PREPARATION OF MATERIALS FOR LARGE FORMAT SCANNER

1. Maximum dimensions of items that can be scanned
   width: 42" maximum
   length: unlimited

2. Materials to be scanned should be flat. If items have previously been folded, they should
   be laid out flat to let creases relax. For items with strong creases or curl, it may be
   necessary to flatten them with gradually increasing weights (which could take a couple
   of weeks or longer).

3. Use of a polyester/mylar sleeve as a “carrier”
   a. Using a polyester/mylar sleeve can reduce the risk of damage to the item during
      scanning.
   b. This is especially important for items with brittle paper, tears, creases from folds,
      curl from having been rolled, or with worn edges.
   c. It is suggested that each unit that uses the large format scanner obtain one or
      more polyester/mylar sleeves for their scanning needs. (These are available from
      Gaylord Brothers, Demco, or other library and archives suppliers.)

4. Because there is limited work space in the area assigned to the large format scanner, it
   is important that materials to be scanned be placed in a mylar sleeve and otherwise
   prepared for scanning before they are brought to the scanning area.

Aec/Jbd 6/2/08