

DRL Guidelines for In-House Scanning Requests by ULS Staff

The Digital Research Library (DRL) will make every attempt to fulfill reasonable scanning requests by ULS departments. Please follow the directions below.

Making a request:

- Requests should be sent in writing to Ed Galloway for approval before submission (412-244-7524 or edwardg@pitt.edu)
- Please indicate date needed. The DRL requires 5-10 business days to complete most digitization requests.

Type of material:

- The DRL is capable of scanning simplex (one-sided), duplex (two-sided), and bound print materials such as books, as well as maps, posters, photos, music scores, historical letters and postcards.
- The DRL is also capable of scanning transparent materials such as film slides (positives) and negatives, transparencies, and glass negatives.
- If your material cannot be scanned by the DRL because it does not meet our requirements, the DRL can provide information about alternative resources that may be able to handle your materials.

Size of material to be scanned:

- Text materials, such as loose reports, can be no larger than legal-size (8.5" x 14").
- Prints and Photographic materials to be scanned can be no larger than 12" x 17".
- Transparent materials such as slides and negatives can be no larger than 8.5" x 11".
- Bound books, maps, posters, etc. can be no larger than 23.5" x 33".

Scanning and saving the finished image:

- The DRL can provide information and suggestions concerning the file type and resolution of scanned materials. However, if you have special needs for image resolution, image type, file type and/or filename, please specify this in your request.

Example: "Please scan at 300 DPI Greyscale (or RGB Color or Bitonal Black & White), save as JPEG file format, and name the file "example01."

Special Instructions:

- Bound materials (such as books) must be able to be opened 120 degrees in order for them to be scanned in bound form. Books with extremely stiff spines that cannot be opened 120 degrees *may* need to be disbound in order to be scanned.
- If the image to be scanned is part of a larger image, specify what area is to be scanned.

Example: If only one photo from a page containing several photos is to be scanned, please specify which photo is to be scanned. Yellow Post-It notes can be used to temporarily “frame” the image that is to be scanned.

- The DRL typically performs Photoshop work on scanned images such as cropping, level correction and image sharpening. If this work is not to be performed by the DRL, please state this in your request.

Delivery of finished images:

- Digital images will be written to CD-R (provided by the DRL). The DRL prefers **not** to e-mail images to a user account due to large file size.
- The DRL is not responsible for the long-term storage of your digital images.