

## Processing Document Scans

1. Upon receiving a patron scanning order for documents, decide if the documents are important enough for uploading directly into Archon or moving into the digitization workflow.
2. To decide if a document merits uploading into Archon, gauge the document by the following criteria.
  - Is the document from a significant figure and/or office?
  - Does the document fall within University-wide goals and/or mission?
  - Is the content substantial? Can the document stand-alone without other supporting documents?
  - Is the document interesting enough to use in a blog post?
4. To decide if documents merit moving to the digitization track, gauge the documents by the following criteria, then speak with Chris about moving the record series into the digitization track.
  - Are the documents of significant research value and/or highly requested from users?
  - Are there enough documents to warrant the digitization of a significant portion of the record series, rather than a simple upload of several documents into Archon?
5. Before scanning documents, go to `libsysdigi.library.uiuc.edu/archivesweb/scanned document repository/ua` (or `ala`) and create a folder for the record series you will scan.
6. Turn on the scanner and open Adobe Acrobat X Pro. Under “create,” select “pdf from scanner” and whatever color mode the document requires.
7. Once scanned, save in the scanned document repository with the following file naming extension: `record series_box number_folder` (example: `0101018_2_5`) and keep in a folder with the appropriate record series number.<sup>1</sup>

*To upload directly into Archon:*

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<sup>1</sup> If the document is not of significant value and scanned only for user request, save the document in `G:\Archives\Ahxasst\ER Working Folder\Order\` by last name and date.

8. In Archon under the Admin Menu, Digital Library Tab, select “Digital Library Manager.”

9. General Tab

- Title : give title specific to individual document
- Identifier: input file extension (example: 1505050\_2\_5)
- Collection: search options to find associated Series
- Input all other information as needed. Save.

10. Files Tab

- Select the Upload button, search for saved document, and upload.
- Title: save title as listed under the General Tab. Save.

11. Detailed Description

- Physical Description: information about file type and size
- Rights Statement: choose appropriate statement from the staff Copyright webpage (<http://archives.library.illinois.edu/about/staff2/copyright-policies/>)
- Input all other information as needed. Save.