

Building a Community Memory by Hosting a “ScanDay”



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www.ResCarta.org



Hosting a Community “Scan Day”



- What is the event?
 - Patrons bring in locally important materials
 - Items get digitized
 - Information is gathered
 - Patrons receive a copy
 - A website is produced

Hosting a Community “Scan Day”



- What is the event?
 - Patrons connecting to the library
 - Items coming out of hiding
 - Families sharing
 - Technology working
 - A FUN BUZZZY DAY...

Hosting a Community “Scan Day”



- What does it take?
 - Marketing
 - Staff / Volunteers
 - Training
 - Equipment
 - Software
 - Procedures

Hosting a Community “Scan Day”



- What does it take?
 - Marketing
 - **Set Expectations**
 - Staff / Volunteers
 - Training
 - Equipment
 - Software
 - Procedures

Hosting a Community “Scan Day”



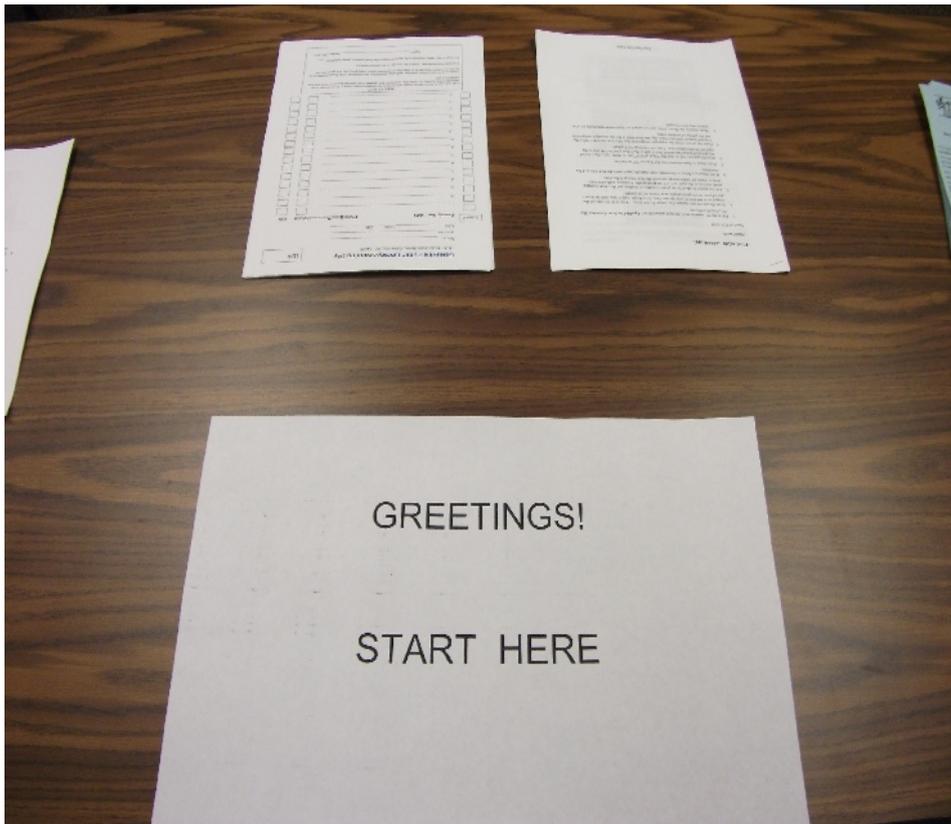
- What does it take?
 - Marketing
 - Staff / Volunteers
 - **Never Enough**
 - Training
 - Equipment
 - Software
 - Procedures

Hosting a Community “Scan Day”



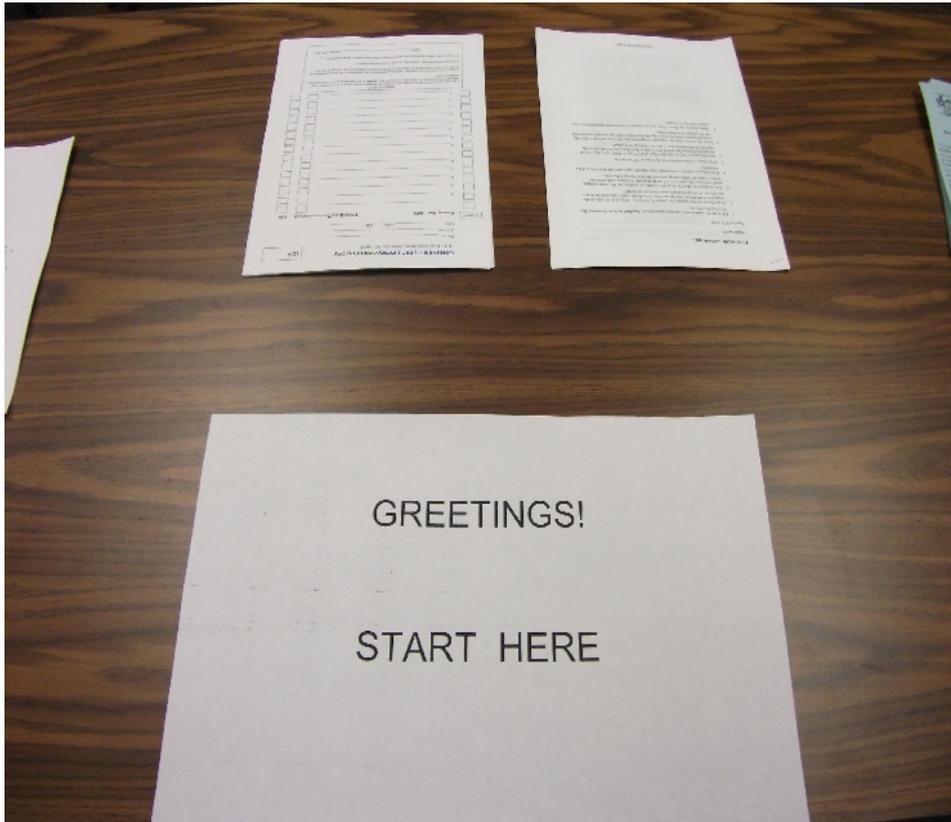
- What does it take?
 - Marketing
 - Staff / Volunteers
 - Training
 - **Never Enough**
 - Equipment
 - Software
 - Procedures

Hosting a Community “Scan Day”



- What does it take?
 - Greeting/Registration
 - Flatbed scanning
 - Document scanning
 - Slide scanning
 - Photography booth
 - Disk Production
 - Web Production

Hosting a Community “Scan Day”



- What does it take?
 - Greeting/Registration

Hosting a Community “Scan Day”

- What does it look like?



Hosting a Community “Scan Day”

- What does it look like?

Bekkum Memorial Library-Scanning Day

206 N. Main St Westby WI 54667 – phone 608/634-4419

ID#

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone _____

Scanned

	Description - Date	Photo/Slide/Document/Object	Gift
<input type="checkbox"/>	1. _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	2. _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	3. _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	4. _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	5. _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	6. _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	7. _____	<input type="checkbox"/>	<input type="checkbox"/>



Hosting a Community “Scan Day”

- What does it look like?

Key = 001

Bekkum Memorial Library-Scanning Day

206 N. Main St Westby WI 54667 – phone 608/634-4419

ID#

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone _____

Scanned

	Description - Date	Photo/Slide/Document/Object	Gift
<input type="checkbox"/>	1. _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	2. _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	3. _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	4. _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	5. _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	6. _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	7. _____	<input type="checkbox"/>	<input type="checkbox"/>



Hosting a Community “Scan Day”

- What does it look like?

Bekkum Memorial Library-Scanning Day

206 N. Main St Westby WI 54667 – phone 608/634-4419

ID#

Key = 001

Name: _____
Address: _____
City: _____ State: _____ Zip: _____ Phone: _____

Scanned

	Description - Date	Photo/Slide/Document/Object	Gift
<input type="checkbox"/>	1. _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	2. _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	3. _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	4. _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	5. _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	6. _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	7. _____	<input type="checkbox"/>	<input type="checkbox"/>

Simple Metadata
Title/Date



Hosting a Community “Scan Day”

- What does it look like?

<input type="checkbox"/>	14. _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	15. _____	<input type="checkbox"/>	<input type="checkbox"/>

DEED OF GIFT

I, the undersigned Donor, hereby donate and convey to Belknap Memorial Library, for the benefit of the Belknap Memorial Library, all rights, title, and interest that I possess in the materials described above and have initialed as a gift.

I understand that the location, retention, cataloging, preservation, and disposition of the Donated Materials by the Library will be conducted in its discretion, in accordance with Library policy and with applicable law.

I represent and warrant that I control the copyright in the Donated Materials.

To assign to the Library copyright to the scanned images of the listed materials, please initial here: _____

Signed: _____ April 30, 2011

Initials

Signature

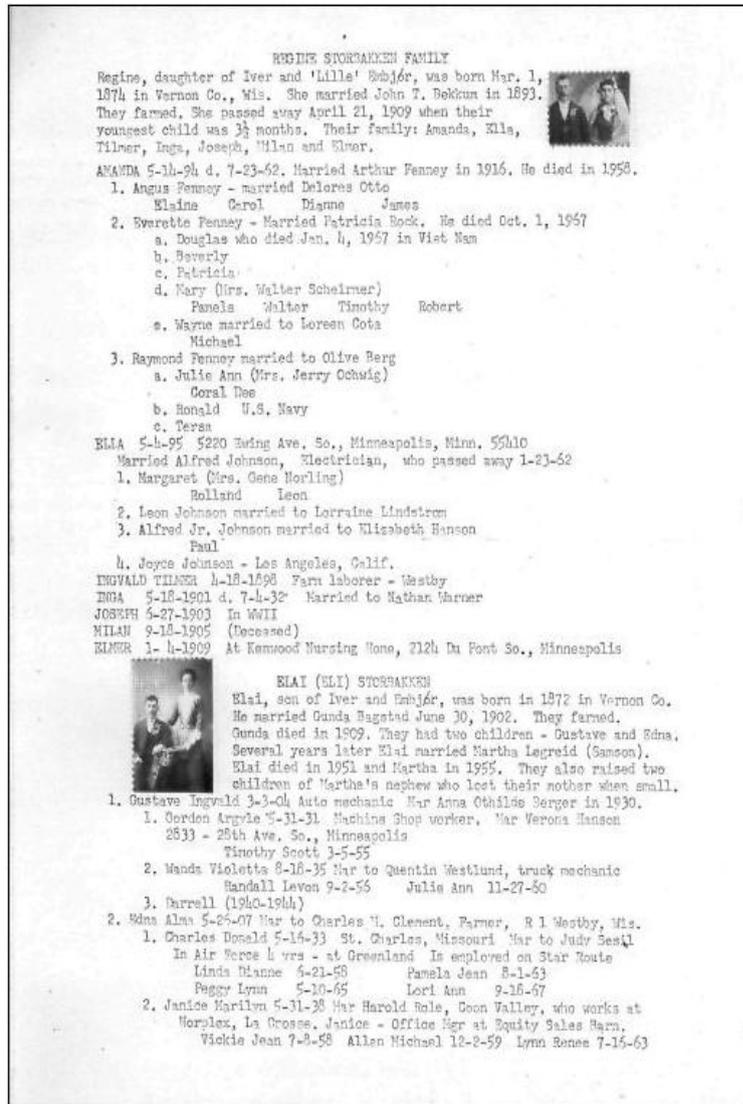


Hosting a Community “Scan Day”



- What does it take?
 - Greeting/Registration
 - Flatbed scanning
 - Document scanning
 - Slide scanning

Scanning



- Scan the worksheet
- Save to Key directory
- Scan the items to the Key directory
- Capture as JPEG
- Crop/Rotate if needed
- Check off the items

Hosting a Community “Scan Day”

- What does it take?
 - Greeting/Registration
 - Flatbed **TRAINING**
 - Document scanning
 - Slide scanning

ScanDayHowToScan.pdf - Adobe Reader

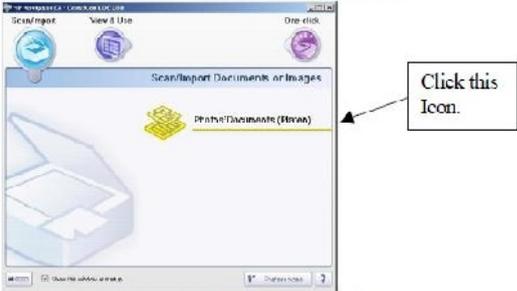
File Edit View Document Tools Window Help

1 / 6 95.7% Find

PHOTO TABLE

Start your computer, open a file manager (“My Computer”) to [\\192.168.111.113\Westby](http://192.168.111.113)
Select tools from the top menu and “Map Network Drive” to W: and folder to [\\192.168.111.113\Westby](http://192.168.111.113) click the “Reconnect at logon” checkbox.

1. Open the MP Navigator EX file (double click the icon on the desktop)



2. Click the Photos/Documents (Platen) icon. (see Yellow icon above)
3. Place the patron DEED OF GIFT sheet on scanner platen.

Hosting a Community “Scan Day”

- What does it take?
- Greeting/Registration
- Flatbed **TRAINING**
- Document **TRAINING**
- Slide **TRAINING**

ScanDayHowToScan.pdf - Adobe Reader

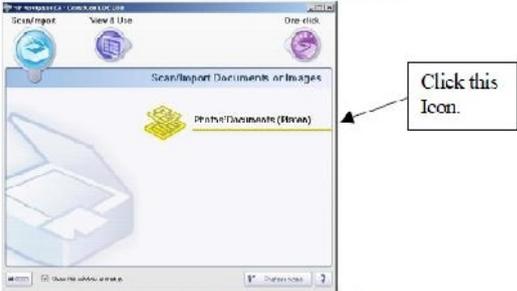
File Edit View Document Tools Window Help

1 / 6 95.7% Find

PHOTO TABLE

Start your computer, open a file manager (“My Computer”) to [\\192.168.111.113\Westby](http://192.168.111.113/Westby)
Select tools from the top menu and “Map Network Drive” to W: and folder to [\\192.168.111.113\Westby](http://192.168.111.113\Westby) click the “Reconnect at logon” checkbox.

1. Open the MP Navigator EX file (double click the icon on the desktop)



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Hosting a Community “Scan Day”

- What does it take?
 - Greeting/Registration
 - Flatbed scanning
 - **CANON LIDE**
 - Document scanning
 - Slide scanning

PHOTO TABLE

Start your computer, open a file manager (“My Computer”) to [\\192.168.111.113\Westby](http://192.168.111.113)
Select tools from the top menu and “Map Network Drive” to W: and folder to [\\192.168.111.113\Westby](http://192.168.111.113) click the “Reconnect at logon” checkbox.

1. Open the MP Navigator EX file (double click the icon on the desktop)

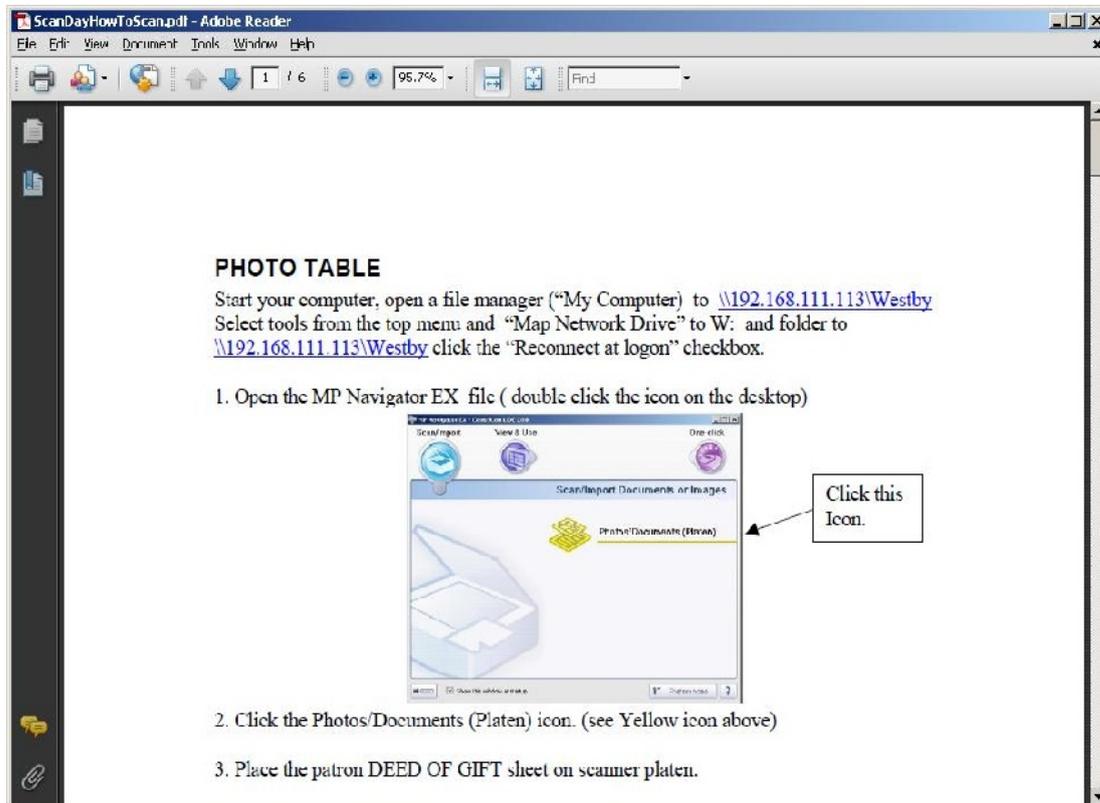


Click this Icon.

2. Click the Photos/Documents (Platen) icon. (see Yellow icon above)
3. Place the patron DEED OF GIFT sheet on scanner platen.

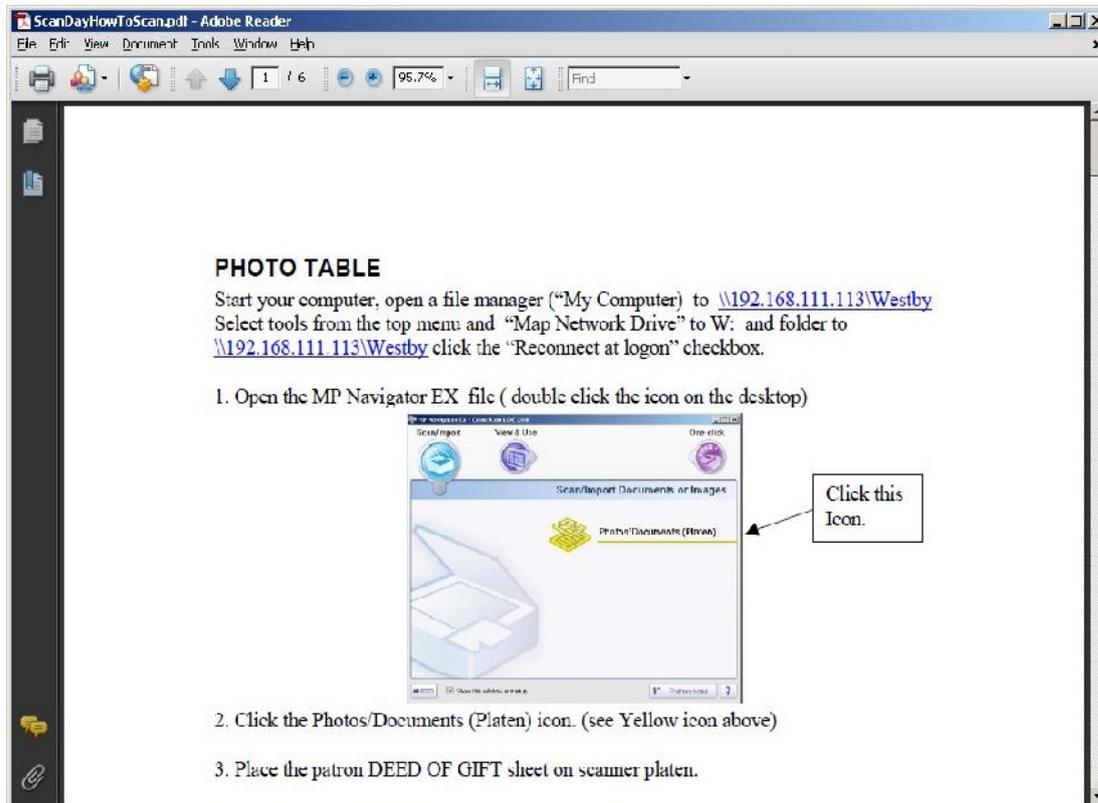
Hosting a Community “Scan Day”

- What does it take?
 - Greeting/Registration
 - Flatbed scanning
 - **Document scanning**
 - **FUJITSU 5120c**
 - Slide scanning



Hosting a Community “Scan Day”

- What does it take?
 - Greeting/Registration
 - Flatbed scanning
 - Document scanning
 - **Slide scanning**
 - **Nikon CoolScan 5000**



Hosting a Community “Scan Day”



- What does it take?
 - Greeting/Registration
 - Flatbed scanning
 - Document scanning
 - Slide scanning
 - **Photography booth**
 - Fuji FinePix**
 - Canon D50**
 - Fixed 50mm Lens**

Hosting a Community “Scan Day”



- What does it take?
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 - Document scanning
 - Slide scanning
 - **Photography booth**

Hosting a Community “Scan Day”

- What does it take?
 - Greeting/Registration
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 - **Photography booth**

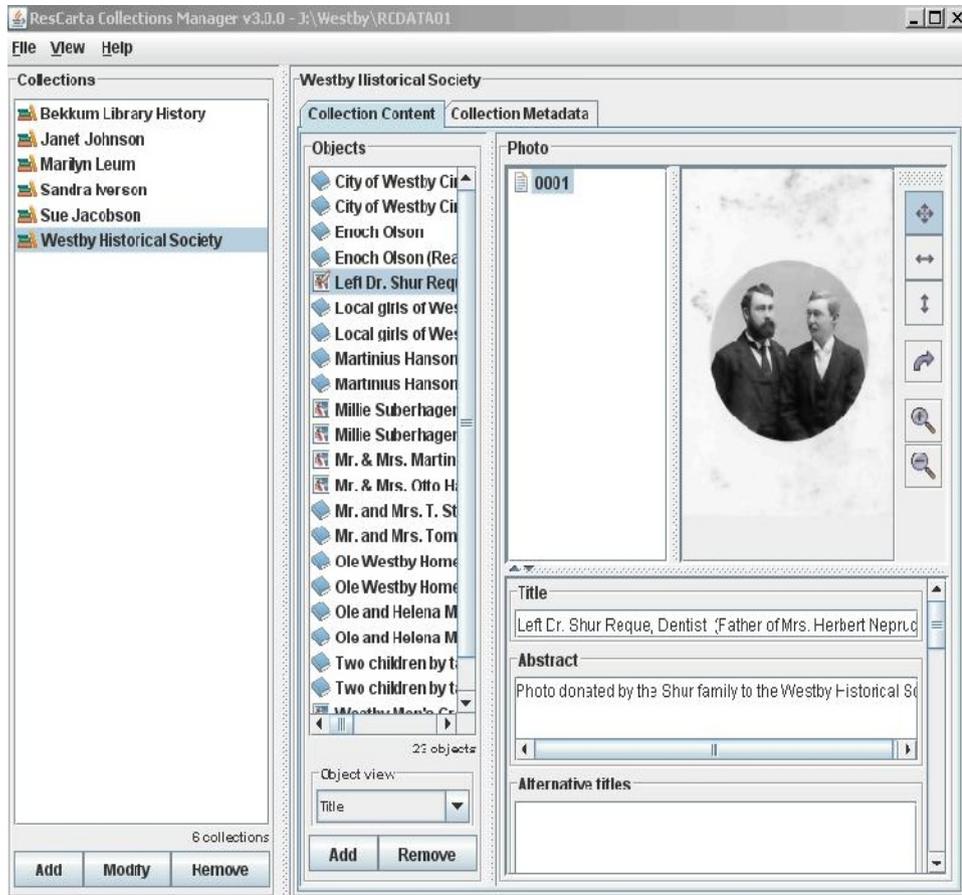


Hosting a Community “Scan Day”



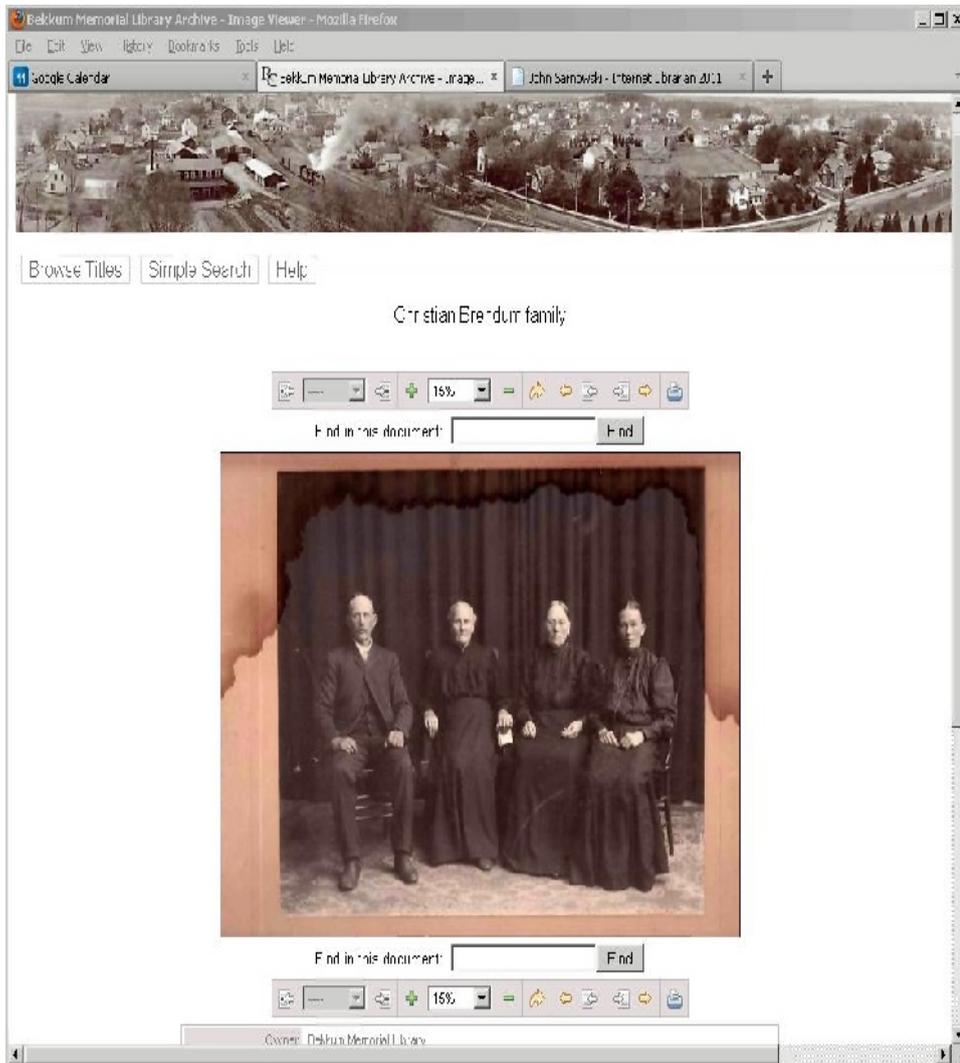
- What does it take?
 - Greeting/Registration
 - Flatbed scanning
 - Document scanning
 - Slide scanning
 - Photography booth
 - **Disk Production**

Create a collection per patron



- Open the Collection manager and create a collection name
- Add all objects except the worksheet
- Save and create an Index to the data with RCindexer.

Create a Website



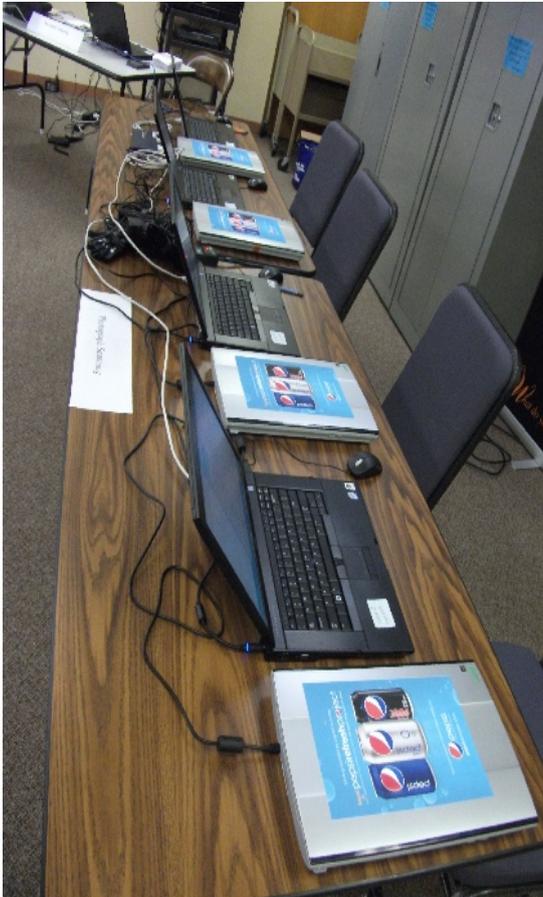
- Download ResCarta-Web application and rename the top directory
- Edit logo images
- Edit data location
- Copy to Apache TomCat Server Webapps directory

Hosting a Community “Scan Day”



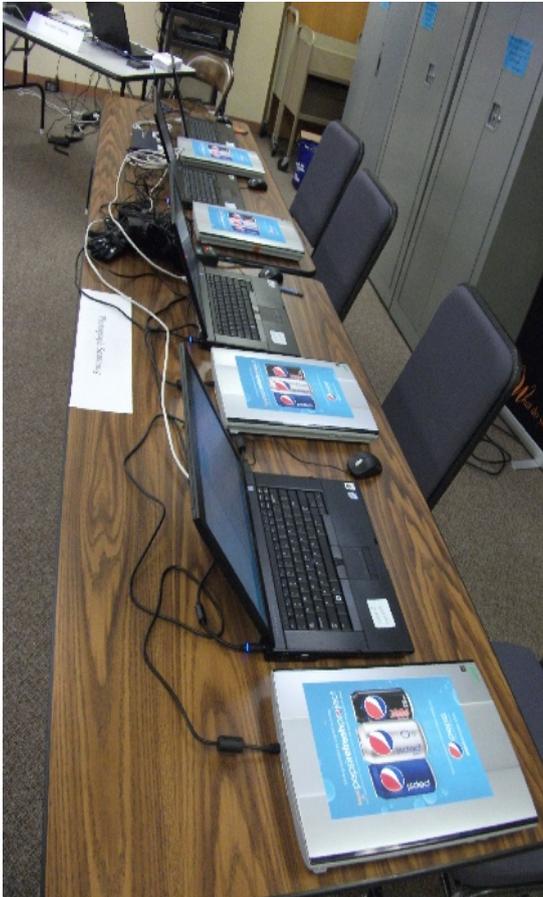
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 - Training
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Hosting a Community “Scan Day”



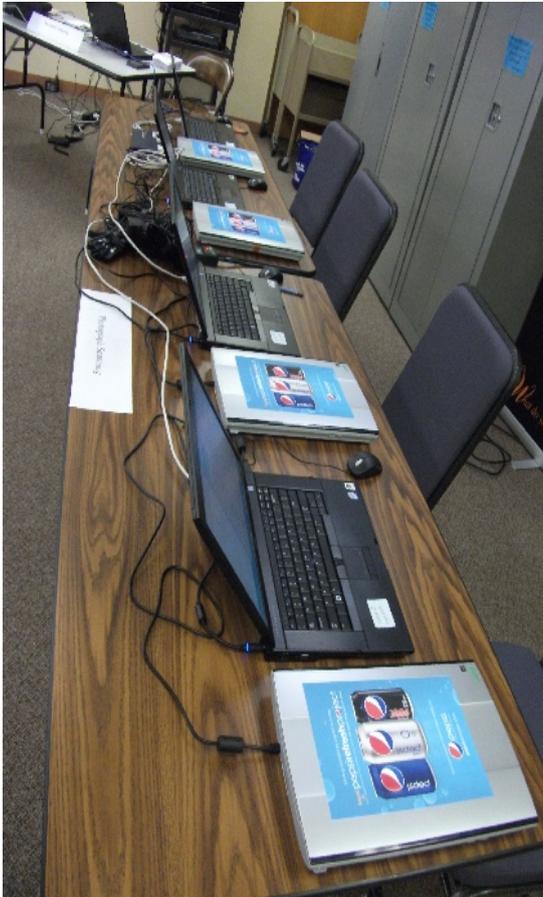
- What equipment did it take?
 - 10 Portable computers
 - Network hub 12 port (hardwire)
 - 4 Flatbed scanners
 - 1 Digital Camera
 - 1 Rotary Scanner
 - 1 35mm Scanner

Hosting a Community “Scan Day”



- How many people ?
 - 3 Greeters
 - 5 flat bed operators
 - 1 Photographer
 - 1 Rotary operator
 - 1 35mm Scanner operator

Hosting a Community “Scan Day”



- How Long did it take?
 - 1 hour equipment set-up
 - 4 hour training session for all

EVENT DAY

- 8-9am setup day of event
- 9am till 2pm day of all
- 3-4 Post processing
- 4-5pm Tear down
- 6-8pm Metadata entry (1 person)
- 1 hr Collect-Index-Web

Resulting Websites

Westby 700 images scanned

<http://box2.nmtvault.com/Westby/>

185 images on website

127 objects

Galesville 1400 images scanned

<http://box2.nmtvault.com/Galesville/>

1200 images on website

352 objects



First table Greetings!

Paper work

Deed of Gift form

1. Fill in the ID number with the next consecutive ID padded to three characters like 001,002,003,004, etc.
2. Greet the patron and explain the reason for the form. “This is so we can put the images on a website so you can see them from home. And if you wish to donate any of your actual photographs or artifacts to the library.”
3. Ask the patron to identify the photo contents or location and date (see example) mark the box to the right with a P for photograph. Continue with additional photos. Same for slides except we mark the box with an S for slide.
4. If the object is a letter or document with multiple pages mark the box with a D for document.
5. If the object is three-dimensional list it as on “O” in the box.
6. Have the patron read or read the “Deed of Gift” box to them. Have them initial any physical items they would like to gift to the Library in the Gift box to the right of the description line. Line out anything NOT gifted.
7. Have the patron initial the copyright assignment line (this is so we can display the scanned images) and have them sign the form (this is for the copyright assignment and the gifting of initialed items).
8. Direct them to the Photo, Slide, and Document or Object table depending on what objects they have brought.

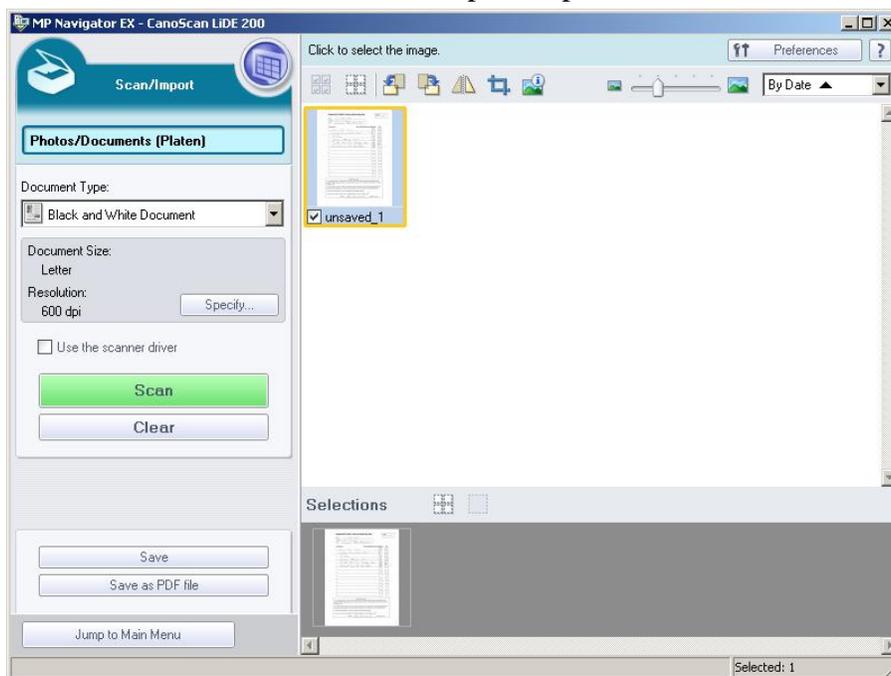
PHOTO TABLE

Start your computer, open a file manager to “My documents/My Pictures”

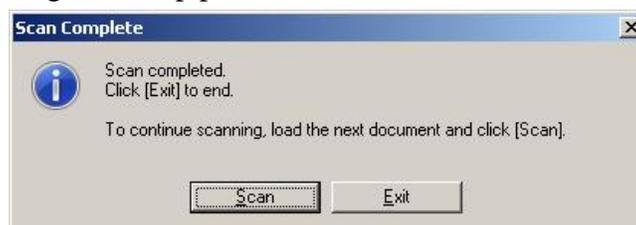
1. Open the MP Navigator EX file (double click the icon on the desktop)



2. Click the Photos/Documents (Platen) icon. (see Yellow icon above)
3. Place the patron DEED OF GIFT sheet on scanner platten
4. Select "Black and White Document" 600 dpi and press Scan button



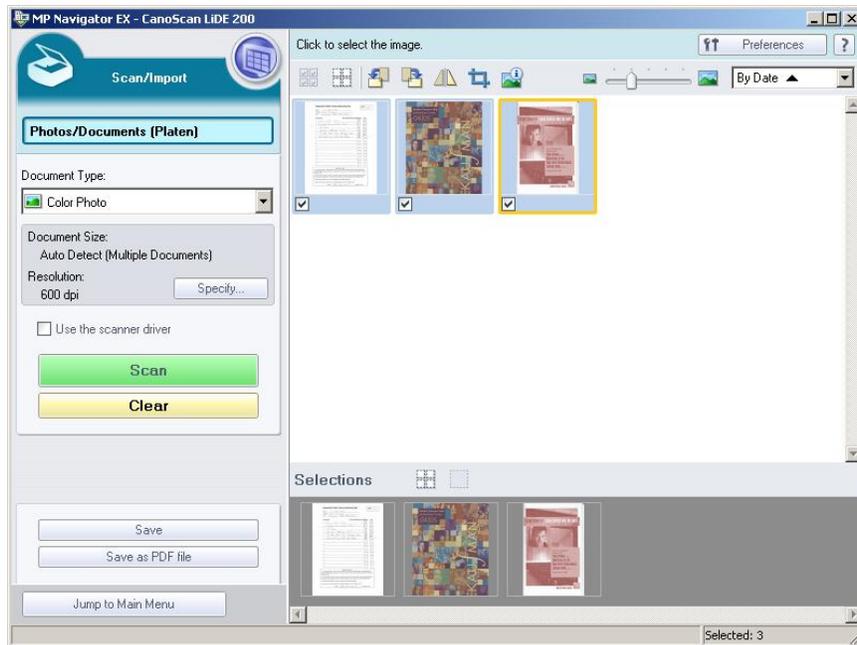
5. Scan complete dialog comes up press "EXIT"



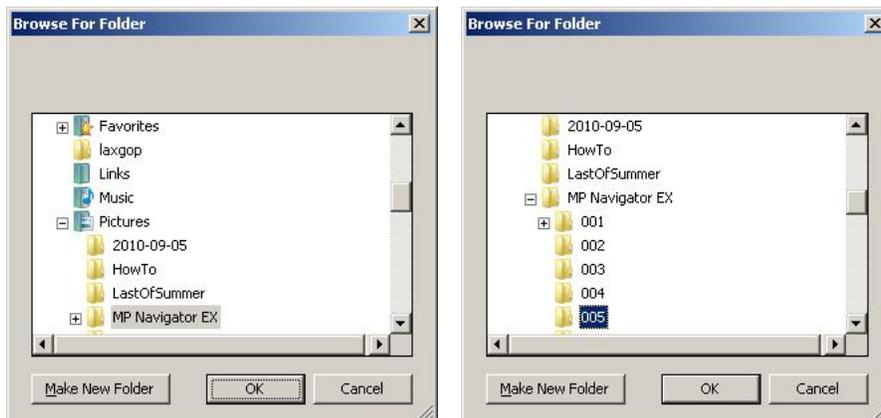
6. Load Photograph or Photographs onto the platen.
7. Select "COLOR photo" 600dpi and press Scan button
8. Continue to load additional photos and press "Scan" button on the Scan Complete dialog.



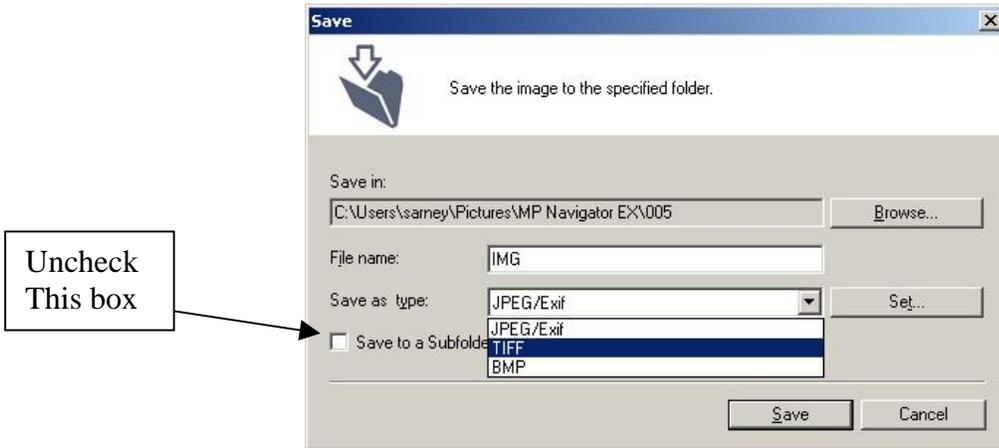
9. Scan complete dialog comes up press "EXIT" if you are done scanning photos.
10. You should see the small images of your scans in the MP Navigator window, all checked with unsaved_#. Make certain all the images are checked and press the gray "Save" button.



11. On the save dialog click the browse button, select the MP Navigator directory and click the "Make New Folder" button. Name the folder per the ID# on the patron's DEED of Gift FORM. like 005 Press ENTER then click the OK button'



12. Set the SAVE as type: to JPEG/EXIF, uncheck the save to Subfolder with Current Date box. and press the SAVE button.

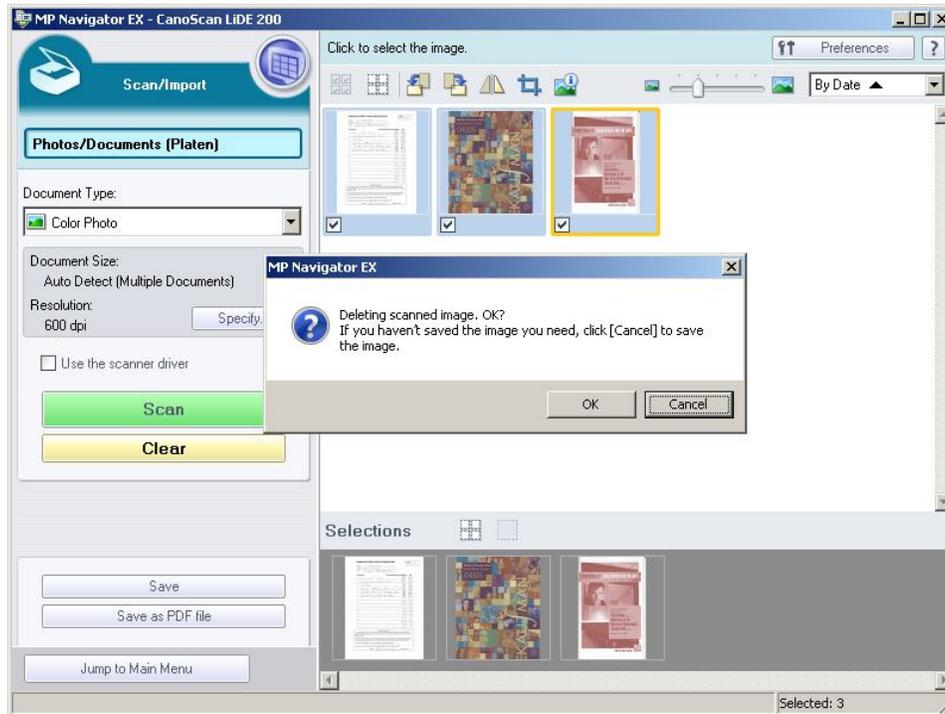


13. Save Complete dialog will open, Press the CLOSE button



14. Select your file manager window and check that your files are saved.

15. Select the MP Navigator window and press the Yellow CLEAR button.



The Scanning is DONE for this patron. See “Cutting a disk” next.

Cutting a disk

IF the patron has ONLY photographs and you have scanned them all then...

Cutting a CDR VISTA

1. Insert a blank disk into your computer DVD/CDR drive.
2. Select the file manager window.
3. Open the Patron directory (e.g. / My Documents/My Pictures/ MP Navigator EX /005)
4. Press CTRL and the A key so that all files in the directory are highlighted.
5. Then Press the BURN icon with the mouse pointer.
6. When the "Burn a Disc" dialog opens, click the "Show formatting options" button.
7. Click the MASTERED radio button and leave the Disk title as the date as show.
8. Press the Next button, and Next again.
9. When the disk is complete write the Patron number on the disk and give it to the Patron.

Cutting a CDR MAC

1. Insert a blank disk into your computer DVD/CDR drive.
2. Select the finder window.
3. Open the Patron directory (e.g. /user/name/Pictures/ MP Navigator EX /005)
4. Press CTRL and the A key so that all files in the directory are highlighted.
5. Pick burn to disk from the APPLE menu.
6. Click the Final Closed radio button and leave the Disk title as the date as show.
7. Press the Next button, and Next again.
8. When the disk is complete write the Patron number on the disk and give it to the Patron.

Welcome!

Start Here

Register

Photograph Scanning

Objects/Oversize
Scanning