

# Sabinet Digitisation

## 4 SIMPLE STEPS to a digitised future

**Save time, money and the environment with Sabinet's Digitisation solution.**

With over two decades of knowledge accumulated through the management of our own digitisation projects, and those of clients, the team at Sabinet has extensive experience in specialised and customised digitisation services to make content available electronically.

**Make your physical and printed materials available electronically for easy access:**



### EXPERT SCANNING

Preserve your content quickly and effortlessly. From books and loose leaves to rare, fragile or unique original items at your premises or ours.



### DOCUMENT PROCESSING

We don't just scan your documents, we tag them appropriately according to your needs for easy reference and process your digital images for optical character recognition (OCR).



### METADATA SERVICE

Add metadata for easy retrieval and in-depth indexing according to whatever is required – origin, purpose, time, geographic location, creator, access, or terms of use of the data.



### CONTENT MANAGEMENT SYSTEM

CONTENTdm® is a service that helps you make your digital collections available on the internet, quickly and easily.

# Sabinet

Contact us for more information

+27 12 643 9500 [info@sabinet.co.za](mailto:info@sabinet.co.za) [www.sabinet.co.za](http://www.sabinet.co.za)

Facilitating *access* to information

**BE FUTURE-READY** with Sabinet Digitisation, prepared to recover and continue business as normal

## Preserving your documents with packages that suit your budgets and needs.

### WE:

- Use the latest technology and resources.
- Work at your premises or at ours.
- Have the skills and the know-how.
- Digitise up to 13 000 pages a day.
- Take the utmost care, especially with fragile documents.
- Have more than 20 years' experience.
- Work with your documents in a controlled and secure environment.
- Have a custom solution to suit your budget and needs.

### YOU:

- Can relax and let the experts do it for you.
- Save on storage costs.
- Have electronic access to all your documents.
- Can search, store and share at the click of a mouse.
- Have a positive impact on the environment.
- Choose the file format, length of project and cost.
- Can customise your solution, by adding or removing additional services such as Optical Character Recognition (OCR) for added searchability.

## Sabinet digitises up to 13 000 pages per day. Some of our projects include:

- The African Journal Archive project sponsored by the Carnegie Corporation of New York
- The Sabinet Retrospective Government Gazettes Archive project
- The SA Media project
- The HSRC project
- The UNISA archive project

Contact us for more information

+27 12 643 9500 [info@sabinet.co.za](mailto:info@sabinet.co.za) [www.sabinet.co.za](http://www.sabinet.co.za)

**Sabinet**

Facilitating *access* to information