

Handling Scanning Orders

At the end of this document are shorthand notes on maintaining the order folder.

When researchers request image and pdf scans we can create these for them per the instructions in the Scanning Procedures document. After the images are created, the “Order Folder” needs to be maintained to ensure images stay posted to the temporary site for a short time, that records of old orders are kept, and that old completed image orders do not take up valuable server space. These guidelines can be helpful in maintaining the “Order Folder.”

Note: these steps have been developed over years of work with image scanning orders and can be adapted to suit the needs of the Archives.

Images are generally scanned as a tiff number into the numbered scans folder (G:\Archives\AhxAsst\ER Working Folder\Numbered Scans). Often times images are scanned to this folder as part of a researcher request. In these cases, the permanent 600 dpi tiff image is stored in the numbered scans folder and the derivative images are copied to the “Order Folder” (G:\Archives\AhxAsst\ER Working Folder\Order).

Sometimes researchers request images already in the numbered scans repository. In these instances, the original tiff should be **copied** from its permanent storage location (\\libsysdigi\archives\Scanned Photo Repository (Numbered Files)\Photo Repository) into the “Order folder” for manipulation and then distribution to the researcher. **DO NOT MANIPULATE IMAGES IN THE LIBSYSDIGI DIRECTORY. ALWAYS COPY IMAGES TO THE ORDER FOLDER.**

Below are the steps to managing the order folder.

1: Initial Creation of the Order

When a request for images is placed, creating an “order folder” should be the first step. To do this go to G:\Archives\AhxAsst\ER Working Folder\Order then choose the option to create a new folder. The standard convention has been to name the folder with the following nomenclature:

Smith Order (0521)

Smith is the generic last name of the researcher in this case (it can be any last name or other indicator e.g. DIA if it is athletics, or Friends if it is library friends, etc.). The date goes in parentheses in a MMDD format and represents the date the files are posted to the web. The parentheses distinguish the folder as an order that is currently available to the researcher via the temporary website.

After the folder is created, the image or other files to fulfill the request of the researcher should

be stored here.

2: Posting Orders to the Web

When files are ready to be distributed to researchers, they need to be posted to the web, unless the researcher requests they are burnt to a CD, in which case, this step is irrelevant. To do this:

1. Open the W:/ Drive (archives.library.illinois.edu\archon-data)
2. Open the directory "Temp" --> you should see several file folders in this directory with last names (e.g. Smith, Jones, etc.)
3. Create a new folder with only the last name of the researcher (too much info will make getting the web link later more difficult)
4. Copy the image from the order folder into the W:\ Drive directory
5. Go to the following website:

archives.library.illinois.edu/temp/XXXX

where XXXX is the name of the folder - e.g.
archives.library.illinois.edu/temp/Smith for a Smith order (capitalize and spell correctly).

At this point the researcher can be contacted and notified that their image request is complete. The e-mail should include:

1. The link to download the image;
2. An inventory of the image(s) that are being supplied to them with the description, date, and citation information for each image;
3. Copyright information, if applicable (i.e. notification that the U of I does not own the rights and any information about the rights holder and how to contact them;
4. Information about our preferred credit line, if applicable (e.g. "When publishing this image, please use the following credit line: 'Image XXXXXXXX courtesy of the University of Illinois Archives,' where XXXXXXXX is the seven-digit identifier associated with the image");
5. A notice that the image will be available for one week before being removed;
6. The fees charged for the services provided.

If an image order is large, it may be easier to generate the image inventory on a word processing document or a spreadsheet. If this is the case, this order inventory file should be maintained in the appropriate order folder for which it is associated (See note below about saving these).

If researchers have any problems accessing their images, please review the temporary website to find any errors and then consult with Chris or Bill to troubleshoot the problem.

3: Maintaining the Temporary Website and the Order Folder

Because several individuals in the Archives use the order folder and the temporary website to satisfy the requests of their researchers (UA, ALA, ADC, 3AD, ATO, etc.), it is wise to communicate with those who created specific folders about the preferred maintenance schedule. As an example, the Ad Council likes files available for more than one week, so that standard outlined below should be adapted and the ADC GA should be consulted.

A: Temporary Website

The temporary website (W:\ Drive) should be maintained regularly and image orders for distribution should be accessible for approximately one week. After one week, the active order folders should be removed. The easiest way to tell whether an order has been posted for one week is to use the nomenclature of the ‘order folder’ (see step 1). Because order folders are named to include the date of posting in parentheses following the researcher’s name, this gives those maintaining the temporary website an easy reference for when images were posted.

B: Order Folder

When an image is removed from the temporary website, the order folder should be renamed. The standard used recently is to change the name by removing the parenthetical enumeration of the date and replacing it with “ - complete M(M)-D(D)” Using the example from Step 1:

Smith Order (0521) ==> Smith Order - complete 6-2

This change of title will make it easy to distinguish between image orders that are active vs. those saved for “just in case” situations (see below).

Because files are sometimes corrupted or usb flash memory devices are lost, it is a good idea to save the derivative images created for an image scan for a short period in case a researcher asks them to be re-posted. At the same time, saving every order would be waste of valuable server space (remember the 600 dpi tiffs are maintained indefinitely, but there is no practical reason to save a 600 dpi tiff and a 300 dpi jpeg of the same image, when the jpeg can be derived from the tiff). To find a happy medium between these two extremes (keeping everything forever vs. making as much server space available as possible), the Archives has established a policy of keeping image orders for approximately 60 days after completion.

~~The order folders should be checked more than~~ The order folders should be checked more than 60 days (2 months) prior should be deleted. Again, check with the individual creating the order because it may be that this folder should be kept for longer than the standard 60 days.

4: Old Order Inventories

If a word processing document or spreadsheet was created to inventory items in a researcher’s request, these should be saved for future reference. When deleting order folders after 60 days, check the content of the order and see if such a file exists. If it does, these are kept indefinitely in a directory within the “order” folder titled, “old order inventories.” When moving a file into this

folder, the name of the file should be the researcher's last name and the approximate date of the order. This will give Archives staff a better chance of finding old inventory.

ORDER MAINTENANCE NOTES

1. New order folders are created and named with the researcher's last name and the date of posting of the files in parentheses in MMDD format:

e.g. Smith Order (0521)

2. Images are posted to the temporary website in the W:\ Drive in a file titled only the last name of the researcher:

e.g. Smith → link to access images is archives.library.illinois.edu/temp/Smith

3. After one week, the order is removed from the temporary website. The order folder is renamed to reflect that the order is no longer active:

e.g. Smith Order - complete 6-2

4. After 60 days, the order folder is deleted. If there is an inventory file in the order folder, this file is named to indicate the researcher's last name and the approximate date of the order.

W:\staff\documents\analog\scanning.workflow.wpd