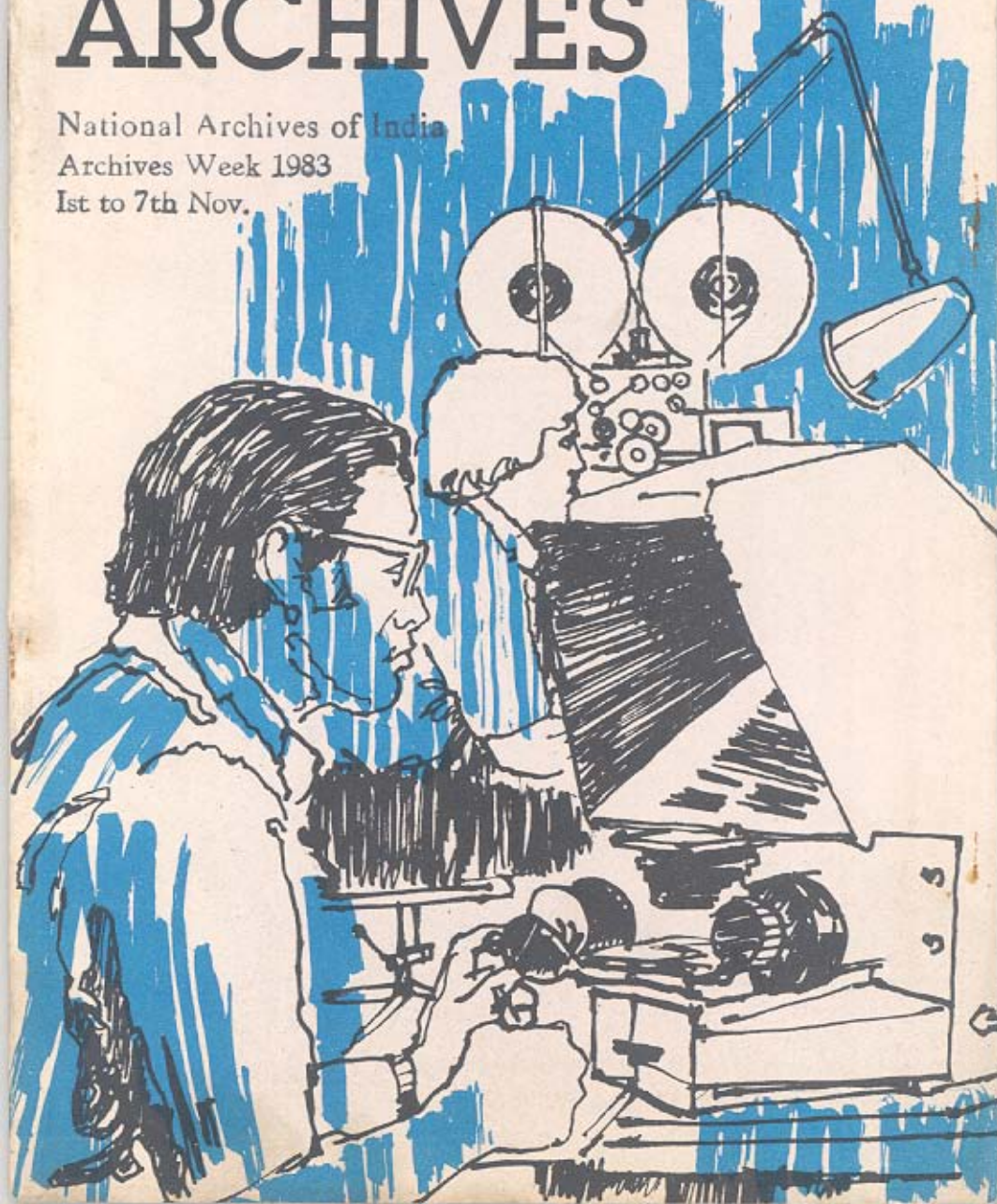
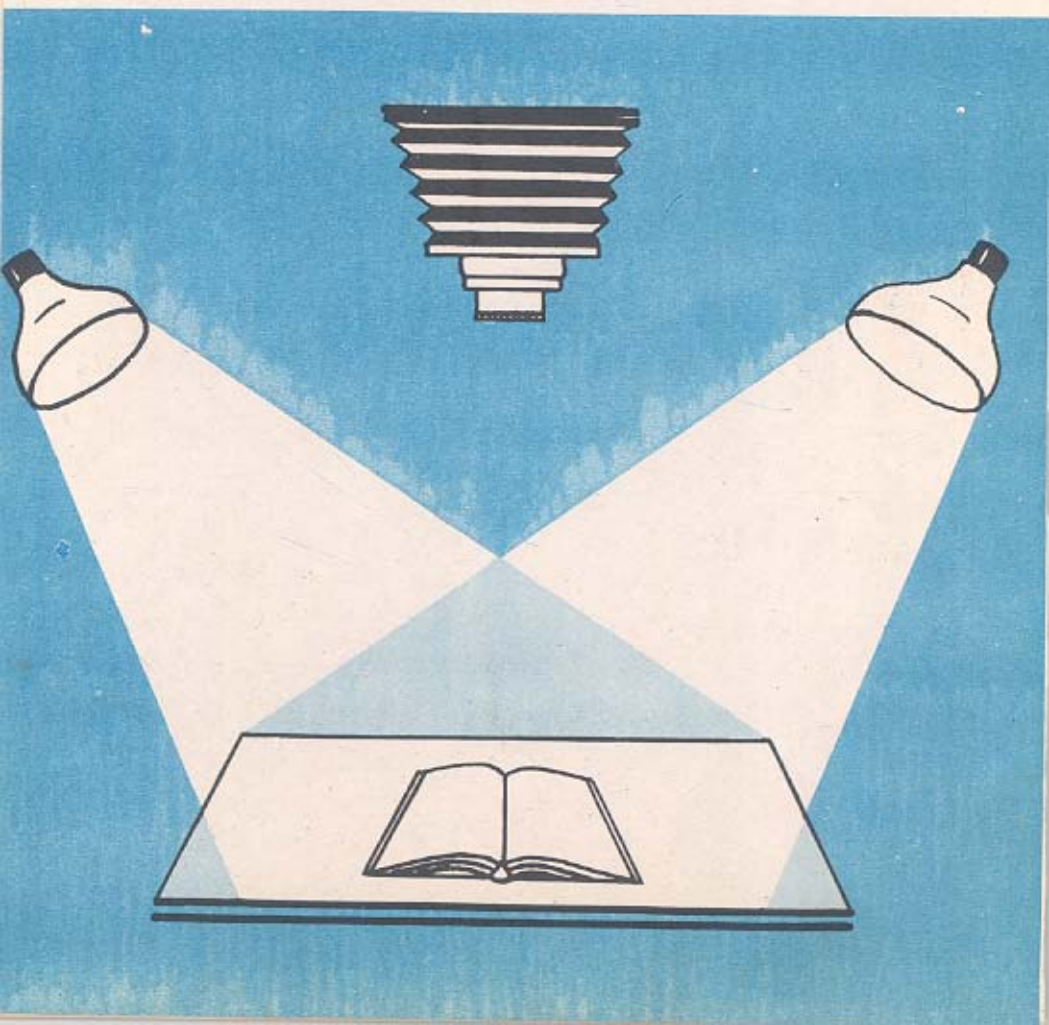


REPROGRAPHY

AN AID TO ARCHIVES

National Archives of India
Archives Week 1983
1st to 7th Nov.





Reprography — An Aid to Archives

Ever since the invention of written word, need for making copies has engaged the attention of man. In the medieval ages and even later, generally copies were produced by employing scribes. This naturally restricted spread of education, knowledge, and information.

Invention of moveable types — the typewriter and the development of Hectograph and Mimeograph systems — has not only made the copying task easier but also facilitated production of multiple copies. Use of reprographic techniques now enables us to obtain from original documents exact copies, eliminating need for checking. In addition, this also provides us a system for reducing or enlarging the original text, diagrams, illustrations etc., as per our requirement.



Scribe at work

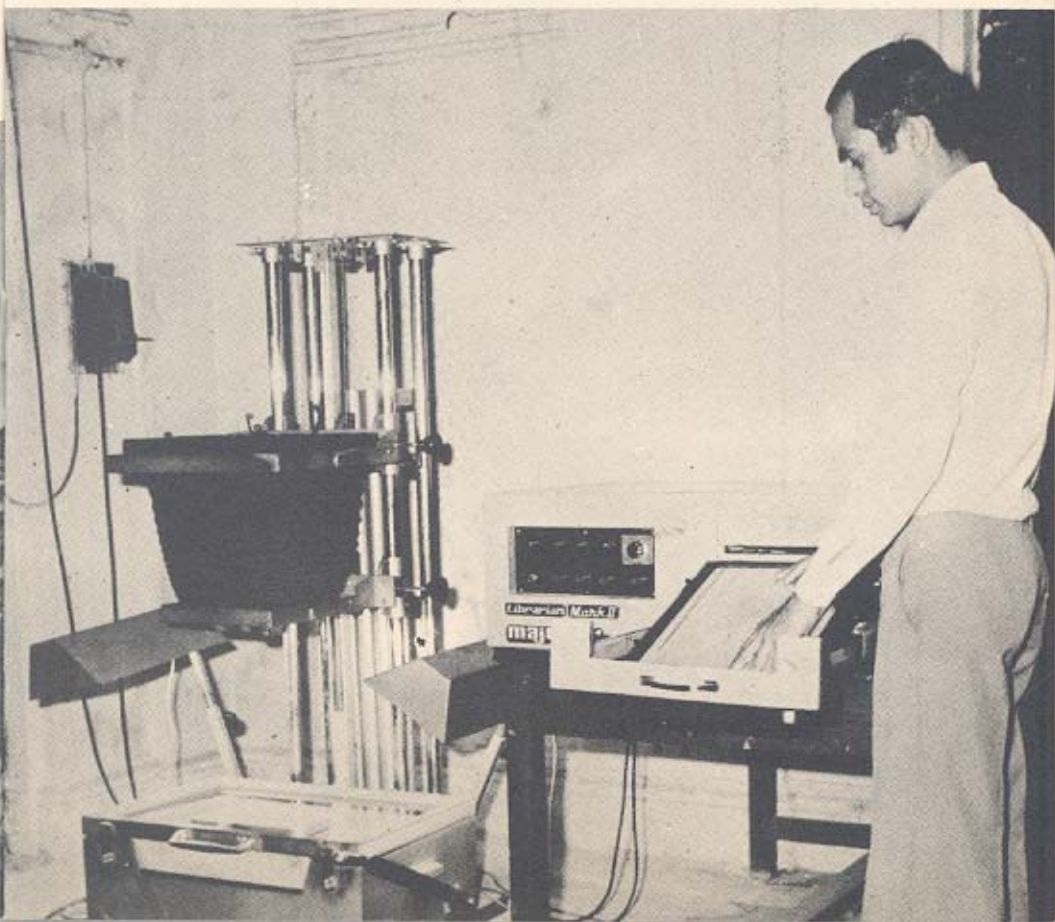
Reprography covers photography as well as reproduction processes, such as thermography, using heat-sensitive materials and Electrofax and Xerography techniques using static electricity. These processes provide the possibility of preserving and using the text of documents of historical importance, when the documents are written on paper of poor quality and cannot stand usage. In addition, there is the possibility of increasing density and firmness of the writing.

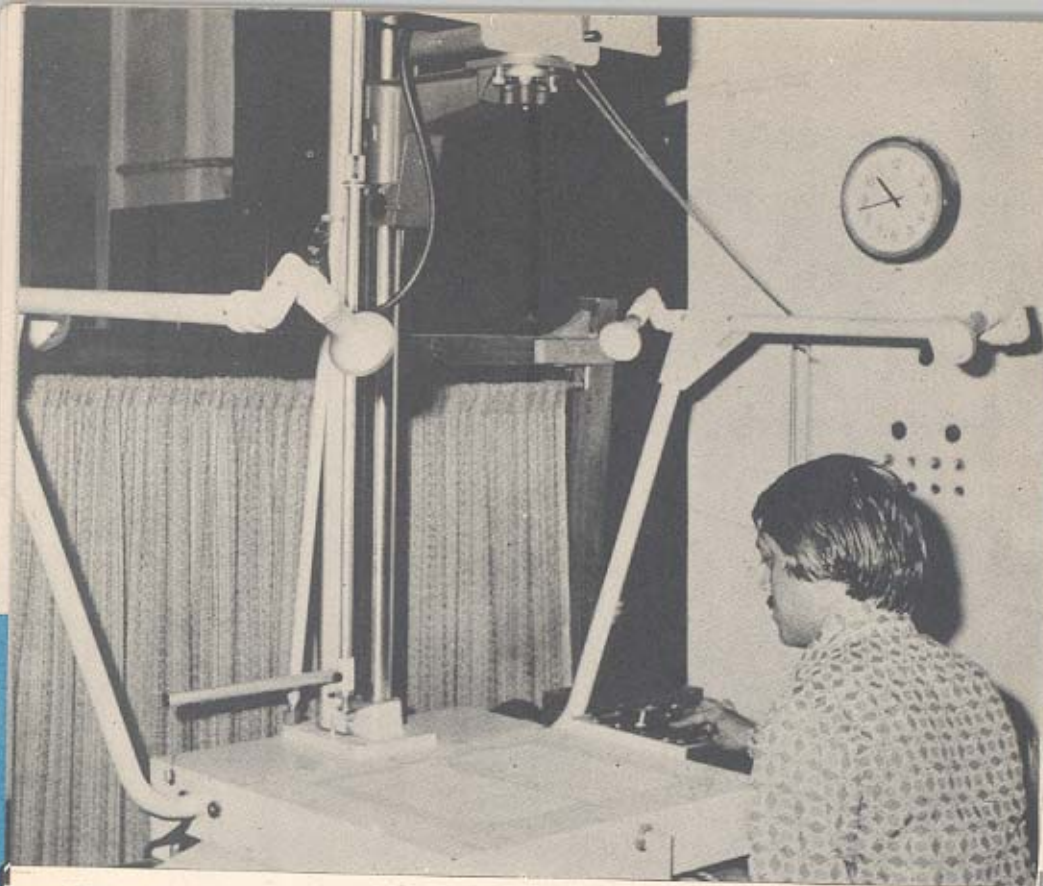
National Archives of India uses Xerography, microfilming on 35 mm film and photocopying techni-

ques to serve the Research Scholars as also to produce security and other microfilm copies of its rich collection of records. Since transit of rare manuscripts is not safe, they can be microfilmed with portable microfilm camera at site.

Microfilming enables the Archives to acquire copies of rare manuscripts and records, and out of print publications on payment or exchange basis.

Plain Paper Copier (Xerox)





Microfilming of Records

Because of its highly reduced size, microfilm enables considerable saving in storage space, in cases where the originals have to be disposed off to make room for fresh acquisitions. Other types of microforms are: microfilm strips, microfiche, microcard and microprint.

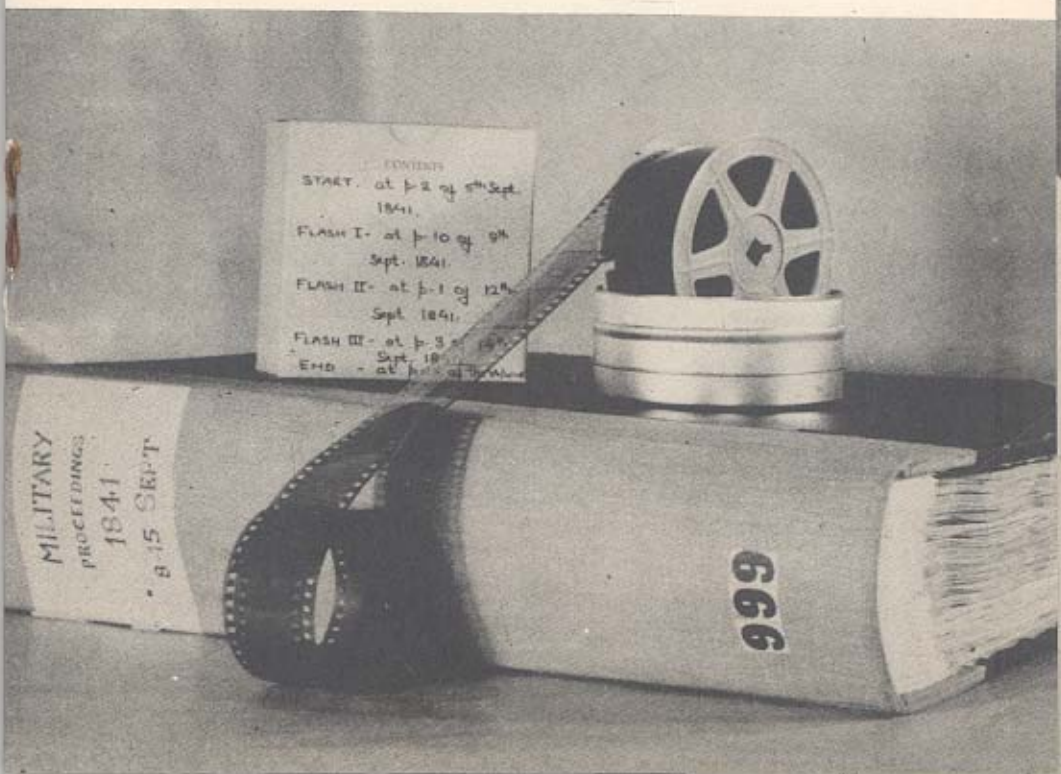
Microfilming is thus used in the Archives for preservation and dissemination of the vital and valuable informational content of records. The microfilm copies are properly arranged, identified and indexed so that individual documents can be located easily.

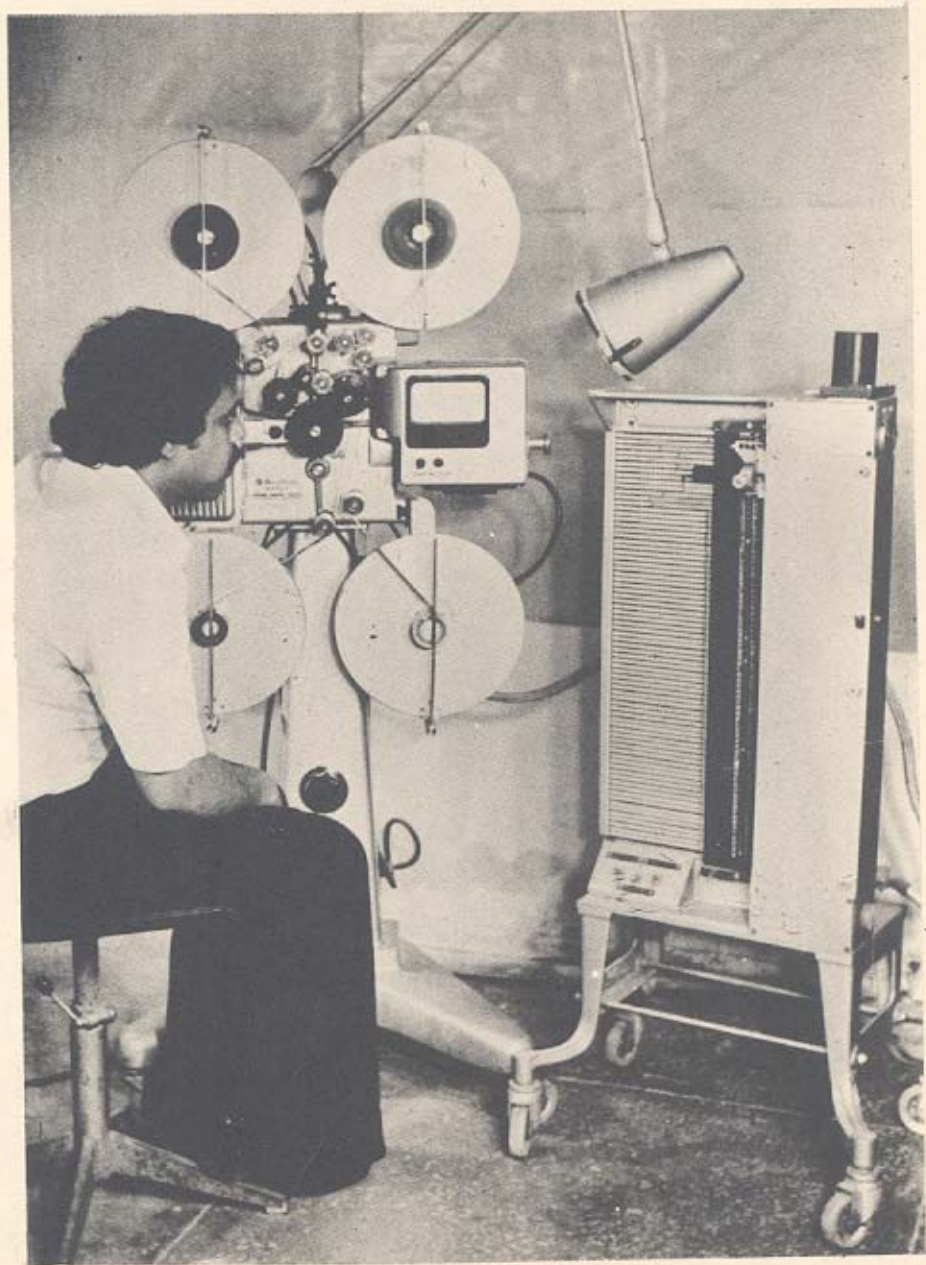
Basic microfilming equipment required consists of a flat-bed microfilm camera, processor, microfilm duplicator, enlarging equipment for producing photocopies and other accessories.

Storage and Maintenance

Life expectancy of the microfilm can be assured by using standard safety base film and proper care during exposure in a camera, processing, storage and handling

Indexed Microfilm Roll



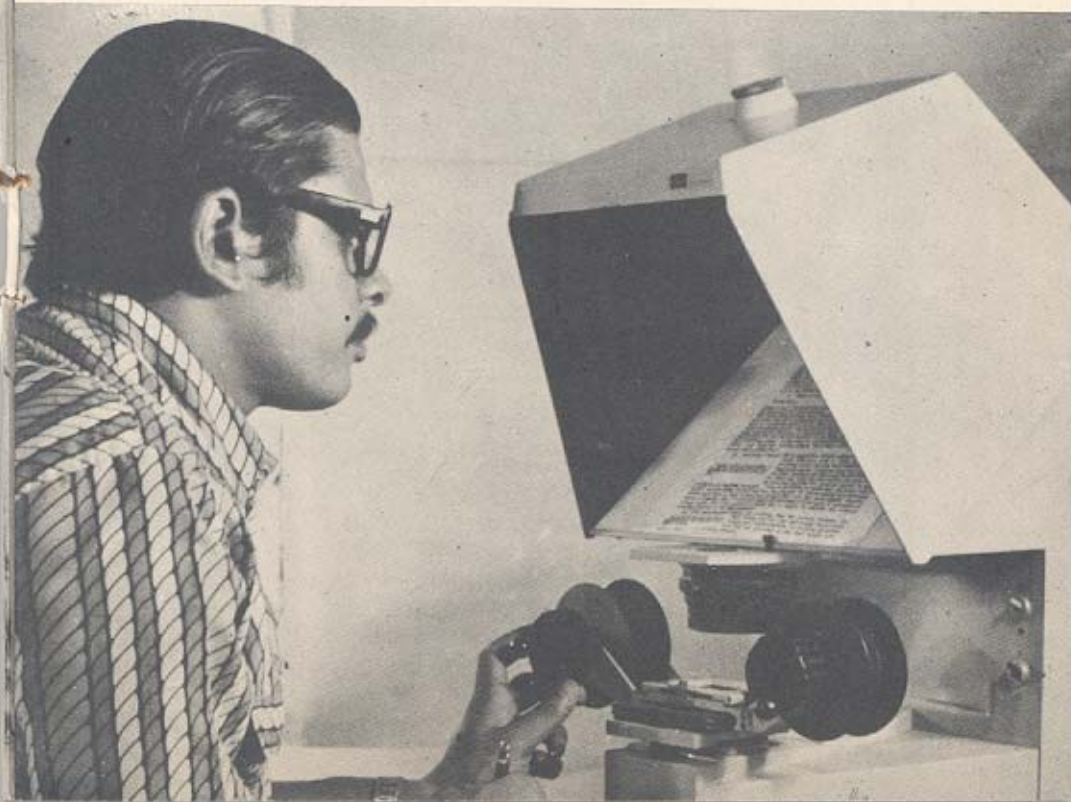


Positive Printing

of original negative microfilm rolls. Protection should be provided not only against climate but also against fire, water and impurities in the air. Minimum archival storage conditions for microfilm are filtered air-conditioning system which will maintain the temperature at $20 \pm 2^{\circ} \text{C}$ and relative humidity between 40–45%.

Both negative and positive microfilms are maintained in lengths of not more than 110 ft. (33.5 metres) on reels which are made of non-corrosive materials such as non-ferrous metals or stable plastics that are free from peroxides. Use of rubber bands, adhesive tapes or newspaper around microfilm reels causes stains and should be avoided.

Microfilm Reader



Negative microfilms on reels are placed in corrosion resistant plastic or anodised aluminium cans with telescopic tight-fitting lids. The cans are kept in acid-free card-board cartons which are subsequently placed in specially constructed steel cabinets. These cabinets permit free circulation of air in drawers and compartments. The lowest drawer should be at least 10-15 cm. above the floor.



Microfilm Storage Cabinet

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