

# Microfiche Conversion Questionnaire

Indicate each item that applies:

Comments

- Will BIS pickup ? \_\_\_\_\_
- Are fiche in trays, drawers or loose? \_\_\_\_\_
- Is there a customer inventory of volume and contents? Y/N
- Boxes needed? Y/N
- Onsite/Offsite Scanning? Y/N
- COM or Jacketed fiche?



### COM Fiche – original or duplicate

- Average # of documents per card
- Number of rows per card
- Positive or Negative Fiche
- Header Present Y/N
- Number of Index Fields \_\_\_\_\_



### Jacketed Fiche

- 16 or 35 MM
- Average # of documents per fiche \_\_\_\_\_
- # of jacket rows (usual 5 or 7) \_\_\_\_\_
- Positive or Negative Fiche
- Is there a header Y/N
- Is repair needed

**Indexing:** Number of fields off header \_\_\_\_\_

**NOTE:** Indexing off actual documents will be individually priced

- Do they have a database that we can use for indexing? Y/N
- Do they have an index directory or listing they will use? Y/N

Image Resolution:

image format:

- Are there missing fiche w/index cards as place holders Y/N
- Are there handwritten index cards in lieu of fiche Y/N
- Will retrievals be required? Y/N
- Will Images be uploaded into a Content Management System? Y/N
- Content Management System name? \_\_\_\_\_

- Single page or multipage file output? \_\_\_\_\_
- Delivery of images: encrypted hard drive, SFTP, CD/DVD, USB? \_\_\_\_\_
  - Labeling on DVD/CDs? Y/N
  - Duplicates Y/N
- Destroy/Return/Store post conversion? \_\_\_\_\_

Pricing is by the card or fiche (see pricing guide), plus a \$0.02-.04 per image.

Any other

Comments: \_\_\_\_\_

\_\_\_\_\_