

## **Linscheid Library Digitization Procedures**

The materials being scanned for this project are rare. In many cases, they are the only known copy in existence, therefore preservation of the digital resources created and providing access to as many users as possible is the highest priority of this project.

1. All scanning will be done in a manner that is as close to non-destructive of the originals as possible. Due to brittle paper and past binding practices, some bound volumes of newspapers may need to be disbound. In all cases the original will be retained. Volumes which had to be disbound for scanning will be housed in archival boxes.
2. Student worker training will emphasize the fragile nature of the materials. Students will be taught to inspect materials for damage which could impede or be worsened by the scanning process. Students will bring any damage caused by the scanning process to the attention of the Special Collections Librarian.
3. Multiple image formats will be produced. Every effort will be made to provide access to disabled users through electronic and other means. For example, the “read aloud” feature will not be disabled or restricted on PDFs produced by this project.

Intellectual property rights will be respected.

1. In cases where it is practical to do so, permission to digitize will be obtained.
2. The home page of the project will have a statement on copyright advising those who believe their intellectual property rights have been violated to contact the library and indicating we will remove material posted in violation of copyright.
3. High resolution copies of images will be available unless a copyright holder requests otherwise.

Image quality and standards:

1. High quality color originals and black and white photographs will be scanned at a resolution of 600 dpi and the highest color bit depth achievable with current equipment.
2. Other documents will be scanned at the highest resolution and bit depth that produces a clear usable image.
3. The original scanned image will be saved as an uncompressed TIFF file. Screen and other lower resolution files will be produced from the original file. All photographs will also be made available in at least two resolutions, screen and full, in JPEG format. All written documents will be made available as high resolution text searchable PDFs.