LSCM utilizes two avenues to acquire digital images: digital imaging through contract vehicles and content digitally imaged by partners.

Team

The digital imaging team at GPO consists of nine GPO staff and four contract staff.

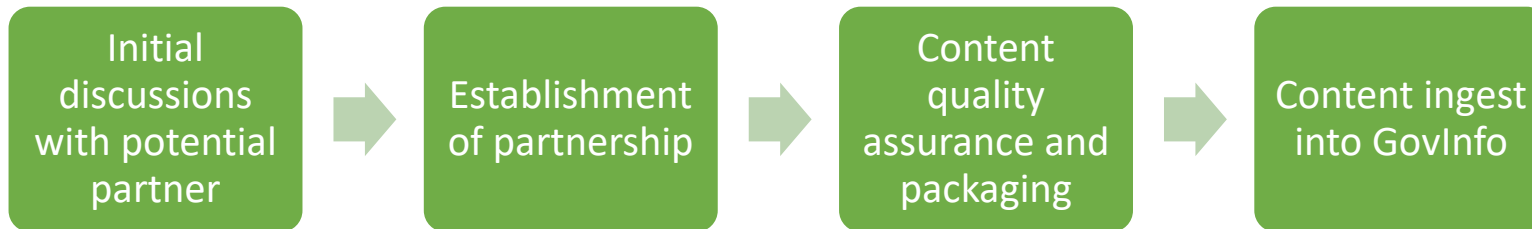| Name	Title	Role
Kristina Bobe	Senior Management and Program Analyst	Manages staffing support contract
Manuel Dennis	Lead Digital Conversion Specialist	Oversees day-to-day digital imaging operations
Suzanne Ebanues	Supervisory Management Analyst	Digital imaging manager and overall contract manager
Jacob Kowall	Digital Preservation Librarian	Serves as lead on some digital imaging tasks and performs content ingest into GovInfo
Megan Minta	Collection Development Librarian	Manages content selection decisions and tangible content acquisition
Jessica Tieman	Senior Digital Preservation Librarian	Subject Matter Expert, point of contact for Digital Content Contributors, and serves as lead on some digital imaging efforts
Keith Wade	Management and Program Analyst	Serves as lead on some digital imaging efforts, workflow documentation, and information web pages
David Walls	Preservation Librarian	Digital imaging Subject Matter Expert
Heidi Ramos	Lead Program Planner	Liaison from GPO's Programs, Strategy, & Technology unit

Digital Imaging at GPO

High-Level Workflows

Contract Digitization

Content prioritization and acquisition	→	Tangible preparation and condition assessment	→	Contract development	→	Contract quality assurance	→	Content ingest into GovInfo

Partner Digitization

Initial discussions with potential partner	→	Establishment of partnership	→	Content quality assurance and packaging	→	Content ingest into GovInfo

Digital Imaging Specifications

- Follow the [Federal Agencies Digital Guidelines Initiative's Technical Guidelines](#) for Digiting Cultural Heritage Materials three-star level.
- Additional specifications include (exact specifications may differ based on the content being digitally imaged):
  - 400 ppi (original document size) with 24-bit RGB color.
  - Master file format: JPEG 2000 with up to a 20:1 lossless compression ratio.
  - Searchable and optimized PDFs compliant to the PDF/A2-b format specification standard.
  - OCR text saved as txt file format for each publication.
  - Pages should have no visible skew (no more than between 0-1 degrees).
  - Pages cropped so the page edge is showing with a border of no less than 1/16 inch and no larger than 1/4 inch.

Current and Upcoming Efforts

FY24

- Continue to collaborate with the Law Library of Congress to make more digitized [Serial Set volumes](#) available on GovInfo.
- Complete the development of the [digitized Statutes at Large collection](#) on GovInfo and make the digitized volumes available.
- Complete the digitization of the miscellaneous documents contract awarded in FY23.
- Complete the digitization of the U.S. Reports.
- Add more Congressional hearings and prints to GovInfo.

FY25

- Continue to collaborate with the Law Library of Congress to make more digitized Serial Set volumes available on GovInfo.
- Complete the development of the digitized U.S. Reports collection on GovInfo and make the digitized volumes available.
- Ongoing digitization of [Congressional hearings](#).
- Digitization of additional depository shipping lists, executive agency annual reports, and independent commission material.