

How to fill a historical records request using scan on-demand and Preservica Starter

- ✓ An easy, quick way to respond to historical records requests
- ✓ A process for scan on demand – preserve digital surrogates of historical records and share with the public

Available in
Starter

1

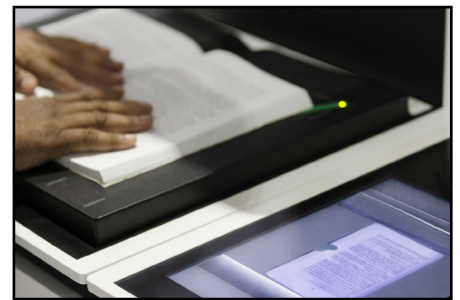
Receive the request for access to a historical record



2

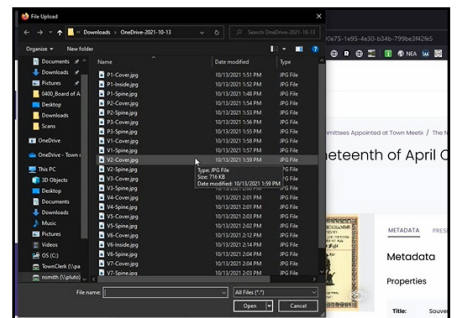
Locate the physical record in your collections, then:

- Scan and digitize the record
- Choose the format
- Quality control the scan



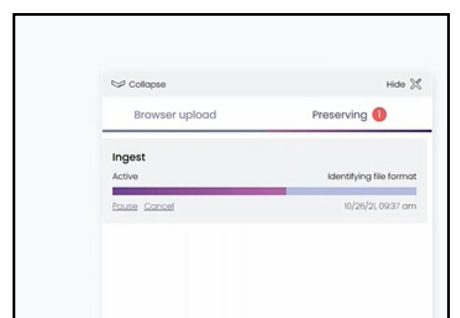
3

Find the digital scan in the relevant collection folder/drive



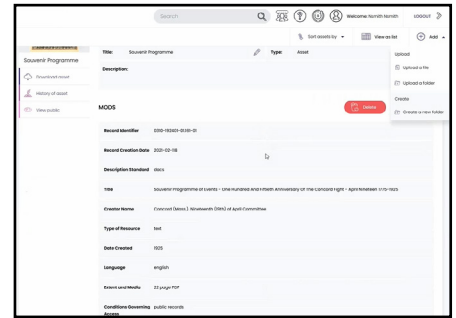
4

Upload the file and ingest into Preservica Starter – which will automatically carry out preservation steps for you



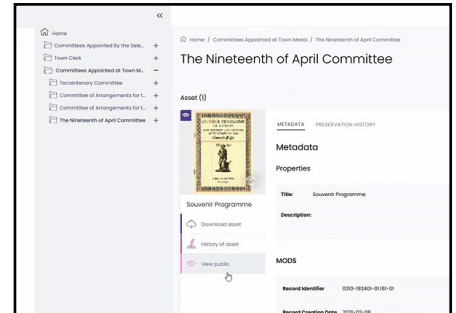
5

Add your choice of Dublin Core or MODS metadata to the record



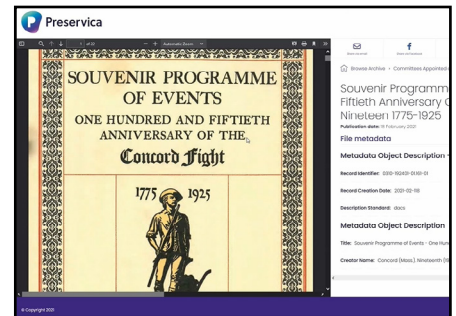
6

Set the access view of the record to public



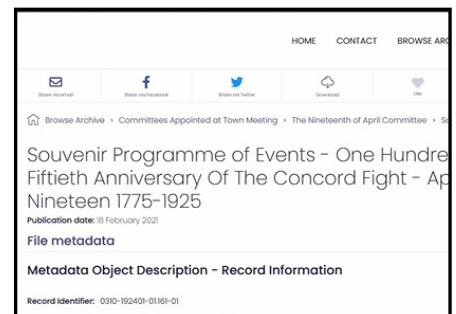
7

View the record in your public portal - to verify the render and its usability



8

Share the record with your community online



Want to see it in action?

Watch the video with Nathaniel Smith, Town of Concord

[Watch now](#)

Start now for free at starter.preservica.com