



# DIGITAL REFORMATTING SERVICES

## Rates and specifications

The Presbyterian Historical Society provides in-house digitization services for PC(USA) congregations, mid councils, and the general public. High quality digital facsimiles provide unlimited, remote access to collections and protect materials from damage and deterioration by eliminating the need to handle fragile originals.

Digitization is available for bound or flat original materials up to 16" x 24" as well as for microfilm. Our **CopiBook HD** planetary scanner enables scanning of fragile and bound materials without the wear and tear caused by a flatbed scanner. Digital files are delivered in PDF format, in 24-bit color, at 300 dpi resolution. The Society also preserves a master PDF/A on site. PDF/A is an ISO (International Organization for Standardization) standard Portable Document Format suitable for the long-term preservation of page-oriented documents. Documents are made text searchable whenever possible. Please note that **OCR** (Optical Character Recognition) software will not work with handwritten text, some older printed or decorative fonts, and certain languages.

Patron Type	Order Type	Rates	Set-up Fee	Specifications	Turn-around	Delivery Methods	Shipping
PC(USA)	<b>Digitization</b>	\$0.35 per page	n/a	24-bit color, 300 dpi, PDF*, OCR included	4 to 7 months	download link: free (up to 100 MB)	<b>Domestic:</b> \$5 flat rate <b>International:</b> contact for rate
Public	<b>Digitization</b>	\$0.55 per page	\$15.00	24-bit color, 300 dpi, PDF*, OCR included	4 to 7 months	email: free (files less than 10 MB)	
ALL	<b>Microfilm Scanning</b>	\$0.15 per image	n/a	8-bit grayscale, 300 dpi, PDF*, OCR included	3 to 5 months	CD/DVD: +\$10 USB: +\$10	

*\*Alternate file formats and resolutions are available by request.*

All orders under \$50 must be paid in full in advance. An advance deposit equal to 50% of the estimated cost is required for all orders \$50 and over. The remainder of the cost will be billed upon completion of the project.

## How to request digitization

Interested in requesting digitization? Contact the reference desk at [refdesk@history.pcusa.org](mailto:refdesk@history.pcusa.org) or call (215) 627-1852.



Questions? Contact us:

Presbyterian Historical Society/Digitization Services  
425 Lombard Street  
Philadelphia, PA 19147

[refdesk@history.pcusa.org](mailto:refdesk@history.pcusa.org) | 215.627.1852 | [www.history.pcusa.org](http://www.history.pcusa.org)

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## Digitization services for PC(USA) congregations and mid councils

Preserving church records is a key responsibility of PC(USA) stated clerks and clerks of session. The Book of Order charges clerks with the “permanent safekeeping” of all official records and to that end, we strongly encourage congregations, presbyteries, and synods to digitize and deposit their official records of permanent value. **Records of permanent or historical value** include minutes, registers, trustee records, and articles of incorporation. For a complete list of permanent records see our [website](#).

To assist clerks with this responsibility, the Society provides top-quality digitization services to PC(USA) entities at a subsidized rate (*see rates and specifications on page 1*). A PDF/A copy of your digital files will be permanently preserved by the Society. As an added measure of security, the Society will produce microfilm from digital files at no additional charge for PC(USA) congregations who elect to have their records returned after digitization. **Storage for permanent records** is available free of charge to PC(USA) congregations in our secure, climate controlled archives storage area. Congregations retain ownership of their records after deposit.

To ensure the best quality images and to meet legal requirements, we only digitize original records, not photocopies.

**Heritage Preservation Grants** of \$500 covering the cost of digitization are also awarded yearly to PC(USA) congregations that have fewer than 250 members, are at least 50 years old, and demonstrate both preservation and financial need.

## Preparing your records for digitization

1. Submit a letter from the Clerk of Session or Stated Clerk authorizing us to digitize your records, including instructions about whether or not we should hold your records on deposit. The Society will store your records in our climate controlled archives free of charge and provide you with limited reference services in your records. You retain ownership.
2. Make an inventory of your records; arrange them in correct chronological sequence and identify them so we understand what they are.
3. Remove all fasteners and loose papers you do not want filmed. Please do not use adhesives (i.e. Post-it™ notes or tape) for labeling as they will leave a residue that will eventually damage your records.
4. If you are including binders, please do not lock the bindings.
5. Pack records in a sturdy corrugated cardboard box, densely enough that volumes are unlikely to shift, and insulated from the edges of the box with bubble wrap or wadded newsprint. We recommend shipping by United Parcel Service because of their tracking system. If you decide against digitization, or if you need your records returned to you once digitization is complete, we will ship your records back to you free of charge.
6. Ship to: **Presbyterian Historical Society/Digitization Services**  
425 Lombard Street  
Philadelphia, PA 19147

