Digital Imaging Procedure for Patrons

Initial Review of Policy with Archivist:

1) Review digital imaging policies and procedures with Archivist. Sign Digital Imaging Form and return to Archivist.

2) Provide ID to be held at Reading Room desk.

3) Accept correct media card and/or camera and Digital Image Request Sheet. Record last digit of camera serial # (found on the bottom of the camera) on the digital image request sheet.

Digital Imaging Procedures:

1) Take photo of manuscript material. For citation purposes, position the folder heading on the folder from which the document(s) came so that the folder heading is part of the photo.

2) Check that photo reflects what you want to have imaged. If it does, write down image information on Digital Image Request Sheet, including collection name, box number, and folder number and proceed to next photo. If it does not, delete image and take another photo of manuscript material and check it. Please note that oversized records may need to be imaged in 2 or more parts in order to produce images that are usable. If problems with image(s) persist, consult with Archivist. You will be charged for the number of images on the media card you turn in.

3) For multi-page documents, you do not need to list each image individually on the Digital Image Request Sheet. You may tally the number of images and indicate the number on the request sheet. See sample sheet for extra help.

4) A new Digital Image Request Sheet will be issued to you each day.

Processing of Image Requests:

1) Return media card to Archivist behind the Reading Room desk **no later than 1 hour before the posted closing time for the Reading Room** and retrieve ID.

2) Digital Image Request Sheets must be returned to the Archivist at the end of each day. Make sure you have indicated whether images are to be picked up or are to be mailed. Make sure that you have provided a mailing address if images are to be mailed.

3) Pay for digital images and request a copy of the Digital Image Request Sheet which will serve as a transaction receipt.