Show us where you are!

On the toolbar, click on the yellow star above, then click on your location!

Don't see the star? On your toolbar, click on Markup > Show Tools

Caring for Originals during the Scanning Process

SOLINET Preservation Services

Educational Services is Going Green!

What this means:

For us:
- Reducing print materials
- Using e-versions whenever possible

For you:
- E-versions of class handouts
- Electronic class schedule

Using this Software

- Microphone
- Raising your hand
- Green ✓/ Red X
- Laughing / Clapping
- Stepping out
- Text chat
- Feedback
- Audio
- Full Screen
- Exiting

Preservation Services

- Education and training
- Information and referrals
- Loan services
- Publications
- Disaster assistance
- Consulting

http://www.solinet.net/preservation

Learning Outcomes

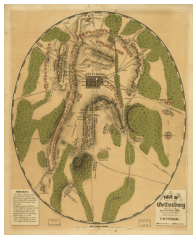
After this class, participants will be able to do the following:
- Institute care and handling procedures for items to be scanned
- Set up a safe scanning environment
- Select appropriate scanning equipment
- Stabilize and treat items prior to scanning

Preservation Questions for Digitization Projects

- Will the originals be harmed in the digitization process?
- Will materials be assessed, rehoused, or treated before/after digitization?
- What role will preservation unit (if one exists) play in the project?
- Where will the money come from to treat the originals?
- What impact will the digitizing project have on other preservation workflows?

Digitization Priorities: A Preservation Perspective

- Items difficult to access in original format
- Materials that have high use
- Collections that are a security risk



Care and Handling: Selection

- Identify risk
- Apply measures to remove risk
- Reduce any remaining risk to an acceptable level
- If remaining risk is unacceptable, DO NOT DIGITIZE!

Condition Assessment

- Identify vulnerable material
- Create record of condition
- Develop procedures for safe handling
- Identify suitable scanning method
- Identify suitable housings

…LABOR INTENSIVE!

Care and Handling Guidelines

- Formulate
- Train
- Implement
- Assess
- Monitor

Care and Handling Goals: Protect Originals

- Couple conservation with scanning
- Require vendors to scan on-site
- Utilize protective book cradles
- Create hospitable environment
- Consider digitizing duplicates
- Sacrifice image quality requirements

Care and Handling: The Basics

- Prohibit food, drink, gum, or tobacco
- Wash hands; use cotton gloves
- Do not use pens, markers, sharp objects, sticky notes
- Clean work spaces and surfaces often
- Put away documents and close books when not in use
- Keep materials in original order

Care and Handling: Books

- Support books with weak bindings
- Never apply pressure to force a book to lie flat
- Turn pages by lifting the upper right corner and then use whole hand to turn
- Never wet your finger to turn a page

Care and Handling: Photographs and Photo Negatives

- Wear clean, lint-free cotton gloves
- Do not touch emulsions
- Do not try to flatten curled or curved photographs
- Do not use flatbed scanner for objects with relieved surfaces

Care and Handling: Flat Objects

- Support single item with rigid support—keep one hand under object
- Use polyester sleeve or folder for safe handling
- Unfold items if not brittle
- Use both hands to support stack of folders
- Take care when closing scanner lid/glass plate

Care and Handling: Off-Site Vendor Guidelines

- Transportation
  - --Packing materials
  - --Method of delivery
- Security
- Training
- Equipment
- Condition

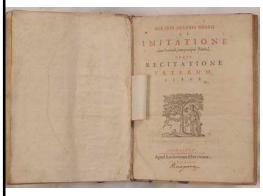
Environment

- Clean and dust-free
- Have enough space for workflow
- Temperature
- Lighting
- Ozone
- Duration of Exposure

Digital Imaging Equipment

- The type of material you digitize influences hardware and software requirements
  - Negatives/transparencies
  - Microfilm
  - Maps or oversize images
  - Books
  - Manuscripts
  - Photographs
- Purchase the right equipment for the job
- Get the biggest size and highest quality your institution can afford

Preservation Issues Affecting Equipment Choice



- Size
- Foldouts
- Condition of original
- Type of sewing/binding

Types of Scanners and Digital Cameras

Type	Typical uses
Flatbed	Single leaves, 3-D
Book edge	Non-fragile books
Overhead	Books, oversize
Sheetfeed	Standard size documents, single leaves
Slides or Film	Slides, transparencies
Microform	Microfilm, microfiche
Digital Cameras	Fragile, 3-D, bound volumes, oversize
Drum	Flat, non-fragile objects

Flatbed Scanners

- Good for small items
- Copy negatives
- Photographic prints in good condition
- Sleeved/encapsulated in polyester
- Pamphlets and sheet music in good condition that can be opened to 180 degrees

Epson Expression® 1680 Professional Flatbed Scanner

Book Edge Scanners

OpticBook 3600 A4 Colour Scanner

- Books do not need to lie flat
- Good for non-fragile books
- Reduces/eliminates gutter shadow
- No longer in widespread use

Overhead Scanners

- Photos adhered to board mounts
- Materials that cannot be pressed flat safely
- Objects needing book cradles
- Anything too large or fragile to be turned over safely

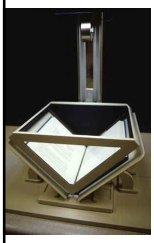
Omniscan 1000

Overhead Scanners for Books

- Books larger than 8 ½ X 11 inches
- Books with weak bindings
- Books thicker than 1 ½ inches
- Margins narrower than 3/8 inches
- Brittle or breaking pages
- Openability limitations

Book of Hours

Book Cradles



Parc Bookscanner book cradle

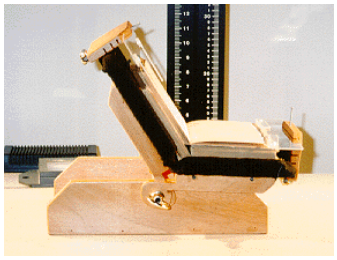
- Is support needed at an angle?
- Is one page or two being scanned/filmed at a time?
- Will foam wedges provide a solution?
- Is a custom-built book cradle needed?
- What degree of openability is possible?

Split Level Book Cradle

Split Level Book Cradle

Bookeye® Book Cradle

120° Book Cradle



Riser cradle

System Capabilities for Scanning Books

- Design of book cradle
- Method to turn/hold pages
- Size dimensions
- Adaptability (lenses, lighting)
- Digital output
  (bit depth, resolution, metadata)
- Speed/exposure time
- Service and support

Sheetfeed Scanner

- Cannot scan bound objects
- Some can scan both sides at once
- Items must be of uniform size
- Not appropriate for original materials

Kodak i40 Duplex Sheetfed Scanner

Slide and Negative Scanners

- Saves original from scanning process
- Sometimes expensive
- Sometimes slow

Slide holder for flatbeds

Microform Scanners

Mekel Mach IV microfilm scanner

- Saves original from scanning process
- Useful if you're scanning lots of microforms
- Microfiche or microfilm
- Expensive

Oversize Scanners

- 2' x 3' (up to 4' x 8')
- Very expensive
- Special calibration
- May have height/weight restrictions

Zeutschel 11000

Digital Cameras

- Variety of formats
- Unlimited field size; limited file size
- Easier on documents than flatbed scanner
- 3-dimensional/fragile objects
- Expensive
- Skilled operator required
- Low productivity

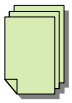
Drum Scanners

- Highest quality image
- Extremely expensive
- Expert handling required
- Transparent and reflective media
- Not appropriate for fragile materials
- Items must be flexible

Scanning Preparation and Rehousing

- Refoldering
- Reboxing
- Removal of metal fasteners
- Sleeving fragile items

Paper and Board Products



- Should meet the standard for permanent paper
  [ANSI / NISO Z39.48- 1992 (R 2002)]
- Pass the Photographic Activity Test (PAT)
- Color should be lightfast and non-bleeding
- Made of cellulose fibers
- Must not contain structural features that could physically harm the contents
- Buffered vs. unbuffered

Plastic Products

- Good plastics
  - Polyester
  - Polyethylene
  - Polypropylene
- Examples
  - Mylar D
  - Mellinex 516
  - Tyvek

Newton Rings

Criteria for Conservation Treatment

- Photographs with tears and cracks
- Flaking photographs
- Brittle paper
- Uncut pages
- Pages stuck together or uncut
- Oversewn/stapled pamphlets
- Creases or folds that obscure text or image
- Adhesive that blurs the text or image
- Items with large rips or tears
- Books with tight bindings

Money for Stabilization and Conservation

- Most projects stabilize only enough to allow for scanning/optimum scanning
- Incorporate conservation and rehousing into digitization projects
- Look for funding opportunities
  - www.imls.gov
  - www.neh.gov

Case Study: Plymouth College's Care and Handling Guidelines

- No food, drink, gum, or smoking in the scanning lab.
- Keep hands clean. If working with photographs or negatives, wear cotton gloves.
- Do not allow original documents to come within three inches of the edge of the work space.
- Some items may require conservation treatment before scanning. Please bring any potential problems to the attention of your supervisor.
- Keep scanning station dust free.
- Do not flip bound books over. Use digital camera instead of scanner.
- Use cradles for books with narrow openability.
- Do not use post-its or acidic paper as place markers. Use strips of alkaline paper instead.

Questions??

Thank You!

Don't forget to fill out an evaluation
http://www.solinet.net/survey/classevaluation.htm

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