<u>Queens Memory Community Scanning Event Procedures</u>

Set-Up Process:

1. Create folder on desktop of both laptops for the event
   Naming convention: Location_mmddyyyy
   Eg. Sunnyside_08012015
2. Open Silverfast or Epson Scan on the scanner laptop and check the settings:
   a. Resolution: 600ppi
   b. RGB Levels: 24-bit RGB (8 bits per color)
   c. File type: TIFF
   d. Set naming convention and select where the files will be saved
3. Check the settings on the camera:
   a. Mode wheel: AV (Aperture Priority)
   b. Lens: AF (Autofocus) ON and Stabilizer OFF
   c. White balance: Custom
   d. Image quality: RAW
   e. Aperture: F11-F12
   f. ISO: 100-200
4. Set up outreach and intake materials:
   a. Tablet with slideshow of historical materials, and/or materials borrowed from the archives, or oral histories
   b. Outreach materials: Queens Library, Queens Memory, and Personal Digital Archiving brochures, Queens Library pencils and buttons
   c. Sign-up sheet for Queens Memory email list
   d. Consent forms and Submission forms
   e. Name tags for staff and donors
   f. Pens, pencils, magnifying glass and rulers

Intake of Materials from Donor:

1. On arrival, donor: Puts on a name tag, and completes a consent form.
2. Event staff sits with donor to complete one "Submission Form" for each item to be digitized.
3. Consent form, submission forms, and materials to be digitized are placed in a folder labelled with the donor's name (Lastname_Firstname).
4. Folder of materials is given to the scanning staff member.
5. Scanning staff member should:
    a. Create folder for the donor (Lastname_Firstname) within the event folder on the Desktop.
    b. Scan donor consent form and the donated materials using Silverfast.
        Naming convention for materials: qmp-XX-mmddyyyy-001-0.tif
            "XX" is the first letters of the Lastname and Firstname of the donor
            Eg. qmp-SM-08012015-001-0.tif
    c. Open Bridge and select all the scanned images. Go to Tools > Photoshop > Image Processor and select "Run". This will drop a folder of resized JPEG images into the donor's desktop folder.
    d. Save the contents of the donor's folder onto a flash drive. Each flash drive should include: scanned consent form, scans of the donated materials (saved as TIFF and JPEG files).
6. The following materials are given to the donor: flash drive, original materials, and "Preserving Your Digital Memories" brochure.
7. Keep folder of completed "Submission Forms" intact, and give to event coordinator.

Clean-Up:

1. Scanning staff member should copy the desktop folder onto the portable hard drive.
2. Pack up all equipment and outreach materials and label cases with return shipping information. Check with Community Library Manager about arranging return shipping.
3. Event coordinator takes hard drive, donor folders, and small camera back to Central after event.

Digitization Standards:

Master Files:
Document type: Reflective
Bit depth: 24-bit
Color space: Adobe RGB
Resolution: 600ppi
File type: TIFF
** Scan one color target at the beginning of each event, and save a copy of the scan into each donor folder. Color targets are not included in each image.

Access Files: (Resolution and file type are adjusted through an automated Photoshop process)
Document type: Reflective
Bit depth: 24-bit
Color space: Adobe RGB
Resolution: Minimum 300ppi
File type: JPEG

File Naming Convention:

Prefix: *qmp-XX-mmddyyyy*
- XX is the first letters of the Last and First name of the donor
- mmddyyyy is the date of the event

- Each file is numbered up consecutively, starting from *-001*
  - If necessary, add suffix to indicate front and back of an item:
    - Front   *-0*
    - Back   *-1*
- For compound or multi-page materials, use the suffixes *-0, -1, -2 etc.*

Example: *qmp-SM-08012015-001-0.tif* (This is the front of the first item from donor Maggie Schreiner to be scanned at an event on August 1 2015)