

QUESTIONS AND ANSWERS FROM CHAT FOR “BEST PRACTICES FOR DIGITIZING LIBRARY BOARD MEETINGS” WEBINAR 8-31-2022

- Presenter – Kim Hagerty – khagerty@iara.in.gov / arc@iara.in.gov for the listing of library minute collections
- Host & moderator – Paula Newcom – pnewcom@library.in.gov

Q: I am a new director. How do we know if any minutes, agenda have been sent for microfilming?

A: That's a great question. You can send an email to ARC@iara.in.gov. That will go right to our reference archivist at the Archives and they can let you know if they have anything in their collection for your library.

Q: Our oldest records do not include agendas or supporting documents but only handwritten minutes in large ledger books.

A: That is completely fine. Whatever you have is what we would microfilm. You don't have to create something new, you just preserve what you have.

Q: If we have ledger books that are scanned but they are not dated what should we do?

A: I would say if they're not dated, you can just probably put the year on them if you know what year they happened. If they are from 1910 they can have some kind of date on them.

Q: I know you mentioned a price list is available on your website, but can you give a ballpark figure of cost to get 20 years worth microfilmed? That will help with financial planning.

A: Yes, this was a contentious point for some libraries. One roll of microfilm, if you send us your digital files, is \$40 to write the master roll and then to create your duplicate (user copy) it is an additional \$15. We're looking at roughly \$55 for 20 years worth. Probably as long as you have less than 2,500 documents. That's how much would go on a roll.

Q: Where do we send questions for the listing of library minute collections?

A: Questions can be sent to the State Archives Reference Archivist at arc@iara.in.gov. They can also give you the record of your county collections, if you're curious as to what your county has available. This is helpful, especially for a local librarian when you're trying to find your local collections.

Q: So Microfilm is the preferred storage? Seems like that is old technology. Will these scans be searchable?

A: If you're scanning you can make them searchable yourself. But as far as the microfilm, the microfilm as long as you put things in chronological order and they are named properly, then it's easily retrievable. But the microfilms themselves are not keyword searchable.

Critical records of the State of Indiana, for long-term preservation, need to be on microfilm. But for your access, you can access them digitally and keep them digitally for as long as you need to. The only thing with digital is that you're always going to be reformatting them as the digital formats change. So for instance with PDFs there are a lot of PDFs that have to be updated to the newer PDF versions so that they can be opened.

Q: What is the URL for the form to be completed with our request to scan.

A: The URL is <https://www.in.gov/iara/divisions/imaging-and-microfilm-services/> - scroll down the State Imaging Lab webpage to "State forms for requesting reformatting services" to find the form.

Q: I thought we could send out hardcopies to IARA for them to create the microfilm reels.

A: Because we have a staff of five we were inundated with a lot of requests. You still can send hardcopies to IARA, but just understand that we have a very large backlog. And it will take us a very long time (a year or more) so it would probably be better for your agency to go ahead and work with someone locally or scan in-house. And then just send us the digital files. When we write digital files it's pretty much our computer doing all the work.

Q: Can you go over the sub folder thing again?

AND

Q: So for example, we could do one folder containing 20 years of docs and each subfolder containing one year, or is that too many subfolders?

A: If you have a folder called "your library's minutes" and then within that you just have the years. If you had a year or maybe even a year range like let's say 1980 to 1989. And you have then in that subfolder (that would be your first subfolder) if you had your individual TIFF files or PDF files for the different meetings. We wouldn't want another folder within that folder.

So start with the main folder and you can have one next subfolder but no more beyond that. Let's say you have a subfolder with 1980 to 1989 and then you have second subfolder with

1990 to 1999 and then you have a third subfolder for 2000 to 2009. All of that will fit on one roll as long as as long as those three subfolders are in one folder for that roll. That's the way you would want to set that up for us. The subfolder can contain as many files as you need it to. We just we just don't want every year or every board meeting minute document within its own folder. The least number of folders the better.

Q: If we do our own scanning and send you the digital files, what is the turnaround to get the microfilm?

A: I would say between four and six weeks right now with the way our scheduling is at the moment. I would just give us a call or send us an email before you send your files to us and we can let you know at that time as well. We have equipment that goes down from time to time which will impact the schedule.

Q: Is there a reason this is now being required, instead of years ago?

A: It's always been required. I think what happened is people just were not aware of it because for years IARA only had one person that worked with county local agencies. We were grossly under staffed in the records management department. And now we have more people in that department to help get the word out and work with the county agencies. Something else to keep in mind, we don't have any expectations that the digitizing, scanning, and microfilming is all going to get done tomorrow. It is something that's and ongoing project.

Q: Can you please provide some examples for us?

A: On this page - <https://www.in.gov/iara/divisions/imaging-and-microfilm-services/> scroll down to "Digital to Microfilm" and click on [Conversion of Electronic Records to Microfilm.docx](#). On the second page you'll find how to format files for submitting for microfilming:

- When structuring groups of files, files/images should not be put deeper than 1 subfolder. The SMA cannot read files past this depth. For example, the preferred structure is as follows:
 - o Record Series 81-241 (Roll 1)
 - Jan-June 2019 (Subfolder 1)
 - File/Image 1
 - File/Image 2
 - July-Dec 2019 (Subfolder 2)
 - File/Image 1
 - File/Image 2

Q: Can you provide examples of sub folders question

AND

Q: I think the sub folders can be thought of like an outline...

A. (from one of the webinar attendees)

Minutes

1. 2018-2021

2. 2015-2017

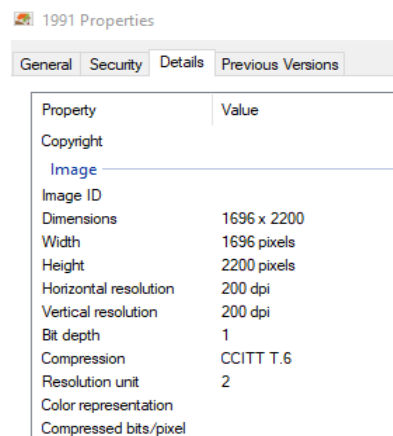
But you cannot have any folders within that year's folder. I hope that helps. Like she said, less folders are better than more folders (so year ranges are okay)

Q: What would the procedure be if we contact IARA, find we have a large chunk of minute records not submitted, and when we go looking for them that they are missing from our premises, too? (Just a general question since this might happen if this requirement was not well known).

A: Yes and that has happened. If you don't, if they're just not there, unfortunately the history is lost. We can't regenerate something we don't have access to. I would recommend creating a document that states the minutes were missing at time of filming.

Q: You said 2,500 documents = 1 microfilm. Can you tell me what the data size is for that?

A: The data size depends on your scan size. As long as our computer can open the document it doesn't matter how big the data size is. And that's where this scan sample is important. If you send us a sample of your files, we can make sure our computer can open it. Additionally, the digital file should be the same size of the physical item. You can check the properties of the file under the details tab by dividing the length and width by the amount of DPI the document was scanned at.



Q: I'm thinking of the minutes and other documents we've been uploading to SBOA. Granted that's only recent years, but I take it those aren't being long term preserved, entirely different government group.

A: Exactly, so if you can when you're uploading those, save those digital files to a USB drive or whatever and send those to us to get them on microfilm.

Q: Can you elaborate on supporting docs associated with a board meeting. I assume signed resolutions, policies, plans adopted (such as strategic plans). What about financial reports, appropriation reports, and voucher lists?

A: Anything that was presented at that board meeting that the decisions were based on should be included. If your treasurer was present and gave financial reports - any of those reports would be necessary. Yes, those would be the supporting documents that need to be included.

Q: Project bids?

A: Yes, for example if you're doing a renovation project, I would put those in as well. Because that's going to help with the history and how the renovation project was determined.

Q: Newspaper clippings?

A: Yes include them. Basically when it comes right down to it, whatever you would like to put on microfilm for your libraries, your local library collections, we can put those on microfilm for you.

Q: For small libraries this is overwhelming. It will take time.

A: Yes, definitely for small libraries this is overwhelming. It will take time and that's why there's no time limit.

Q: Our older minutes had clippings of ads the board paid for (like tax levy)

A: Yes, I would include those. Because we have had some that have come in older ledger books and we've just microfilmed everything. Even listed when the board meeting minutes was going to happen. That was in the newspaper in one of them and they had that microfilmed.

Q: How do we do scan items stapled together? Like old ledger books with supporting docs stapled.

A: Unfasten anything and scan them separately.

EXTRA INFORMATION & COMMENTS

- Mobile scanning units from ISL – Libraries can borrow ISL equipment to digitize their library's minutes. When libraries use our equipment, it is with the understanding that what they digitize is added to [Indiana Memory](#). You can contact Justin Clark JusClark@library.in.gov for further information. Here are a couple of informational links:
 - [Mobile Scanning Units Overview](#)
 - [Mobile Scanning Unit Request Form](#)
- RICOH was able to do large-batch scanning for us several years ago if anyone is looking to outsource the scanning. Unsure if they still offer the service however.
- My office has become the home to hard drives storing board minutes and now I feel like I have a clue what to do with them.