

Save time and money. Move towards a paperless future.

Choosing a paperless solution, will have a positive and sustainable impact on the environment and your brand.

We can digitise just about anything and tailor make our packages and pricing strategies to suit your specific needs. Our specialty is fragile and archival materials. If confidential material is what you have, we also offer onsite digitisation services.

What makes this service so unique is our flexibility to provide you with exceptional service. Depending on your requirements, we add metadata to the newly digital material for easy retrieving or indexing for more in-depth organising of your information.

CONTACT US FOR MORE **INFORMATION**

+27 12 643 9500 www.sabinet.co.za info@sabinet.co.za



Digitisation Service

We offer a Digitisation Service customised for institutions' specific digitisation requirements.

Sabinet

Facilitating *access* to information

Think of the future - think of digitising.

Sabinet Digitisation provides a service to preserve valuable documents and make accessible electronically. This enables you to search, store and share your information safely and hassle-free.

We offer you a complete and unique digitisation solution and customised packages that suit you and your organisations' individual needs.

We are equipped with the latest technology and resources to ensure you get the best. We have the skills and knowhow to digitise any printed material to digital format. Making your material available digitally, you are able to save on storage space and preserve information for our future generation. By having access to your information electronically, you are able to share it with any one or more people, anytime, via email or even making it available through the web.

We know that too handling of physical fragile material can damage an item, our service ensures the safeguard of fragile documents.

With more than 20 years digitising experience, we ensure that your materials are handled correctly and comply with archiving standards.

An added feature is the metadata whereby users can easily search and find what they are looking for.

Data Management.

Metadata explains the origin, purpose, time, geographic location, creator, access, and terms of use of the data. Information in the metadata is used for retrieving and indexing data in a repository or archive.

We don't just scan your documents, but tag them appropriately according to your needs using manual data entry and indexing services. We will also correct the scanned images, capture the important data for search and retrieval purposes, and integrate them with your internal network.

We specialise in the following digitisation solutions:

- ▼ Digitising printed to electronic format
- ▼ Quick/bulk scanning for loose documents
- ▼ Book scanning for bound materials
- ▼ Expert scanning for fragile items
- ▼ Adding metadata or in-depth indexing

You can choose the format of the files, length of the project and cost thereof. An added feature is Optical Character Recognition (OCR) to your documents to add searchability. Digitising your documents saves you time and money, and allows you to effectively backup your documents.

Quality control forms a large part of our process to ensure you are 100% satisfied with the project.

Secure and Safe.

You can be rest assured that we'll look after your special collections with the same care they would receive at your premises. A controlled and secure environment ensures that your materials are safely kept.

Our dedicated staff has earned a reputation for specialising in archival collections and for handling such valuable material with the utmost respect.

Make your digital collections available on the web more quickly and effortlessly with CONTENTdm®.

Visit our website to learn more.