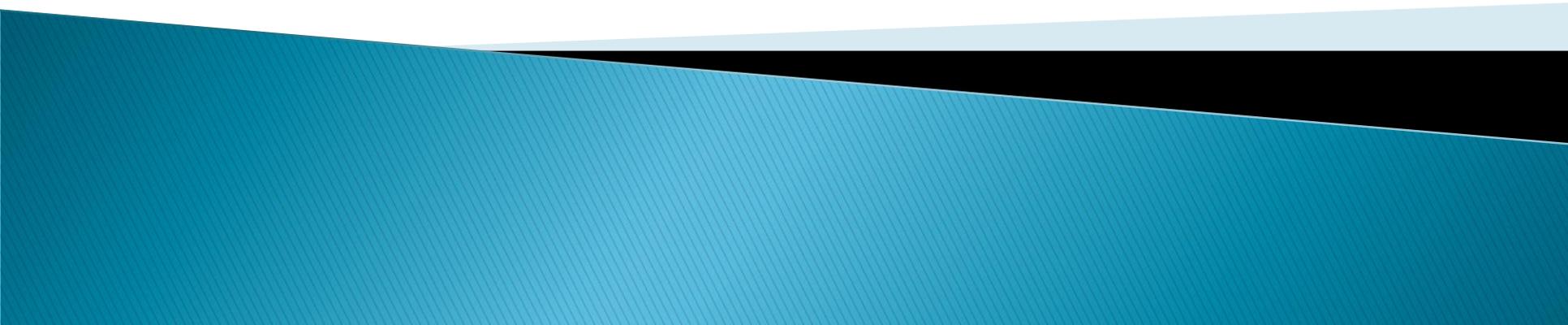


ROLE OF MICROPHOTOGRAPHY IN ARCHIVES

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INTRODUCTION

Information resources are the backbone of any library or information centre and their efficient management is its goal. Conservation and preservation are the most important part in the management of resources in these Information centers. Scientific preservation is the current trend in all modern Libraries and recognized as a vital part of managing information in scientific format.

Archives deals with those documents which have historical and administrative values and which can serve the needs of national or personal interests in any time for future and present. **Microphotography** is used in archives for storing old valuable documents so that the originals need not be harmed. Large organizations may also store documents on microfilm to save storage space.

OBJECTIVE OF THE STUDY

The primary objective of this study is :

- To provide Information to decision makers about the essential character and value of archives and about the procedures and programmes that should govern the management of both archives and current records.
 - Whether the quality of Images scanned from microfilm, rather than from the original score, is sufficient for the sub sequent OCR process.
 - Find out characteristics of microfilm as a source for digital conversion.
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DEFINITION OF MICROPHOTOGRAPHY

- **Microphotography** also called Microfilm; consist in the reduction of images to a small size that they cannot be read without optical assistance.
- **The Royal Microscopical Society defines:**
 - 1) **Microphotography** - "Photography, especially of documents, arranged to produce small images which cannot be studied without *magnification*. Not to be confused with photomicrography."

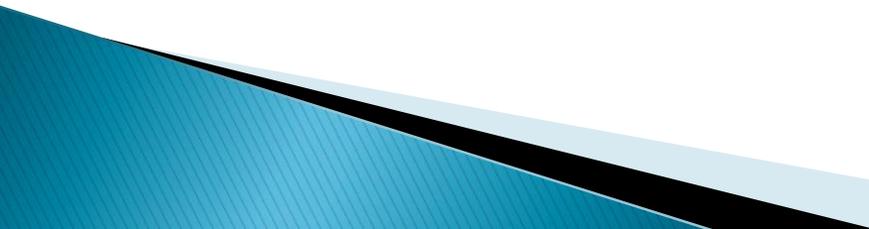
DEFINITION OF MICROPHOTOGRAPHY

- 2) **Photomicrography** - "The recording by photography of an image formed by a microscope; i.e. photography through a microscope.
- Dictionary also defines **Micrography** as ‘the art of practice of writing in very small characters’. It derives from the Greek word. micro meaning ‘small’ and graphics meaning ‘to write’.
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FACTORS FOR MICRO REPRODUCTION

- ▶ Factors that need to be considered while selecting material for microfilming are:
 - a) Conditioning of the document
 - b) Rarity of the document
 - c) Frequency of use
 - d) Volume of space occupied
 - e) Monetary, aesthetic and historical value associated with the document
 - f) Maintaining the integrity of the document
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FUNCTION OF MICROPHOTOGRAPHY

- ▶ Permit acquisition of rare books, journals, manuscripts, archives and other Information sources that are either unobtainable or prohibitively expensive in their original form;
 - ▶ Replace items that are printed or written on badly deteriorating paper
 - ▶ Furnish a working copy of rare and fragile records
 - ▶ Replace large newspapers and other bulky volumes with a compact form that is easier to handle and use
 - ▶ Replace printed materials, thereby saving stack space
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MICROFILM – ORIGIN

The sequence of preservation by microfilm is as we find it, divided into five distinct activities.

1. Identification of the material and preparation prior to microfilming.
 2. Microfilm, process, camera usage, film processing, checking and editing.
 3. Production of the working copy.
 4. Distribution of the reference copy.
 5. Storage of the master negative.
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ADVANTAGE OF MICROGRAPHY

- ▶ Life expectancy
 - ▶ Storage space reduction
 - ▶ Security of Information
 - ▶ Economical
 - ▶ Time-tested method
 - ▶ Reducing stress on original documents
 - ▶ Option to digitize
 - ▶ Condition of the document
 - ▶ Rarity
 - ▶ Frequency of use
 - ▶ Volume of space occupied
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DISADVANTAGE OF MICROGRAPHY

- ▶ User resistance
 - ▶ Cost
 - ▶ Technical Limitation
 - ▶ Damage to the original document
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MICROPHOTOGRAPHY AND REPROGRAPHY

- ▶ Microphotography and Reprographic are related each other. Reprographic refers to all means of copying and duplicating; it includes **automated typewriting, phototypesetting, facsimile, and Micrographics system, as well as basic copy and duplicating system.** Because it involves the reproduction of all types of handwritten and printed documents, as well as charts, drawings, and photographs, it is a vital subsystem of an organization's information system.
- ▶ Reproduction of obscene or morally offensive material in written or graphic form is limited by both local laws and ethical judgment. **Reproducing copyrighted material without permission may also be illegal.**
- ▶ These method of reproducing document i.e. digitization has been adopted by the Sate Archives extensively in 1968

WHAT ARE ARCHIVES?

- ▶ **Archives** are collections of documents or records, which have been selected for permanent preservation because of their value as evidence or as a source for historical or other research. Records are created by the activities of organizations and people; they serve an active purpose while in current use and some of them are later selected and preserved as part of an archival collection.
 - ▶ **Archive** collections are usually unique, that is why it is so important to take proper care of them. They need to be carefully stored and managed to protect and preserve them for current and future use.
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Why archives are important?

- Archives have value to nations and regions, organisations, communities and individual people.
 - They provide evidence of activities which occurred in the past.
 - They tell stories, document people and identity, and are valuable sources of information for research.
 - They are our recorded memories and form an important part of our community, cultural, official and unofficial history
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TYPES OF ARCHIVES

- ❖ Academic Archives : e.g.- university Archives in India
 - ❖ Business (for Profit): e.g.- Coca cola archives, Motorola Heritage Archives
 - ❖ Government archives: e.g.- State archives of India
 - ❖ Non-Profit archives: e.g.-Hospitals, foundation etc.
 - ❖ Others Archives: e.g.- Church
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Case Studies: State Archives of West Bengal

- The Directorate of state Archives as the official custodian of all non-current records of the government is a specialized wing of the Higher Education Department, government of West Bengal.
 - It is the oldest repository of pre-colonial, colonial and post-colonial records and its collection grows in bulk as well as in richness with the passage of time.
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Collection of State Archives in West Bengal

1. The current section which deal with post **1900 records** is located at Writers Building, kol-1
2. Apart from the general records series, state archives possesses special type of records which include approximately **one thousand (1000) old maps and approximately 42,000 Glass and Film negatives and photographic prints, containing intercepted letters, articles and photograph of the freedom fighters.**

Records of State Archives in West Bengal



Cartographic material

Photographic Record

CONVERSION OF DOCUMENTS TO MICROFILM

- ▶ All digital images and records intended for long term preservation should be converted to microfilm.
 - ▶ A4 & A3 sized imaged from record files are to be converted to 16 mm microfilm rolls.
 - ▶ A2 to A0 Large Format images are to be converted to 35 mm microfilm rolls
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Preservation of Archival Documents

The Conservation Programme of State Archives includes

- ▶ Preventive measures or preservation whereby all factors which are detrimental to the record materials are eliminated.
 - ▶ Curative measures through fumigation and deacidification
 - ▶ Restorative measures to bring the document back to the condition as it was before by adopting tissue repair, lamination, full-pasting, binding etc. and
 - ▶ Duplication or Reproduction **through microfilming, Xeroxing and Digitizing old and brittle**
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Present scenario of microphotography in Archives

Presently microfilming of records are not conducted in state archive due the following reasons:-

- Lack of fund
 - Lack of sufficient staff
 - Costly
 - Adverse Atmospheric condition
 - Manufacturing defects of raw materials
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CONCLUSION

- ▶ It is seen that microphotography is an important part in the reprographic process. Microphotography protects the original, not harming the information content. How far microphotography is permissible in the context of reprography is copying and duplicating of documents. The case study cited here, West Bengal State Archives shows that this important process of reprography is not followed in any archives. Only West Bengal State Archives follow it, but to a very less extent. This microphotography should be followed in the Archives if necessary, without having the copyright laws.
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