

# PRESS RELEASE

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FOR IMMEDIATE RELEASE

## AWARDS ALL ROUND AT DIGITAL CLASSICS

Digital Classics Distribution, part of DCD Media plc, owns one of the largest performing arts catalogues in the world ranging from symphonic to drama, theatre, ballet and opera. The two founders of the company Chris Hunt and Alan Sievwright have received a number of awards including two Emmys and other international awards for programmes on Marlene Dietrich, José Carreras, Sir Robert Helpmann and Montserrat Caballé.

Digital Classics maintains a catalogue of arts television programmes for which it holds the distribution rights. The catalogue is physically contained within a number of filing cabinets with each individual file consisting of comprehensive information on the programme; including script, synopsis, end credits, music cue sheet, picture captions, press release, press cuttings and so on.

Derek Nelson, an independent consultant and interim chief operating officer responsible for the maintenance of the data, looked at ways of storing and accessing the data in a more efficient manner. He was particularly concerned that there was no backup in the event of a flood or fire.

An office move in 2006 was the trigger for action and Derek Nelson took this opportunity to investigate alternatives to the existing filing system. After meeting with Juliet Penney from Preview Services it was agreed that Digital Classics would outsource their paperwork to them. "Preview were extremely responsive and they demonstrated that they clearly understood our particular requirements," said Nelson.

The source documents were very well filed, with individual sections colour coded and labelled. In all, over 79,000 images were scanned by Preview and the source documents returned to their original folders for secure deep storage. The programme data is now easily accessed via Digital Classics internal system and staff can create printed copies or email programme details to interested parties in a fraction of the time taken previously.

Due to the success of this scanning project, Digital Classics has now asked Preview to scan their archive slides and photographs of the productions. This work is currently being undertaken.



**About Preview Services**

Preview Services Limited ([www.previewservices.com](http://www.previewservices.com)) is a specialist provider of outsourced document management services to businesses and public organisations of all sizes. Clients include major sales and leasing companies, airlines, engineering firms and government agencies.

Based in Hanworth, Middlesex the Company operates one of the UK's leading document scanning bureaux and is developing innovative and cost saving solutions for document management.

This Press Release is available in electronic format on request.

**Contact**

Kathy Bruce ([Kathy.bruce@previewservices.com](mailto:Kathy.bruce@previewservices.com))

Preview Services Ltd. 1 Mount Road, Hanworth, Middlesex TW13 6AR, UK

Tel: +44 (0)20 8755 5704 Fax: +44 (0)20 8755 5715

