

## MICROFICHES DIGITIZING BY A CONTRACT ORGANIZATION - QUALITY AND WORK PRODUCTIVITY

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The great part of scientific and technical knowledge connected with nuclear power researches is generated for last 50 - 60 years, therefore the information in this field of knowledge is presented in enough diverse form. The major part of R&D papers published for last 10 - 15 years, exists in an electronic form. Earlier published papers, as a rule, are presented in a traditional kind - on a paper or on a microfiches, which have both ideal images of pages of the text, and images of very bad quality. Such non-uniform state of the information does not allow to provide effective information processing and execution of complex inquiries. In this situation become obvious a necessity of existence of all documents in electronic form.

In digitizing of a microfiche funds containing millions of pages (for example, microfiche fund R&D of ATOMINFORM Institute – Russia [1], IAEA/INIS non-conventional literature (NCL) collection of microfiche - Austria), terms of performance and quality assurance of works become an important point of such information resources creation. It is necessary to take into account, the performance of such amount of works by the organization - the holder of fund - entails considerable expense. Not less important is, that, after performance of the greater part of works, the purchased scanners, software and the trained specialists will be practically unengaged. Additional essential expenses are demanded with creation of the specialized technology for large document fund processing. In view of all above-stated factors, it is more expedient to place an order for such works in the large specialized company possessing necessary experience, capacities and the trained personnel.

As a rule, in such organizations all works, including reception, transportation, return and microfiche scanning are strictly documentary and carried out according to ISO standards. The developed monitoring system of quality control provides the preset end quality results, nevertheless the procedure of scanning and reception of resulting files includes a plenty of the separate operations.

Use of several industrial high-efficiency scanners and shift work allows providing high continuous productivity both on production facilities of the company, and at performance of out projects. If it is impossible to deliver a microfiche fund to the company [2], the necessary equipment will be arranged on the territory of the customer. All microfiche scanning operations will be carried out with observance of all technological norms.

«Electronic Archive» Corporation's choice of special kind of microforms scanners with manual microfiches placement on subject glass, with the automatic carriage and 100 % visual control allows to provide the highest quality of carried out works. In such situation competitive cost of microfiche digitizing is provided with low regional cost of manual labor force. Five automatic industrial scanners with the automatic carriage in the Conversion Center of «Electronic Archive» Corporation allows to produce up to one million of microfiche frame images in two - three months.

Procedures of acceptance, delivery and microfiche return to the customer are organized during fulfillment of plenty of projects. Exception of the mistakes connected to the human factor, provides conducting obligatory statistics of occurrence of mistakes at carrying out of scanning operations. It allows constantly improve the microfiche digitizing and to correct procedures of quality assurance of carried out operations for maintenance of a preset degree of works quality.

The stated above positive experience of co-operation “the customer - the executor” both unloaded employees of large fund microfiche from mechanical work, and also has allowed to solve a major problem, to realize taking-over of works with the detailed control of terms, qualities and completeness.

#### REFERENCES

- [1] KOROTKOV, V., Samsonov, A., Creation R&D electronic library in ATOMINFORM Institute (Bulletin on atomic energy, Moscow, 2003, Vol. 6) 64-65.
- [2] BATAKOV, V., Antoshechkin, M., Korotkov, V., Application of electronic medium in insurance fund of the Ministry of the Russian Federation on nuclear energy (Bulletin on atomic energy, Moscow, 2003, Vol. 12) 90-91.