Digitisation checklist

See other side for things to think about!

| Item name or reference number | Format | Size | Support | Unfold | Sufficient space? | Minor damage | Blank pages | Housing* | Fastenings* | Fragile* | Major damage* | Obscured text* | Actions/notes

*it may be helpful to get advice from a conservator | OK | Done |
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Preparation of documents - What is needed? Are special measures required? How long will it take?

Any aspect of the document format and condition that will delay or interfere with the image capture, or result in poor quality images and inaccessible information is best prepared for or dealt with in advance, think about:

Format – Is it a book, a bound volume, small flat item, rolled item, large flat item, folded, photograph? Does it need special handling?

Size – What is the overall size that has to be imaged? Will it be possible with your set up?

Support – Is a book support required? What shape does the spine of a book take when open at the page being imaged? What space needs to be made for this so that it isn't squashed? Are materials fragile? Could there be any other stresses, strains or pressures that might cause damage?

Unfolding – Does the item need unfolding and will size then be an issue? Will more time or space be needed to safely open it and put it away after?

Sufficient space – Is there enough work space to prepare the document (or documents) and return it (them) safely to the protective enclosure after? Will it be possible to keep everything in order as you go along?

Previous minor damage – Damage that does not affect text or any other information can be ignored as long as it is obvious that nothing is hidden. Is there a risk of further damage? How will we avoid this? Will more time be needed to handle it with care?

Blank pages – Do these need to be imaged? How do we show that there is no more information here?

Housing or enclosure* – Can it be safely removed from (and returned to) a housing such as a ring binder, or enclosure such as an archival polyester sleeve? Is the working area large enough to accommodate this safely?

Fastenings* - Will they restrict access or cover information? Are they contemporary and/or otherwise significant? Can they be loosened off temporarily? How do we handle and image the document without damaging it?

Fragile* - Is there a risk of damage when handling or imaging? Can it be supported for imaging? Is there an alternative version? Does it need conservation treatment first?

Previous major damage* - Is any item so damaged it can't be handled at all without the risk of doing more damage? Is there an alternative item to image to provide the same information? Does it need conservation treatment first?

Obscured text* - Is any information hidden? Does it need conservation treatment first?

***it may be helpful to get more advice from a conservator