



Interpreting Sikh Culture

The Nanakshahi Trust

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Nanakshahi Questionnaire: Digitization of photographic collection or their microfilms

In order to assist us in the preparation of a price proposal for your project, please complete the following questionnaire. For assistance with any of the questions, please consult our webpage, email or call us. The questionnaire is organized as follows:

- Section One - General Information and Project Scope
- Section Two - Material Description
- Section Three - Microfilm Description
- Section Four - Project Specifications

Section One	
General Information	
Institution:	
Contact name:	
Designation:	
Address (Mailing):	
Phone:	
Fax:	
Email:	
Date (Today):	
Due date for proposal:	
Project Scope	
Project Title:	
Expected start date:	
Completion date / deadline:	
Total number of reels / fiche:	



Total number of titles / items:	
Estimated number of images:	
Intended use of images:	Web access <input checked="" type="checkbox"/> CD-ROM <input type="checkbox"/> Print Other _____
Please give a brief description of the project and material in the collection to be digitized:	

Section Two Describe the original	
Material: Manuscripts	
Date of creation:	From _____ to _____
Type(s):	<input checked="" type="checkbox"/> Correspondence <input checked="" type="checkbox"/> Diaries <input checked="" type="checkbox"/> Ledgers <input checked="" type="checkbox"/> Scripture <input checked="" type="checkbox"/> Letterpress <input checked="" type="checkbox"/> Onionskin carbon copies Books <input checked="" type="checkbox"/> Other _____
Describe the contents.	
Indicate the quantity of each of the following units in the manuscript collection.	__ Series __ Box __ Folder __ Other _____
Number of physical pages:	
Estimated number of pages per item	_____ pages per _____ (box, folder, etc)
What is the approximate size of the average page?	___ width by ___ height (inches)
What is the approximate size of the largest page?	___ width by ___ height (inches)
What is the approximate point size/size of the letter in mm	___ mm
Is the material paginated or otherwise uniquely identified? If so, indicate how.	<input checked="" type="checkbox"/> Yes, Gurmukhi <input checked="" type="checkbox"/> Yes, non-Gurmukhi <input checked="" type="checkbox"/> No
Is the material primarily . . .	<input checked="" type="checkbox"/> Handwritten <input checked="" type="checkbox"/> Typescript <input checked="" type="checkbox"/> Other _____
List the languages in the collection and estimate the percentage of each. (e.g. French, 25%; English, 50%; Arabic, 25%)	
Is the material bound?	<input checked="" type="checkbox"/> Yes, ___% <input checked="" type="checkbox"/> No
If bound, are there tight bindings that cause shadows in the gutter?	<input checked="" type="checkbox"/> Yes, describe _____ <input checked="" type="checkbox"/> No

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If more than 1% of the pages are illustrated, please describe what kind and approximate percentage of total pages.	<input checked="" type="checkbox"/> line drawings (____%) <input checked="" type="checkbox"/> halftones (____%) <input checked="" type="checkbox"/> other _____ (____%)
Is the paper color/fade consistent within each item?	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No, describe _____
Is the paper color/fade consistent between items?	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No, describe _____
What is the condition of the print legibility?	Faded text <input checked="" type="checkbox"/> Yes, _____% <input checked="" type="checkbox"/> No Bleed-through <input checked="" type="checkbox"/> Yes, _____% <input checked="" type="checkbox"/> No Stained/damaged <input checked="" type="checkbox"/> Yes, _____% <input checked="" type="checkbox"/> No
Are there stamps/markings of ink/pencil colors different from the print/handwriting ?	<input checked="" type="checkbox"/> Yes, describe _____ <input checked="" type="checkbox"/> No
Please list the color(s) of ink present in the collection.	
Are there multiple colors on one page?	<input checked="" type="checkbox"/> Yes, describe _____ <input checked="" type="checkbox"/> No
Is there metadata? If so, describe to what level.	<input checked="" type="checkbox"/> Yes, _____ <input checked="" type="checkbox"/> No

Section Three Describe the microfilm	
Microfilm: Description	
Please indicate the generation of film to be scanned.	<input checked="" type="checkbox"/> Archive Master <input checked="" type="checkbox"/> Print Master <input checked="" type="checkbox"/> Service Copy (1st generation) (2nd generation) (3rd generation)
Indicate the type of film to be scanned	<input checked="" type="checkbox"/> High Contrast <input checked="" type="checkbox"/> Continuous Ton <input checked="" type="checkbox"/> Color (Black and white)
Indicate the polarity of film to be scanned.	<input checked="" type="checkbox"/> Positive <input checked="" type="checkbox"/> Negative <input checked="" type="checkbox"/> Mixed, explain: _____
Who is the filming agent?	
Date the material was filmed	
Film type:	<input checked="" type="checkbox"/> Silver halide <input checked="" type="checkbox"/> Diazo <input checked="" type="checkbox"/> Other _____
Film base	<input checked="" type="checkbox"/> Polyester <input checked="" type="checkbox"/> Acetate <input checked="" type="checkbox"/> Other _____
Film format:	<input checked="" type="checkbox"/> 35mm <input checked="" type="checkbox"/> 16mm <input checked="" type="checkbox"/> 105mm fiche If fiche, indicate the layout: <input checked="" type="checkbox"/> 5 rows <input checked="" type="checkbox"/> 7 rows <input checked="" type="checkbox"/> 35mm jacketed 16mm jacketed <input checked="" type="checkbox"/> Other _____
Is the film blipped?	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No



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Are frames numbered?	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No
How many pages per frame?	<input checked="" type="checkbox"/> One <input checked="" type="checkbox"/> Two <input checked="" type="checkbox"/> Other _____
Microfilm: Quality	
Is the density range of print masters within 0.10 from frame to frame?	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Don't Know
Is there only one reduction per reel?	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Don't Know
Are reduction ratios targeted?	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Do any microfilm frames overlap?	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are items filmed on a black background?	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No, ____ % on white
Do items exhibit less than 9 degrees of skew?	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Additional comments regarding the film:	

Section Four In the columns below are default specifications for bitonal and grayscale digitization projects. For each specification listed in column one, you may select the option from either the bitonal default or the grayscale default or an option from the customization column on the right. The information symbol provides a link to explanations on the online form.

Project Specifications: Imaging			
Specification	Bitonal Default	Grayscale Default	Customization
Bit Depth	<input checked="" type="checkbox"/> 1-bit (black and white)	<input checked="" type="checkbox"/> 8-bit grayscale	<input checked="" type="checkbox"/> 1-bit for text and 8-bit for full-page illustrations
Resolution	<input checked="" type="checkbox"/> Film scanned at 11X magnification, 600 DPI	<input checked="" type="checkbox"/> 200 DPI (at actual size of original)	<input checked="" type="checkbox"/> ____ DPI for all 1-bit <input checked="" type="checkbox"/> ____ DPI for all 8-bit
File Format and Compression	<input checked="" type="checkbox"/> TIFF, ITU Group IV	<input checked="" type="checkbox"/> TIFF, LZW	<input checked="" type="checkbox"/> TIFF, uncompressed <input checked="" type="checkbox"/> Deliver a derivative only [see Delivery, Acceptance and Storage for derivative options]
Image Processing	<input checked="" type="checkbox"/> Noise removal and Deskew	<input checked="" type="checkbox"/> Sharpening	<input checked="" type="checkbox"/> Other _____

Image Appearance	1 page, automatically cropped	<input checked="" type="checkbox"/> 1 page, manually cropped	<input checked="" type="checkbox"/> Contents of microfilm frame <input checked="" type="checkbox"/> Other _____
Image Appearance	<input checked="" type="checkbox"/> Page edges will not show	<input checked="" type="checkbox"/> Page edges will not show	<input checked="" type="checkbox"/> Show page edges
Images Delivered	<input checked="" type="checkbox"/> Original document pages only, as filmed	<input checked="" type="checkbox"/> Original document pages only, as filmed	<input checked="" type="checkbox"/> Include all bibliographic targets <input checked="" type="checkbox"/> Other _____

Project Specifications: File Organization and Metadata

Specification	Bitonal Default	Grayscale Default	Customization
File Organization	Files will be organized sequentially under a directory named for the microfilm reel from which they originated.	Files will be organized sequentially under a directory named for the microfilm reel from which they originated.	<input checked="" type="checkbox"/> Files organized according to bibliographic structure of collection <input checked="" type="checkbox"/> Files organized by date of publication <input checked="" type="checkbox"/> Other _____
File Names	Files will be named sequentially, resetting at each change of the lowest level directory.	Files will be named sequentially, resetting at each change of the lowest level directory.	<input checked="" type="checkbox"/> Files are named using a combination of a sequential control number and the printed page number. <input checked="" type="checkbox"/> Other _____
Metadata File	None	None	<input checked="" type="checkbox"/> MS Excel Spreadsheet <input checked="" type="checkbox"/> MS Access Database <input checked="" type="checkbox"/> Text File <input checked="" type="checkbox"/> Other _____

Project Specifications: File Organization and Metadata - continued

Bitonal Default	Grayscale Default	Customization
Metadata Field(s) Specification	N/A	<input checked="" type="checkbox"/> File Name <input checked="" type="checkbox"/> Title <input checked="" type="checkbox"/> Volume <input checked="" type="checkbox"/> Issue <input checked="" type="checkbox"/> Date of publication <input checked="" type="checkbox"/> Microfilm Number <input checked="" type="checkbox"/> Page Number <input checked="" type="checkbox"/> Feature <input checked="" type="checkbox"/> Other _____
Text Conversion	N/A	<input checked="" type="checkbox"/> Uncorrected OCR text file named for corresponding TIF (bitonal only) <input checked="" type="checkbox"/> PDF (image with uncorrected hidden text) <input checked="" type="checkbox"/> Other _____


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Project Specifications: Delivery, Acceptance and Storage Grayscale Default			
Specification	Bitonal Default	Grayscale Default	Customization
Derivative Files	None	None	<input checked="" type="checkbox"/> TIFF <input checked="" type="checkbox"/> JPEG (8-bit only) <input checked="" type="checkbox"/> PDF (image only) <input checked="" type="checkbox"/> Other _____
Delivery Method	TIFFs on CD-R Or JPEG	TIFFs on CD-R Or JPEG	<input checked="" type="checkbox"/> CD-R, Joliet format <input checked="" type="checkbox"/> Do not deliver TIFFs <input checked="" type="checkbox"/> Your FTP site <input checked="" type="checkbox"/> 5 ¼" Magneto Optical Disks <input checked="" type="checkbox"/> 40 GB DLT (tape) <input checked="" type="checkbox"/> Other _____
Acceptance	30 days after delivery of TIFFs	30 days after delivery of TIFFs	
Storage	None	None	<input checked="" type="checkbox"/> 5 ¼" Magneto Optical Disks (requires annual fee) <input checked="" type="checkbox"/> CD-R

Additional requirements:
