

## **Sending Oversize Materials to DCC for Scanning**

The University Library Digital Content Creation unit (DCC) is a very helpful resource for many Library units, including the Archives. When the Archives has oversize images, maps, documents, etc. it can be beneficial to use the reproduction services of DCC for duplication. The following steps have been developed over several years of cooperation between the staff of the University Archives and the staff of DCC. This process is always changing and has many variables, so this guide should be seen as a general roadmap. If you have any questions about specific aspects of this process, please contact the staff of DCC (most recently, the contacts have been Angela Waarala and Betsy Kruger).

### **1: Determining if an item is a candidate for DCC resources**

If a researcher requests a duplicate of an item that is oversized and will require an inordinate amount of Archives resources to scan in several parts and then stitch together, it is a candidate for going to DCC. Please consult with Bill and Chris as well as other Archives staff who have sent items to DCC (especially Third Armored Division) if you have any questions.

### **2: Starting the process with DCC**

If it has been determined that an item(s) is to go to DCC, the Archives must inform all parties involved.

First, the researcher should be informed of a couple of things:

- 1) they will not be paying University Archives reproduction rates, but DCC reproduction rates (see notes at end about resources)
- 2) they will be asked to fill out **both** the Archives "Conditions" form and the DCC "Reproduction Request" form (see notes at end about resources). For the DCC form, it is helpful for researchers if we can provide guidance as to what fields of this form should be filled out (there is Library lingo on the form that may not be clear to a researcher).

Second, the contact in DCC (at the current time, Angela Waarala) should be informed that an order is in the works and we will bring it up once the paperwork is complete. If the order falls through, which happens from time-to-time, please notify the DCC contact that the order is no longer coming over.

Third, if the item is at ARC, the staff involved in the order there should inform the front room staff (Linda in most cases) that an item to be taken up to DCC will be brought over to UA for transport up there. Do not bring the item over until the paper work is complete and the item is to be taken up to DCC

As for payment, this is the trickiest part. Despite all of the parties involved and all of the paperwork, we strive to make this process as seamless for the researcher as possible. With fees, there are two Library units charging the researcher - the Archives generally charges a \$10 handling fee for all orders in which we handle materials for media transfer (i.e. scanning) to be done by other Library and non-Library units. Additionally, DCC charges researchers for the work that they do as well. To simplify it for the researcher, it is often times appropriate for the Archives to collect the payment information (credit card, usually) and then inform DCC that we will submit the service order to the Library Business Office with a note indicating that DCC is to get a portion of the funds and the Archives is to get the other portion. When doing this, if you have any questions, please contact DCC and the Business Office to expertly coordinate this.

### **3: Transferring materials to DCC and return of materials**

When the process is ready to go forward (after the researcher submits the necessary paperwork and payment information), it is time to take the materials to DCC. To ensure that materials from the Archives are being tracked, print and fill out a document called "DCCchargeout" found in G:\Archives\Ahxasst\formats. Each individual item to be taken up should be written on the form. Additionally, a white charge out card should be filled out.

At this point the materials can be taken up (it is wise to arrange a time with the DCC staff so that they can greet you and go through the items with you). Do NOT leave Archives materials in the DCC office or outside their door without any staff actually acknowledging that the materials are being transferred - that is how things get lost. After the order is confirmed to include what it does, the staff at DCC will sign the Date to DCC and Receipt Signature portion. A copy should be made for the Archives records. DCC will then begin processing the item.

Upon completion, DCC will contact someone in the Archives to inform them that the work is complete. At this point, Archives staff can retrieve the item and fill out the Date Returned and Returned Signature Portions of the DCC Charge out sheet.

### **4: Retrieving digital files from DCC**

When DCC is asked to create an electronic reproduction of a file for a researcher, Archives staff should also be sure to retrieve a copy of that file for our permanent storage. To do so, the staff of DCC should be contacted to determine the best temporary location to place the file so that Archives staff can copy it to Archives server storage. Often times this space is on the libsysmartin server. After the files have been retrieved and copied to the UA server space, DCC should be contacted to let them know the copying is complete.

### **5: Billing**

As noted above, the billing aspect of this process is the trickiest. After the file is completed, the staff of DCC will inform the Archives regarding their next step (burning the image to a disk and sending to the researcher, uploading the file to a specified ftp site of the researcher, etc.). They will most likely e-mail the researcher as well to inform them that they can be expecting the reproduction. At this point it is fair to communicate with DCC that the Archives will be

submitting the service order form to the Business Office and to find out what the final DCC charges for the order are. Archives staff should also contact the researcher to inform them of the total final cost (DCC charges + UA charges).

From here, the service order form, with a note indicating which funds go to DCC and which funds go to the Archives, can be submitted in the regular rotation with the other UA service orders.

## **RESOURCES**

Digital Content Creation Main Website: <http://www.library.illinois.edu/dcc/>

DCC Reproduction Services site: [http://www.library.illinois.edu/dcc/reproduction\\_services.html](http://www.library.illinois.edu/dcc/reproduction_services.html)

DCC Reproduction Request form:

<http://www.library.illinois.edu/export/dcc/pdfs/ReproductionFormREV.pdf>

DCC Reproduction Fee Schedule:

<http://www.library.illinois.edu/export/dcc/pdfs/ReproductionPricing.pdf>