Digital Imaging 101: Converting Tangible Publications to Digital Assets

Working with Vendors

Keri Thompson Digital Library Department Smithsonian Libraries





Capacity Expertise Grants



> SOW? RFP? RFQ? WTH?







"Just what I want!"

Stores which we have equipped with QUINCY SPECIAL SHOW CASES have developed a lot of brand new "Just what I want" business from goods they had all along—only customers didn't know it.

DON'T let your customers go out because of poor facilities for display. A postal will bring you our big 200 page CATALOG 22 (with 282 illustrations), showing Quincy Special equipment. If you care to send details about your store and rough pencil floor plan with measurements, we will gladly advise you, free, as to the best way to meet your store's requirements.

Send for CATALOG 22 anyway Quincy Specials make more sales

uincyShowCaseWorks Quincy, Ill.

Formats & standards

Derivatives

Specifications



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Send for CATALOG 22 anywa



for back and front of each photograph will be delivered. TIFFs should be 6000 pixels on the longest side and/or at least 600ppi.

(*Images should be named SIL-Bonney-IDCodeNo-[A or B] .TIFF. vendor will automatically assign an "A" to the front of the photograph and a "B" to the back for the ID # of the photos. These numbers will appear as a footer at the bottom of both the front and back of the digital image within a black outside border.

Original photographs will be removed from mylar sleeves prior to scanning. Photographs will be reinserted into mylar sleeves once each photo is digitized.

Descriptive Metadata information for each image will be provided by CHM Library in spreadsheet form that vendor will embed automatically from the spreadsheet without any additional cost. These fields are:

Jenvalives

ons

ndards



Specifications

Turn around times & other expectations

Metadata, markup & transcription





Specifications

Turn around times & other expectations

Metadata, markup & transcription

Deliverables

Re-keying should result in 17 plain text files with the text formatted as similarly as possible to the original text. All files must be in UTF8 character encoding to preserve all original diacritics. Line breaks are indicated as a CRLF (U+000D, U+000B) typical to a Windows-formatted text file. Blank lines between two sections are indicated with two line breaks. Embedded in the information for the book are tables of data. These may be difficult to handle, so they should simply be indicated as TABLE, and not re-keyed (see below.)

Option 1 General Rules

- Introduction sections can be omitted. Introductory text to the indexes can be omitted.
- The beginning of a new page is be indicated with the word PAGE: in caps followed by the number of the page from the original scans.
- The running headers at the top of each page should be indicated with HEADING: in caps followed by the heading from the original scans.





Communication

Manifests and invoices

Customer-provided data

Points of contact

Workflow

Technical





Details, details Storage & insurance Staff training





-2 ^{gends} stories upon popul ^{ànd} in all P impression on how in all countrie the fox has made type of ages the Cunning to redress th exercise of wit and exercise of wit and imes than red; -greater in earlier for in now and weakness. The fox is a beast of pre and weakness. In not dangerous to math. He is widely distrihaunts the neighbout houses; a a robber working by night; sudden in his and often escaping when hunted by men as as the fables will show he always has been.

We have seen above how the fox has surfirst in spite of pursuit, and later because hunted. The character of the fox sketched and and elaborated in 'Reynard the Fox,' reflects pression made by him on the peasant mind. fable had its origin in the cabin of the peasant hut of the serf. Reynard in the fables display s

which attracts and repe The poor man cannot but ness by which the fox of but withal capricious ani resents the trickery which Superstitious himself, he co of Reynard from scrupte

Quality Assurance/ Quality Control Define "error" Trust but verify

Items in set	9-15	16-25	26-50	51-90	91-150	151-280	281-500
number of items to QA	3	5	8	13	20	32	50
# of errors to Fail the set	1	1	1	2	3	4	5
1.of major errors that are acceptable	0	0	0	1	1	2	3
1.minor errors for fail	1	1	2	2	3	3	4
1.minor errors that are acceptable	0	0	1	1	2	2	3





