

Info-byte:
Surrogates

What are surrogates?

- Copies of records and archives

What form do they take?

- Photocopies
- Microforms
- Digital images

Why do we provide and use surrogates?

- Preservation of fragile or frequently-used archives
- Protection of vital records
- To make archives and records available at a distance
- To maximise the potential of delivery (self-service, several users at once)
- To facilitate access to large, unwieldy items

More information

- *Preservation Microfilming: A Guide for Librarians and Archivists*; Lisa L Fox; American Library Association (1996)
- *Managing Business Archives*; edited by A Turton; Butterworth-Heinemann (1991) pp203-206 & pp 251-252

