



Presbyterian Historical Society Microfilm Services

PHS provides **archival-quality** microfilm services in accordance with **ANSI/AIIM** filming standards at prices that are competitive with commercial vendors. Because many commercial microfilmmers produce “short-term microfilm,” without the use of title and contents frames, and without training in handling fragile documents, we encourage the use of our in-house microfilm services whenever possible.

The Society subsidizes approximately ½ of the cost of filming official church records of permanent value for congregations, presbyteries and synods. Records of **permanent or historical value**¹ include minutes, registers, trustee records, and articles of incorporation. For a complete list of permanent records see our **website**.

To ensure the best quality images and to meet legal requirements, we only film original records, not photocopies.

MICROFILMING RATES				
	Minimum Charge	Cost per Page	Cost per Oversize Page*	Extra Copy
PC(USA) entities	\$60.00	\$0.14	\$0.20	\$40.00
General public	\$60.00	\$0.28	\$0.35	\$80.00

*An **oversize page** has a length that is between 12.25” and 15.”

Because factors such as page size vary and affect the total cost, **estimates** are provided upon request. To initiate a microfilming project, please complete our **Microfilm Request Form**. Once we have received your records, it will take approximately **3 to 4 months** to produce your film.

Preparing your records for microfilming:

1. In order to film official church records, we require a **letter from the Clerk of Session or Stated Clerk** authorizing us to film your records, including **instructions about whether or not we should hold your records on deposit**. PHS will store your records in our climate controlled archives free of charge and provide you with limited reference services in your records. You retain ownership.
2. Make an **inventory** of your records; arrange them in correct chronological sequence and identify them so we understand what they are.
3. **Remove all fasteners and loose papers** you do not want filmed. Please do not use adhesives (i.e. Post-it™ notes or tape) for labeling as they will leave a residue that will eventually damage your records.
4. **Remove records from binders** if you can do so without damage. Wrap or place each volume in a separate folder, maintaining their sequence. If you need to include the binders, please do not lock the bindings.

¹ <http://www.history.pcusa.org/records/cong/>

Digitization services are available for microfilm only. Original documents *must* first be preserved in a 35mm microfilm format in order to qualify for digitization. Digitization is done through an outside vendor and takes **approximately 3 to 4 months**. If you are interested in having microfilm digitized please refer to our [Microfilm Digitization Request Form](#).

DIGITIZATION RATES	
	Cost per Image
JPEG Access Images	\$0.12
PDF Access Images [PDFs will be searchable when possible]	\$0.12
Media Charges	\$16.00 flat rate

Shipping and contact information:

We recommend shipping by United Parcel Service because of their tracking system. If you decide against filming, or if you need your records returned to you once filming is complete, we will ship your records back to you free of charge. Please ship to:



Presbyterian Historical Society/Microfilming
425 Lombard Street
Philadelphia, PA 19147-1852

refdesk@history.pcusa.org
www.history.pcusa.org