

The Presbyterian Church in Canada Archives and Records Office



Learning from the Past ~ Living in the Present ~ Looking to the Future

~ Microfilming/Digitization - Some Fast Facts ~

General Assembly has consistently recommended that congregations participate in this important program and have their records microfilmed and/or digitized. The Book of Forms, Appendix G, also encourages this work.



Once microfilmed and/or digitized, the original records are returned to the congregation, while the microfilm/digital copy remains in the Archives as a form of insurance. If anything should happen to the originals you can then be assured that a certified copy will exist in the Archives.

What records should be copied?

Records that should be microfilmed and/or digitized are your Session minutes and Church Registers (Baptism, Marriage and Burial). Other important records such as Annual Reports/Congregational meeting minutes, Professing Members Roll (Communion Rolls), Trustee/Property documents, and Board of Managers/Finance Committee minutes should also be considered. If not microfilmed and/or digitized through us, we encourage you to back them up in some manner. For more information about this please see our information sheet "Scanning Your Congregation's Records" on the reverse.

How much does it cost?

The total cost to either microfilm or digitize 1,000 pages (the number of pages that can fit on one microfilm reel) is approximately \$200.00-\$225.00 plus tax. To do both at the same time, however, is approximately \$250.00-\$275.00 plus tax. These costs are broken down as follows:

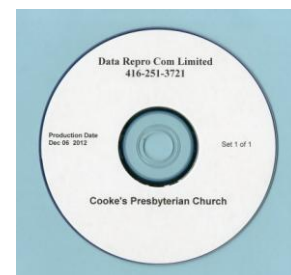
- the base cost of microfilming is 21 cents per exposure (an open book showing two pages can be microfilmed with one exposure); the base cost of digitizing is 25 cents per exposure.
- the base cost of microfilming and digitizing at the same time is 30 cents per exposure
- \$35.00 for the positive microfilm reel (duplicate copies of reels can be produced at a cost of \$25.00 if desired)
- digital copies (PDF files) if created, are provided on CD free of charge
- there is a \$15.00 set-up fee charged by the imaging company (we use a company called Data Repro Com. Ltd.)
- the cost to courier the material between the Archives and Data Repro Com Ltd. is \$17.50
- taxes (13% HST)

How long does it take?

The turnaround time is approximately two to three weeks from the day we receive the records in the Archives - rush orders, however, can be made if you need the records sooner.

How do we get started?

Please call or email the Archives and we will be happy to help you get started. Essentially, it is just a matter of gathering together and listing the records you want to have copied, and then delivering them to us at 50 Wynford Drive, either in person or by courier.



Why do we still encourage microfilm in this digital world?

Microfilming is still the preference for long-term preservation, even in this age of computers and digitization. Digitization is wonderful for access and use, but changing technology, cost and technical obsolescence make it less useful for preservation. If you wish to have your records digitized, we still encourage you to consider having a microfilm copy made at the same time.

For more information please contact Ms. Kim Arnold (Archivist) or Mr. Bob Anger (Assistant Archivist) at 416-441-1111, or toll-free at 1-800-619-7301, or by email at karnold@presbyterian.ca or banger@presbyterian.ca.