

Imaging Quick Guide

For items Waiting on Queue Shelves

1. Select item in queue
- all 'ready' items have folders with 'Item Check-in' sheets.

2. In Tracking system on Twizzler, update the 'Capture Staff' field with your name. Be sure to close tracking sheet so someone else can use it.

3. Select the appropriate scanner and scanner settings based on 'Notes/Comments' area on 'Item Check-in' sheet.

4. Make sure to save files as uncompressed TIFF's, using numbering scheme appropriate for Item Type.

Item Type=Image

Images are numbered with the FI number, hyphen, and then the number of that image. For example, a postcard being scanned as FI05090901 would have two image files: FI05090901-1 and FI05090901-2.

Item Type=Monograph

The folder has the FI number, e.g., FI05090902. Within that folder, page images are numbered in sequence as 001, 002, or cover1, cover2, etc. The FI number itself does NOT appear in the file names, only in the folder.

5. Quality control for TIFF's

For all monographic items and some image items, the TIFF's should have the consistent dimensions. Check the dimensions in Windows Explorer or Mac Finder by setting the display options to show dimensions and scan the list for

deviants. All TIFF's should also be cropped to the edge of the page (going a tiny bit beyond just to prove to the user that we captured the whole thing). The TIFF's should also be de-skewed (with corners perpendicular) before making a final save and deriving them into JPEGs. Cropping and de-skewing is the only editing that is permissible on the TIFFs. If you feel they need further adjusting beyond basic cropping and de-skewing, please consult the Center Head first!

6. Make JPEG derivatives from the TIFFs. For monographic items, page size documents should be downsampled to 650 pixels across with a quality of 12 (no compression). Oversized documents and images should be downsampled proportionally (e.g., by same percentage) to the resolution determined in consultation with the Center Head. If you are unsure, please ask the Center Head to review the JPEG requirements!!!

7. When all TIFFs and JPEGs are done, please review them for quality and completeness. Make sure there are no gaps or duplicates in file numbering. Make sure there are no oversized thumbnails that were not downsampled. Make sure that image color is consistent - either all color or all greyscale - with the exception of covers.

8. Upload the folder with all images (TIFFs + JPEGs +JP2s) to TWIZZLER for Sonia to make metadata. Place manila folder with original and 'Item Check-In' sheet on middle shelf in queue so Sonia knows it's awaiting her attention. Rebind document if necessary and clean up any waste made as a result of disbinding.

9. When to delete the files on your PC? Wait for Sonia to give the 'all clear' that the item has successfully been loaded into the Digital Library and she has made the CD backup. Then you are free to delete all files for that item from your PC, the PC attached to the scanner (if not your own PC) and from Twizzler.

Great Job! Thank you!