

URL: \_\_\_\_\_ Charged to Variations ID: \_\_\_\_\_ Data base (initials & date): \_\_\_\_\_

Series URL: \_\_\_\_\_

### VARIATIONS SCANNING SCORES

Call No.: \_\_\_\_\_ Variations ID: \_\_\_\_\_ ©? \_\_\_\_\_

(=Key field on Marc View of bib record; if none ask supervisor)

Composer /Title: \_\_\_\_\_ Item Barcode: \_\_\_\_\_

Scanned by: \_\_\_\_\_ Date Started: \_\_\_\_\_ Date finished: \_\_\_\_\_

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#### I. SCAN SETTINGS:

Scanner: Fujitsu Model fi5750C (Fall 2008)

Software: Scandall Pro (Installed Nov 2010)

SCAN_TYPE	256 level gray
SIZE	_____ cm
DOTS PER INCH (DPI)	400
COLOR FORMATTING	pp. _____ Greyscale
	pp. _____ Color

AREA (X Position)	.06" (3/50")
AREA (Y Position)	.06" (3/50")
AREA (Width)	_____ " W
AREA (Length)	_____ " L
Profile Created	_____

#### II. SAVE AS:

Directory (=Variations ID)	Score Pages (e.g. [Contents][4-8]) _____ Total Pages	Filename(s) (e.g. abcxxxx-01-01.tif) File type: TIFF

Preservation\_\_\_ Canon\_\_\_ Reserves\_\_\_ Course #\_\_\_\_\_ Prof. \_\_\_\_\_ Year/Semester \_\_\_\_\_

**Scanning**

Date	Start time	End time	# of pages	Last file name done	Last Page #	Computer	Initials

**Copy to Scanning Backup Folder:** Initials \_\_\_\_\_ Date \_\_\_\_\_

**Cleaning**

DATE	START TIME	END TIME	# OF PAGES	LAST FILE NAME DONE	COMPUTER	INITIALS

**Copy to Cleaning Backup Folder:** Initials \_\_\_\_\_ Date \_\_\_\_\_

- LZW compression (color only) Initials \_\_\_\_\_ Date \_\_\_\_\_
- Tiffs resized Initials \_\_\_\_\_ Date \_\_\_\_\_
- DjVu Files Created: Initials \_\_\_\_\_ Date \_\_\_\_\_
- TIFFs uploaded to V2: Initials \_\_\_\_\_ Date \_\_\_\_\_
- Container Structure Created: Initials \_\_\_\_\_ Date \_\_\_\_\_
- Score Proofed: Initials \_\_\_\_\_ Date \_\_\_\_\_
- Score Published: Initials \_\_\_\_\_ Date \_\_\_\_\_
- URL activated (individual & series): Initials \_\_\_\_\_ Date \_\_\_\_\_
- Checked in IUCat: Initials \_\_\_\_\_ Date \_\_\_\_\_
- TIFFs Archived: Initials \_\_\_\_\_ Date \_\_\_\_\_
- TIFFs deleted from Crumhorn (Y:): Initials \_\_\_\_\_ Date \_\_\_\_\_
- Profiles deleted from Scandall Pro: Initials \_\_\_\_\_ Date \_\_\_\_\_
- Entered Score Stats: Initials \_\_\_\_\_ Date \_\_\_\_\_