

Care and Handling Guidelines

Care of the books is the most difficult and most important part of the digitization process!!!

Speed should never be the issue when handling valuable books. Care of the book is always the first consideration. Go slowly at the beginning of a new project, when you are deciding how to handle and support the book in the book cradle. A good speed will evolve as the production gets underway.

There is a folder **Handling Guidelines**, which contains more detailed descriptions.

When closing the glass of the book cradle, don't use undue force. Sometimes it is better to bring the book up to the glass. Be careful not to put a crease in the book at the spine area.

Notice if the curve is out of the book. If not, readjust the way the book is positioned in the book cradle. Also, notice if there is a shadow covering the image area. If there is, readjust the way the book is positioned.

Take the time to consult about the best way to handle a particular book when the handling issues are unclear or especially difficult.

Care and Handling Guidelines

General Rules

- r **No food or drinks near collection items.**
- r **No pens near collection items—pencil only.**
- r **Wash hands regularly to ensure they are clean at all times.**
- r **Always have plenty of room in your workspace to accommodate the material you are working on.**
- r **Be careful when removing fragile items from storage enclosures.**
- r **Make sure items are fully supported at all times.**
- r **Avoid direct handling or touching of surface areas.**
- r **Never use collection items as a work surface.**
- r **Do not stack different items together such as books and photos.**
- r **If you need to mark a page, use a piece of clean white paper—no post-it notes.**
- r **Transport items as much as possible in their folder on an appropriate book cart.**
- r **Keep the area of your immediate work space clean.**
- r **Return items to their storage area at the end of the day.**

Flatbed Scanning Instructions

Launch Photoshop

Go to: File / Import / Scanner

Place the image on the scanner bed close to the ruler edge

Settings are:

Document Type: Reflective

Document Source: Document Table

Auto Exposure Type: Photo

Image Type: 24-bit Color (or 8-bit Grayscale)

Resolution: 300 dpi (or other)

Target Size: Original

Configuration:

Display Gamma: 1.8

Color:

ColorSync

Source (Scanner): Epson Standard (or a Profile that you determine)

Target: Adobe RGB

Select: Preview

Set the Histogram

If you want to adjust the Histogram after doing your preview:

Drag the marquee around the image that you want to scan. Don't include the background color at this point in order to not read a large white or black background at this time.

Select the Histogram icon under Adjustments

Move the sliders to each edge of the histogram.

The right is to set the white point. The left is to set the black point. Moving the middle slider to the right makes the mid-range lighter, and moving it to the left makes the mid-range darker.

Output: 8 / 245

Redraw the marquee to include a border area around the image to be scanned.

Close

Leave Unchecked or Off:

Unsharp Mask Filter

Descreening Filter

Scan

Select: Scan

Save

To Save

Select: File / Save

Choose the correct folder

Give your document a name .tif

Under Color: Embed color Profile: sRGB IEC61966-2.1 (or Gray gamma 2.2)

This is a standard that is compatible with the WEB

Compression: None

Byte Order: IBM PC

File: Close

Make Adjustments

Rotate if necessary :

Image / Rotate Canvas / 90°CW etc.

Use the cropping tool to crop the image as you want it to appear

Select: Image / Adjustment / Levels

Move the sliders to each edge of the histogram.

Scanning Tips

General:

- Clean glass and keep it clean as you work.
- Draw marquee big enough to allow for easy re-positioning of book after turning pages
- Save your scanning settings by typing in a name under Settings where it says Current Settings in Epson Scan and pressing save—do this for each type of page in your book (text, graphics, color pages, etc.) so you don't have to re-enter settings between page types or sessions

To Reduce Gutter Shadows and Page Distortion:

- Keep pages as flat on the glass as you can without stressing the binding.
- Try turning the book being scanned 90⁰ or moving its position on the glass
- Keep book oriented the same way for each scan if possible

To Reduce Repetition:

- Learn keyboard shortcuts for Photoshop and OSX
- Use autosave. Find clear instructions in Photoshop "Help".
- Use actions for anything you need to do to more than a few files at a time (rotate, zoom in/out, crop, levels, convert mode, save, save as, close, etc.) You can even make an action that applies two or more other actions to each file.
- Vary the motions you make while opening the scanner lid and turning the pages
- Reposition the scanner and keyboard/mouse so you stay comfortable
- Switch off between scanning and cropping
- Take breaks and stretch
- Make sure your work is backed up daily

Cropping EFacs

The goal is to give a consistent look to each page and to the entire book. Look over the book, and decide what the template size is. Set the crop approximately 3/8" around the text block. Set up a Photoshop Action so that the same size crop can be applied to each page of the book. Apply the crop to approximately the same part of the page for each crop.

When necessary, move the cropping tool to a line or edge of the text block to line up the cropping angle.

Using Actions in Photoshop

Using Actions reduces repetition and speeds up the image processing. Photoshop 'Help' gives clear steps for setting up an Action process.

APPENDIX - IMAGE DERIVATIVES FOR MULTIMEDIA PROJECTS

OVERVIEW

Our standard for images in multimedia projects allows for up to four sizes of derivatives. In addition, in cases where multiple images (or media objects) are associated with a single record in the database, our interface calls for another derivative used as an icon for the image, object or series. Derivatives are sized based on a specific number of pixels on the longest dimension of the image.

Derivative Size	Size code	Longest pixel dimension
icon	i	100
thumb	t	150
reference	r	300
large	l	720
xlarge	x	1500

xlarge derivative (*currently deactivated*)

1. Image Size (set to width or height to 1500 pixels – 150 ppi * 10 inches, if it matters)
2. Unsharp Mask (60%, 1 pixel radius)

large derivative

3. Image Size (set to width or height to 720 pixels – 72 ppi * 10 inches)
4. Unsharp Mask (60%, 1 pixel radius)

reference derivative

5. Image Size (set to width or height to 300 pixels – 75 ppi * 4 inches)
6. Unsharp Mask (50%, 1 pixel radius – slightly less sharpening for smaller image)

thumb derivative

7. Image Size (set to width or height to 150 pixels – 75 ppi * 2 inches)
8. Unsharp Mask (60%, 0.5 pixel radius – less sharpening for smaller image)

APPENDIX - IMAGE DERIVATIVES FOR PAGETURNER PROJECTS

OVERVIEW

Our standard for images in pageturner projects allows for up to four sizes of derivatives. The exact number may be set lower, but this setting is applied to an entire collection. Therefore, our current policy is to use all four sizes for all pageturner projects. Although many strategies can, have, and will be used, our current strategy is based primarily on relative resolution. The smallest derivative, however, is sized according to pixel length along its longest dimension.

Derivative Size	Size ID	Longest dimension	Resolution
Small	S	600 pixels	---
Medium	M	---	80 dpi
Large	L	---	120 dpi
Extra Large	XL	---	200 dpi

Extra Large derivative

1. Image Size (200 dpi)
2. Unsharp Mask (50%, 1 pixel radius)

Large derivative

3. Image Size (133.333 dpi)
4. Unsharp Mask (50%, 1 pixel radius)

Medium derivative

5. Image Size (100 dpi)
6. Unsharp Mask (50%, 1 pixel radius)

Small derivative

7. Image Size (66.67 dpi)
8. Unsharp Mask (50%, 1 pixel radius)