



townsweb | superior digitisation & software services



Introduction

TownsWeb Archiving Ltd work within the UK's Heritage Sector helping to convert old, precious, fragile and culturally significant items in to digital formats. The items we are able to digitise cover anything from photographs, registers, reports, journals, magazines, ledgers and minutes to larger format paintings, drawings and maps. We can also digitally convert roll film, microfiche and 35mm slides to reproduction quality standard.

We have invested in specialist equipment that specifically handles the imaging of old, fragile, unique and worn items and also materials of various types, weights and thickness. The digitisation can be performed on site at a clients premises using unique portable systems. Operators are fully trained/accredited in the handling of delicate and valuable items. A white gloves approach, utilisation of non-heat producing lighting and the use of specialists book rests, cradles and weights limit the risk of any damage to the original items.

Formed in 1997, our technical team (TOTW, our sister company) provide files in the best format that is required for the purpose. From producing non-compressed, high resolution images for reproduction, through to compressed, low resolution images for display via the web. Working closely with the digitisation team they are able to develop web content that provides access to an image archive in new, innovative and exciting ways. Implementation of payment gateways and the development of 'shopping environments' allow the company to offer 'Image On demand and Print' services to the public. Our technical staff have a thorough understanding of Internet Marketing to allow the promotion of sites to a specific audience using innovative search engine (google etc.) and email marketing techniques.

Our 'no compromise on quality' approach and our ability to provide a 'one stop shop' from digitisation through to delivery means that we have gained an excellent reputation with regards to trust and innovation within the UK's Heritage Sector.

Enclosed within this brochure you will find a brief summary of our capabilities. We hope you will consider placing your trust in us and we look forward to developing a strong and professional working relationship with you.

Clients

Our customers include some of the best known and well respected brands – including:

- Cadbury's (Kraft)
- Royal National Institute for the Blind (RNIB)
- Kingston Cemeteries
- Thomas Cook
- English Heritage
- Merton Cemeteries
- OCE
- Liverpool Cemeteries
- Isle of Man National Heritage (MANX)
- Torquay Library
- The Round Table
- Thames Water
- Sandhurst Military Academy
- University College, London
- Borthwick Institute
- Liverpool Football Club
- West Lothian Library
- Scottish Borders Heritage Hub
- Diageo
- Royal Doulton
- Parachute Regiment
- N.E. Lincs Library

“Townsweb Archiving scanned around 14,000 of our negatives of archaeological excavations in Egypt, undertaken since 1883. Most of the negatives are on glass, and they vary a great deal in size and state of preservation.”

The Townsweb team did the work extremely efficiently and quickly (the work was completed within six months) and went out of their way to be helpful. They were very communicative throughout and handled our material, some of which was very fragile, with great care. The scans which they gave us (both TIFFs and JPEGs) were all accurately labelled and clearly organised. We particularly appreciated the fact that Townsweb were willing to do most of the scanning on site in our London offices so that this irreplaceable archival material did not have to leave our premises.

Having scanned versions of our archival photographs means that, for the first time in over 125 years, we have a 'back-up' of the photographic record of our excavations in Egypt and it has already proved to be an invaluable resource for researchers.”

Patricia Spencer, Director, The Egypt Exploration Society

Digitisation

TownsWeb Archiving offer expertise in the scanning, digitisation and indexing of items primarily found within the heritage sector.

Our specialist flat bed scanning equipment is non-contact which means that we have the ability to digitise:

- very old, fragile and deteriorating items
- bound items (without removing the spine)
- very small (postage stamp) to very large items (3m x 2m)
- fiche, film, slides, glass plates, cine-film & vhs film

On Site & Off Site

We can arrange to have your items collected by our own staff (not couriers) and delivered directly to our premises to perform the digitisation. Alternatively we are happy to come to your premises to undertake the work.

Expertise & Helpful Advice

Our digitisation team are fully accredited and externally trained in the handling of precious and fragile items. With hundreds of heritage projects in our portfolio we are always happy to provide guidance. We will help you choose the appropriate output formats for long term preservation and access. We will also provide useful advice if you are considering placing your images online.





Transcription & OCR

TownsWeb Archiving offer a full indexing and transcription service.

Many of the items we digitise are centuries old and pre-date any printing press. Transcribing old hand written text, from calligraphy to modern styles is not a problem for us. Our experience means that we can guarantee an accuracy of up to 95% even when we are typing unusual items such as names of places that no longer exist. We can also perform 'double data entry' which means that two typists will type the same information and when compared any discrepancies are highlighted and rectified.

We are often asked if written text can be OCR'd. OCR stands for Optical Character Recognition and is a piece of software that will read an image and try to decipher the text within it. OCR is cheaper and less time consuming than typing the information by hand.

In our experience the accuracy level of OCR on hand written text is very poor and is often not possible.

However performing OCR on typed text can sometimes be very accurate. If the typed text is very clear (black text on a white background) and is a standard font (e.g. arial or times roman) and is a standard size (e.g. size 10 or above) and is formatted in a standard way (e.g. without the use of tables, columns etc.) then the results can be up to 95% accurate.

The transcribed data can be imported in to your own systems. Alternatively we can link the data to your images and integrate them in to online search engines that the public can access.

Software Development

TownsWeb Archiving's team of programmers have developed and are continuing to develop unique and innovative software solutions for the heritage sector.

We offer an image repository system for maintaining a digital archive. We offer a bereavement services package for administering funerals. We also offer unique and innovative virtual book viewing software - allowing you to open a book and flick through the pages on screen.

Online Solutions

If you are interested in placing your image archive online and potentially earning revenue from public searches then we can help.

Whether it's streaming media, a flash movie, or static images, we will ensure that your site is designed to the highest standards to meet your particular needs.

Order Fulfilment & Working Together

At TownsWeb Archiving we like to think that we go one step further than anyone else and offer a unique partnership approach to working with you.

Not only will we digitise your archive, transcribe the content and build search engines for the public to access - we will also take orders (for prints etc.) on your behalf and then print and despatch them to your customer.



A Message from the Managing Director

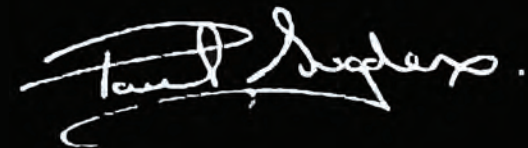
"I am told that TownsWeb Archiving has a prestigious image and reputation within the UK's Heritage Sector. Like most fine and long established brands, this reputation didn't happen by chance.

I set up the company to offer the very best quality of products and services coupled with highly trained, professional and trustworthy staff who have a passion for anything and everything historical. This passion transcends above and beyond simply providing a service. It means that our staff truly care and are often enthused about the precious items they are handling and providing access to. I am told that this shines through to our customers who say that they 'hold true value' in the way in which we approach and carry out a project.

My view is that 'Value' is key to TownsWeb Archiving's success. If we offer a fair price with added value then the company and its reputation will continue to grow, and as we grow I am keen to ensure that we do not lose any of our warmth, pace or individualism.

I am hoping to continue to build a modern company with a brand that will last as long as some of our most well known and established heritage clients.

Thank you for considering us in your plans... you can be assured that we will not let you down."

A handwritten signature in black ink, reading "Paul Rogers". The signature is written in a cursive style with a large, sweeping initial "P" and a long, horizontal flourish underneath the name.



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TownsWeb Archiving Ltd
PO Box 6041
Kettering, NN15 7ZD
United Kingdom
enquiries@townswebarchiving.com

www.townswebarchiving.com

If you are looking for a company that can provide you with help and advice at each and every stage of a digitisation project then speak to TownsWeb Archiving. We offer everything from scanning and transcription to graphical restoration and software design. We can also help you put your archive online.

