

## Undertaking a project to make electronic copies of the minute books held in the Lincolnshire archives

### This council depended on Oyez Document Production's expertise

One of the special services offered by Oyez Document Production (ODP) is the scanning and reproduction of delicate paper documents.

They understand that fragile documentation requires more than just a push through a paper feeder. Scanning must take place in a manner that avoids any additional damage and ensures originals are returned in good condition to the those who are responsible for the care of irreplaceable documents.

John Hannam, Parish Clerk for the council, was looking for an experienced scanning firm who could produce electronic versions of minute books when a web search led him to Oyez Document Production. He says,

I was impressed by the ODP web site, and the range of professional services that they offer. I contacted them for further information and a price estimate and I was encouraged by how helpful they were.

Our minute books date back as far as 1894 and are large, heavy and quite delicate. ODP arranged for a secure courier to pick them up and deliver them safely to their London premises.

When the books were returned to us three weeks later it was very encouraging to see that they were appropriately packaged and in their original condition.

We are now on the second stage of this project, and ODP have been very helpful in directing us to bookmark pages so specific documents are very easy to retrieve. Their knowledge and their service have both been a 10 out of 10.

I can't tell you how refreshing it is to have a supplier you can actually rely on. So many firms seem to offer much more than they actually deliver. ODP was the opposite and I have been very, very impressed with them.



#### Client >

Colsterworth and District Parish Council is situated in the District of South Kesteven in the County of Lincolnshire.

#### Sector >

Government

#### Project >

Converting archived documents to electronic format

### More information

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