



The following document describes the guidelines implemented by **Purdue University Libraries Archives & Special Collections** for scanning the archives and special collections. It is important that all documents are scanned according to the following standards in order to maintain the accuracy, quality, and overall integrity of the digital archives.

Purdue University Libraries Archives & Special Collections
Scanning Guidelines
for archive digitization



<http://www.lib.purdue.edu/spcol>

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Please follow the instructions very carefully.
Digitization standards must be followed.

RULES FOR VIEWING AND HANDLING THE ARCHIVES

Remember, the items in the special collections **cannot** be replaced. **Your strict adherence to the following rules is a MUST whenever viewing or handling archived materials.**

- **Always** wear white gloves when handling any of the materials. This assures that the natural oils on your hands will not be transferred to the materials.
- **Never** have any food or beverages at your workstation.
- **Never** use pens, always mark the new identifiers on the items with a 2B pencil.
- **Never** take more than one box at a time.
- **Never** take out more than one folder at a time.

BEFORE YOU BEGIN

Items to be scanned must be properly labeled with an ID. If items in the collection have not yet been identified, follow these guidelines to add ID numbers.

Notice that ID and file names represent the collection, box, folder, and item numbers associated with that document.

ID Format: [**Collection Code**]b**1**f**1**i**1**
b=box followed by the **box number**
f=folder followed by the **folder number**
i=item followed by the **item number**

The **Collection Code** is the abbreviation denoting a specific archive or collection. For example, the **Amelia Earhart at Purdue** collection is coded as **AEP**.

Example ID: AEPb3f5i17

Please note that the box and folder numbers are found at the top of each folder, (10,1). The first number in the parentheses is the box number; the second is the folder number. Assign numbers sequentially to each item in the folder, following the guidelines below.

Example: AEPb2f38i5 refers to Amelia Earhart at Purdue Box 2, Folder 38, item 5

GUIDELINES FOR IDENTIFYING ARCHIVAL MATERIALS

Naming conventions may vary per collection. Check with the Digital Initiatives Librarian or Archivist to make sure you are following the proper naming conventions.

1. Use **PENCIL** only to **gently** and **legibly** write the identification number. Take care not to push the pencil lead too heavily into the paper – old, fragile paper tears very easily.

2. Write the **ID** number **ON THE BACK** of the item in the **LOWER RIGHT-HAND CORNER**. If the lower right-hand corner cannot be written on without writing over text or image, use the lower left-hand corner. If that is not available, use any free space on the back of the item, including right or left margins if needed.
3. **PRINT** all letters and numbers – no cursive. Be as legible as possible. Don't write the ID number too small so that it is hard to read; at the same time, don't write it so large that it overwhelms the rest of the page.
4. Always take care to double-check that you are using the right ID number.
5. Take care not to use the same ID number twice, unless an item is an EXACT duplicate of another item with that ID number (see COPIES below).
6. Write the ID number on the white archival backing paper as well as the original document so that it can be viewed without removing the item from the protective sleeve.
7. All ID numbers should follow the format of box number, folder number, item number. Do not separate information with dashes, commas, colons, etc.
Example: b17f10i2 [meaning Box 17, Folder 10, Item number 2]
8. Unless otherwise instructed, duplicates should be numbered with a suffix of C and then a sequential number to denote a copy (see COPIES below).
Examples: b17f10i2 (original), **b17f10i2c2** (copy of original), **b17f10i2c3** (additional copy of original)

If you have any questions, please ask the Digital Initiatives Librarian or Archivist.

Number two pencils, white gloves, protective sleeves, archival backing sheets, and Magic Rub white erasers are available in the supply room.

MULTIPLE PAGES

If a document is composed of multiple pages or parts, each page must be numbered. Each page should be identified with an additional suffix, **P#**, indicating how it fits in the sequence.

So for all multiple-paged documents, add the letter **P** (for page or part) and then a sequential number.

Example: b17f10i3p1 refers to Box 17, Folder 10, Item 3, Page 1
b17f10i3p2 refers to Box 17, Folder 10, Item 3, Page 2

COPIES

If you come across multiple copies of the same item, number each document, but use the letter **C** (for copy) and then the sequential number. **You do not need to number the original document as a copy.**

Example: b17f10i4 refers to Box 17, Folder 10, Item 4 **original**
b17f10i4c2 refers to Box 17, Folder 10, Item 4, **Copy 2**
b17f10i4c3 refers to Box 17, Folder 10, Item 4, **Copy 3**

Remember, duplicate photographs may be printed at different sizes. Mark the original with the original ID number and all others as copies, regardless of size. If you are unsure which item is the original, check with your supervisor.

If the document appears to be numbered incorrectly, check with the Digital Initiatives Librarian or Archivist before making changes.

SCANNING

You are now ready to begin the scanning process.

FOLDER FOR SCANNED IMAGES

Before you scan, you must have a place to store your scanned images. Each day, create a new folder on the local **D:** drive.

Use today's date, in six-digit format (YYMMDD), for the folder name.

Example: 060525 (May 25, 2006)

SCANNING RECORD

You will also need to create and update an inventory of your scanned files; this is called your **Scanning Record (scanning record.xls)**. This file is an *Excel* spreadsheet and should contain the following information about each of the scanned images:

- Item ID
- Date Scanned (MM/DD/YYYY)
- Scanned By
- Width (inches)
- Height (inches)
- Width (cm)
- Height (cm)
- Source
- Orientation
- Resolution
- Burned to CD
- Scan Checked
- Date
- CD Checked Date

Example of Scanning Record:

Item ID	date scanned	Scanned By	Width (in)	Height (in)	W-cm	H-cm	Source	Orientation	Resolution	Burned to CD #	Scan checked	Date	CD checked Date
gwb2f40i2p1	07/19/2006	le	7.7	9.8	20	25	25 x 20	Portrait	300				
gwb2f40i2p2	07/19/2006	le	7.7	9.7	20	25	25 x 20	Portrait	300				
gwb2f40i2p3	07/19/2006	le	7.8	9.8	20	25	25 x 20	Portrait	300				
gwb2f40i2p4	07/19/2006	le	2.6	7.7	7	20	20 x 7	cPortrait	300				
gwb2f40i6p1	07/19/2006	le	8	9.8	20	25	25 x 20	Portrait	300				
gwb2f40i6p2	07/19/2006	le	8	9.8	20	25	25 x 20	Portrait	300				
gwb2f40i6p3	07/19/2006	le	8	2.8	20	7	7 x 20	cLandscape	300				
gwb2f40i8p1	07/19/2006	le	5	7.9	13	20	20 x 13	Portrait	300				
gwb2f40i8p2	07/19/2006	le	2.6	7.8	7	20	20 x 7	cPortrait	300				

A blank scanning record **BLANK.xls** file is available on **Bartbackup** for your use. This file includes formulas for the metric measurement columns, as well as Source and Orientation, so you won't have to calculate that information yourself.

Simply **copy** and **paste** this file to your scanning folder, **rename** it to **scanning record.xls**, and **fill** in the fields with the appropriate information.

DIGITIZATION STANDARDS

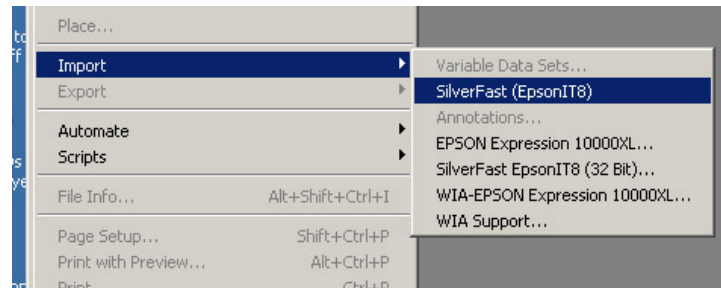
Remember that each scanned image must conform to the following standards:

- All images must be 100% of their original size.
- Each image is scanned at 600 dpi. (Usually resulting in a minimum of 3000 dots along the longest edge.)
- Text-only documents are scanned at 300 dpi.
- Images are scanned in 24 bit color (8,8,8 bits per sample).
- Images must be saved as uncompressed Tiff Images.

PHOTOSHOP AND SILVERFAST AI

To begin scanning:

Open *Photoshop* from the icon on your desktop, shortcut in your system tray, or by clicking on the Start button, going to Programs and selecting ***Photoshop***.



Select File, Import, ***SilverFast Ai*** (Epson IT8)

(Use the first ***SilverFast Ai*** Entry)

SilverFast Ai scanning software will start up.

SCAN SETTINGS

When ***SilverFast Ai*** opens, make sure you have the following options selected:

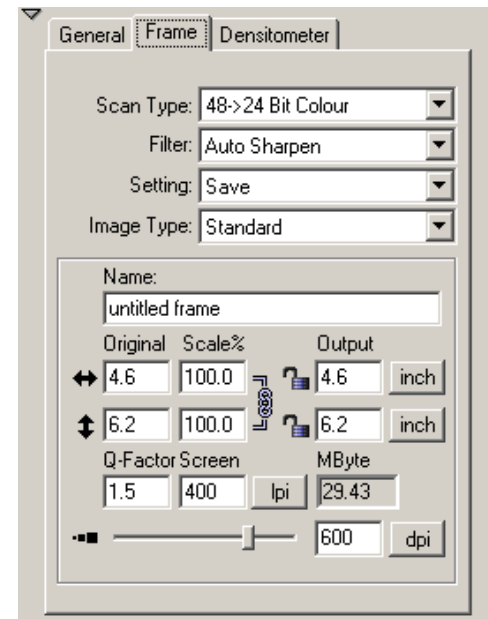
On the **General** tab:

Scan Mode: Normal
Original: Reflective
Pos/Neg: Positive
Frame Set: Save



On the **Frame** tab:

Scan Type: 48->24 Bit Colour
Filter: Auto Sharpen
Setting: Save
Image Type: Standard
DPI: 600 (300 for text-only items)
Scale: 100%



SCANNING BED

Open the scanner and gently place the original item face down in the upper left corner of the scanning bed, with the shortest dimension running left to right.

Items should remain in their protective sleeves during scanning, unless the sleeve interferes with the scan.

*If an item must be removed from its protective cover, **always wear white gloves** and handle the document with care.*

PRESCAN


Gently close the scanner and click **Prescan**.



Once the prescanned image appears on the screen, adjust the scan area to the item by moving the cursor across the dotted line, dragging it to the edge of the image.

If necessary, you can rotate the image by pressing the rotate button (shown below).



(Shift+ will rotate counter-clockwise)

Make sure the entire item has been scanned. If part of the edge has been cropped, open the scanner, reposition the item so that it is within the film area, and perform the prescan one more time.

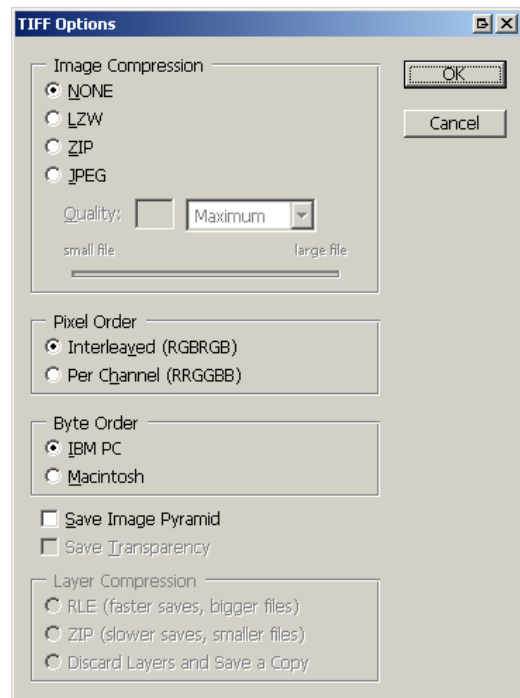
SCAN

Once the scan area has been adjusted to the image, press **Scan** to scan the image.

SAVING THE SCAN

After the file scans, it will open in *Photoshop*. Save the image as an **Uncompressed Tiff** file to the folder you have created on the **D:** drive.

- **Choose Tiff (*.TIF, *.TIFF) as the file type.**
- **ICC Profile should be Adobe RGB (1998).**
- **Image Compression: None**
- **Pixel Order: Interleaved**
- **Byte Order: IBM PC**



REMEMBER: The names for your .TIF files should match the ID number on the actual document. If you are scanning item AEPb6f12i24, then the file name should be AEPb6f12i24.tif.

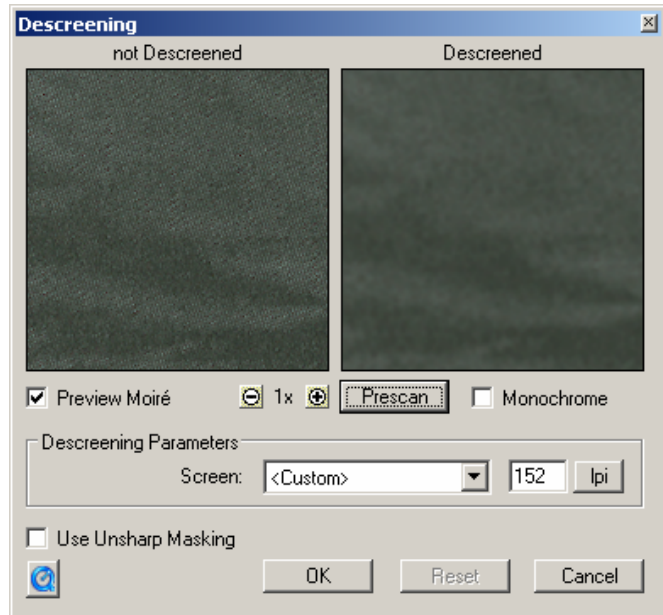
DESCREENING

Some commercially printed documents do not scan well at the default settings. If the image appears patterned, rescan the document using the **Descreening Filter**.

Open *SilverFast Ai* as you did before and **prescan** the image. Now, change the **Filter** to **Descreening**. Another window will open and your cursor will change to a square.

Look at the prescanned image (behind the new window) and click on a distorted area.
Now click the Prescan button in the Descreening window.

The Descreening filter will be applied and you can see the preview in the Descreening window.



Press **OK**.
Press **Scan** to scan the image.

SCANNING COMPLETE

When scanning is complete and the document is saved:

- **Carefully** remove the item from the scanning bed and place it in the proper folder, in the correct order.
- **Remember to update your scanning record.xls file with the details of this scan.**

You can then begin scanning the next item.

Once scanning is complete, Quality Control should be performed within 48 hours.
For more on Quality Control, see the Quality Control Procedures.