Working with Vendors

Keri Thompson
Digital Library Department
Smithsonian Libraries

Smithsonian Libraries

Capacity
Expertise
Grants

Smithsonian Libraries

SOW?
RFP?
RFQ?
WTH?

Specifications

Formats & standards
   FADGI

Derivatives

Smithsonian Libraries
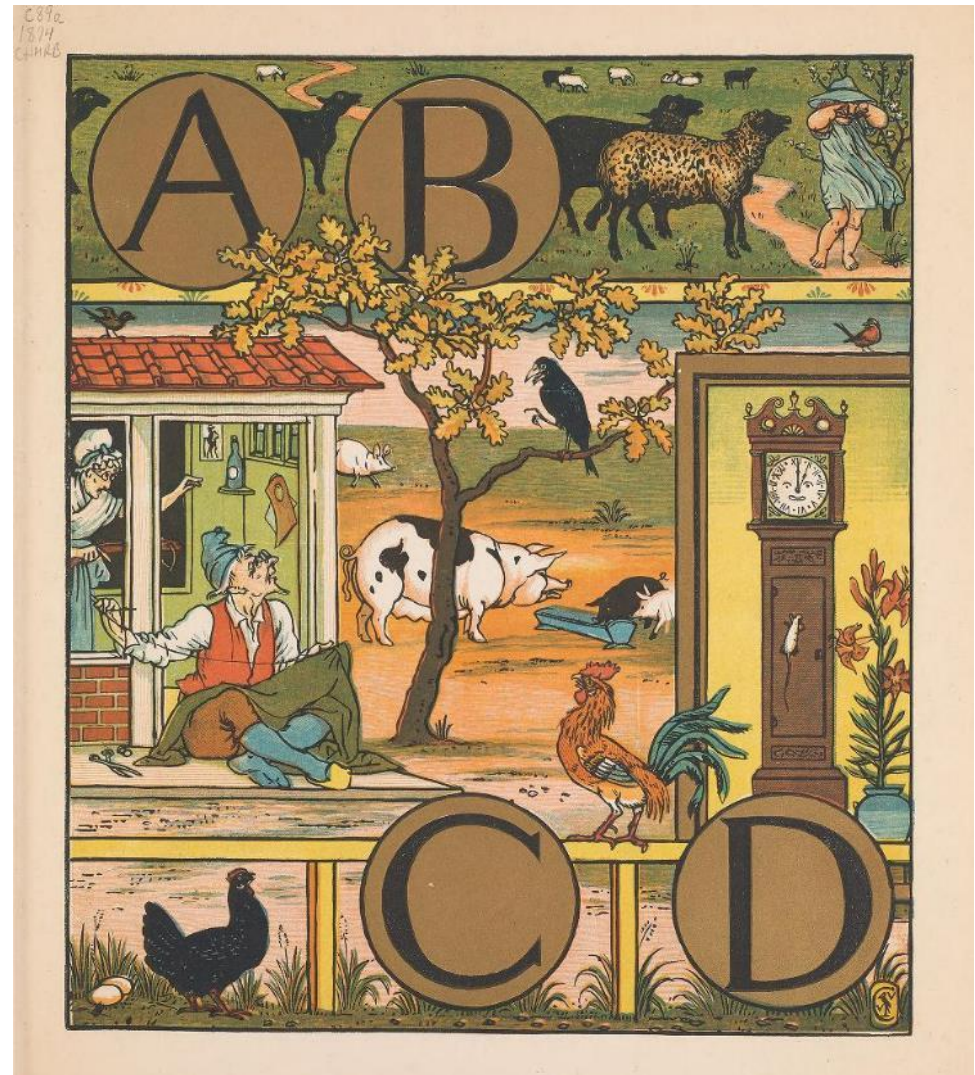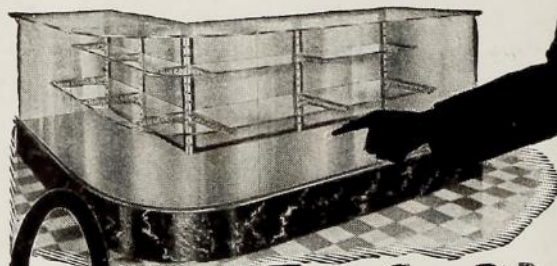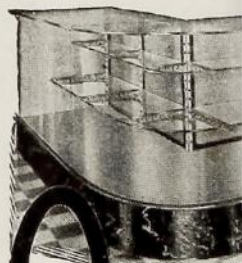
"Just what I want!"

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 cu~~poor facilities fo~~ bring you our bi~~ (with 282 illustrations),~~ equipment. If you care~~ store and rough pencil~~ ments, we will gladly a~~ best way to meet your~~

Send for CATALOG 22 anywa~~

Quincy Show Case Works
Quincy, Ill.

Specifications

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:

ndards

Derivatives

Specifications

Turn around times & other expectations

Metadata, markup & transcription

Specifications

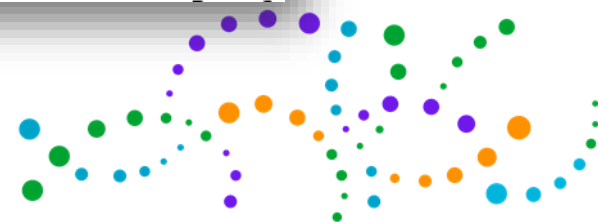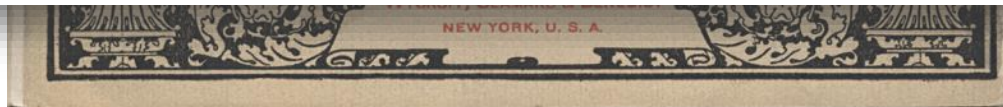## Turn around times & other expectations
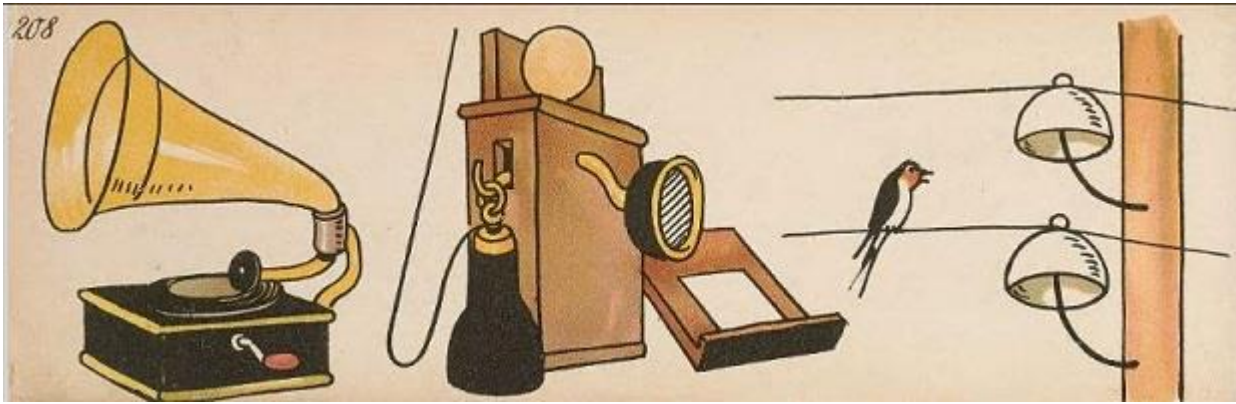
Metadata, markup & transcription

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.

NEW YORK, U. S. A.

Smithsonian Libraries

Communication

Manifests and invoices

Customer-provided data

Points of contact

Workflow
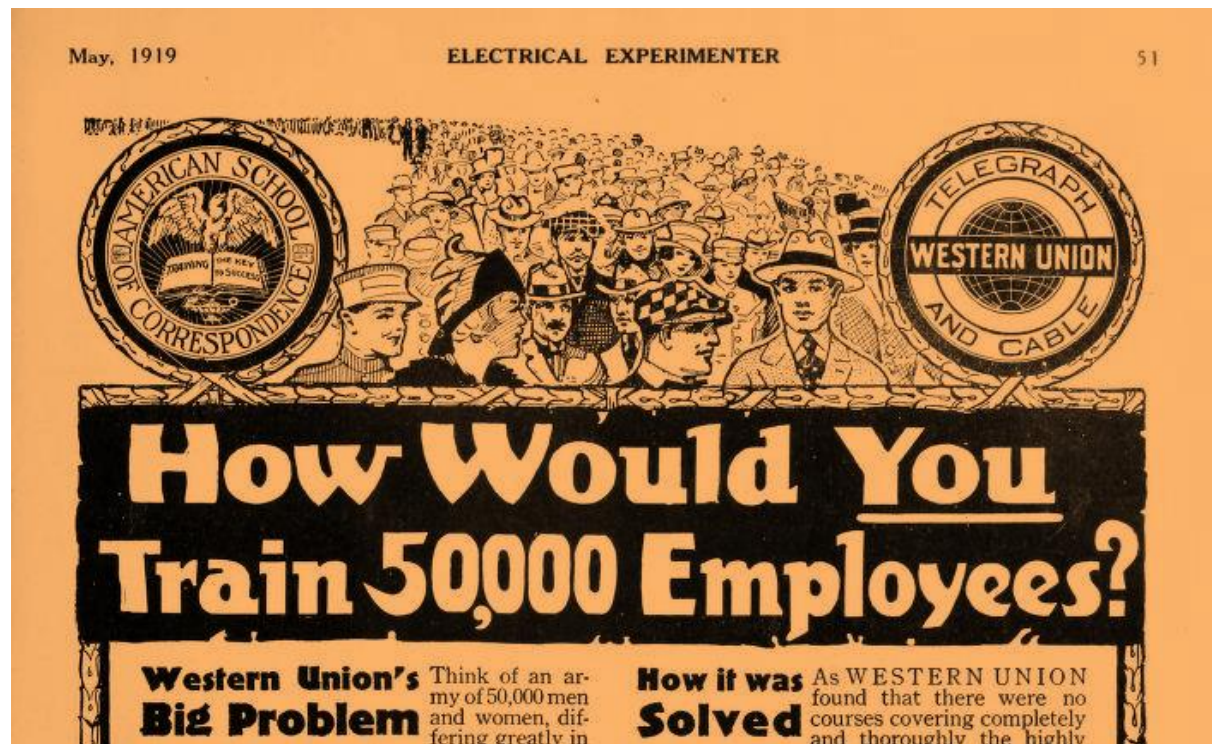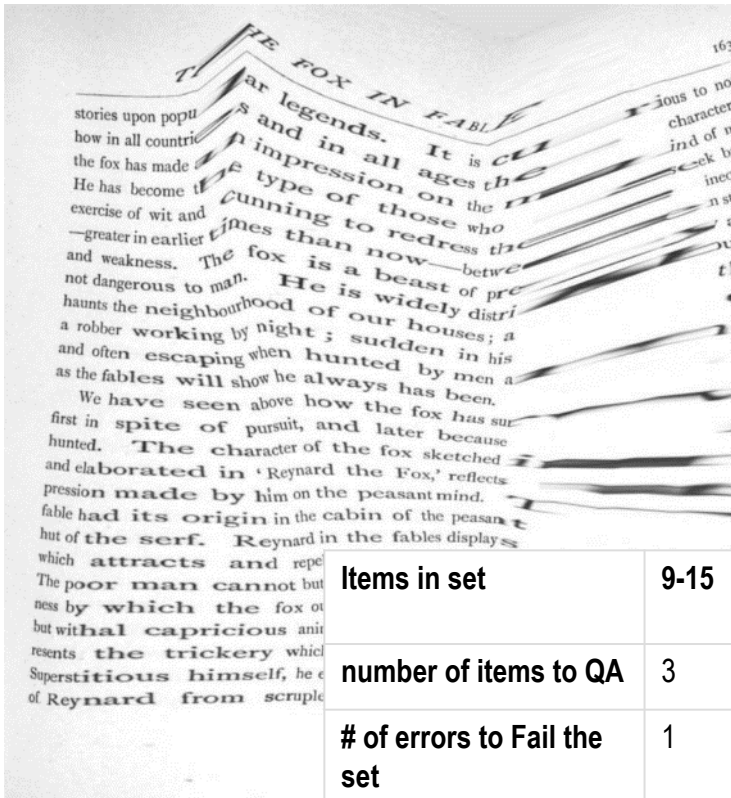
Technical

Smithsonian Libraries

Details, details

Storage & insurance

Staff training

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

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Thanks!

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