

# V-CC Scanning Policy (Summary)

## Introduction

The Committee welcomes the donation of scanned material. It has agreed that it is desirable as a matter of policy to electronically scan for research purposes where possible (but subject first to satisfying the requirements of copyright law – contact the Librarian).

The policy purpose is three-fold: to reduce the potential loss through deterioration of items; to facilitate research; and to ensure that an electronic copy is retained at a different location to the original material.

Members will continue to have access to the Library Archive Room for research.

## Policy requirements

1. All documents having images with tone (colour), e.g. catalogues, will be scanned as a TIF (Tagged Information File) at 300 dpi.
2. All line art (any pure written material, line drawings, periodicals originally printed black and white even if tone acquired through discolouration) will be scanned as a grayscale 600 dpi TIF.
3. Photographs will be scanned as grayscale at 300 dpi (if black and white), or if colour at 300 dpi, TIF.
4. Slides, negatives and transparencies will be scanned at the maximum optical resolution on a slide scanner, typically 2400 dpi, TIF.
5. All scans should have a file description (normally no more than about 40 characters) such as “ABC Cycle Co catalogue 1900 (01).TIF” etc. etc.

## Notes:

1. Before starting, please ensure your scanner platter is clean from smears, debris, etc. Consult your scanner manual for cleaning instructions.
2. Before scanning, check that the document does not already exist on the Library website. If it does there may be a case for proceeding if for example a scan of a photocopy document can be replaced by a better colour scan from an original.
3. Books, and any other tightly-bound material, require particular care especially if important or fragile. Advice should be taken before starting work to avoid damage and obtain best results.
4. TIF scans are required (rather than JPEG or similar) because the latter are subject to a compression method which means that some original image information can be lost.
5. It is essential when scanning to ensure that the captured image is cropped, i.e. excess material to the subject matter is removed, and the image is rotated so that it is aligned to the vertical and horizontal axes.
6. As a guide, each scan may take between two and three minutes to make depending on whether grayscale or colour, type of scanner, and software. The resulting files may well be in the order of 20 to 30Mb but this is not a concern since the Club has adequate backup storage facilities.