



Interpreting Sikh Culture

The Nanakshahi Trust

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Nanakshahi Preservation Digitizing Questionnaire – Scrapbooks

In order to assist us to prepare a proposal for your project; please answer the questions below.

Scrapbooks are among the most difficult formats to estimate because of the great variability of the content. We strongly recommend sending samples for evaluation.

1. General information.

Institution: _____
Contact Name: _____
Designation: _____
Address (Mailing): _____
Phone: _____ Fax: _____
Email: _____ Date (Today): _____

2. Scope of the project.

Project Title: _____
Project start date: _____ Completion date/deadline: _____
Services Requested: Digitization Full Preparation Cataloging
Number of physical items (volumes, issues): _____
Average Pages Per Item: _____ Total Exposures Per Page: _____

[Note that if items are pasted onto the pages in such a way that when unfolded, they obscure text underneath, then multiple photographic exposures per scrapbook page may be required. In addition, if items (such as newspapers clippings) when unfolded significantly exceed the dimensions of the scrapbook page, then the item might need to be digitized in two or more exposures to capture all the text.]

3. Content of the material.

- (a) Dates of Publication: From _____ to _____
- (b) Language(s): _____ (If more than one, estimate percentage, e.g. 25% French, 50% English, 25% Arabic)
- (c) Are the scrapbook pages paginated? Yes, Arabic Yes, non-Arabic, _____ No
- (d) Describe the contents:
- | | | |
|--|--------|------------------|
| <input checked="" type="checkbox"/> Newspaper Clipping | _____% | Condition: _____ |
| <input checked="" type="checkbox"/> Photographs | _____% | Condition: _____ |
| <input checked="" type="checkbox"/> Pamphlets | _____% | Condition: _____ |
| <input checked="" type="checkbox"/> Other _____ | _____% | Condition: _____ |
- (e) Are there foldouts? Yes, what percentage of the total pages: _____ No



(f) Text and illustrations in the same frame may require second intentional exposures (TIFF; compare JPEG) in order to capture each optimally. Is TIFF acceptable?

Yes No

4. Physical condition of the material.

(a) Brittle (breaks at 2 folds or less) (___ %) Not brittle (___%)

(b) Paper color/fade (A difference in paper color, or the combination of text and illustration may require that more than one exposure be taken in order to capture all the information on those pages.)

Consistent within each volume: Yes, describe _____ No, describe _____

Consistent between volumes: Yes, describe _____ No, describe _____

(c) What is the condition of the print legibility?

Faded text Yes, _____ % No

Bleed-through Yes, _____ % No

Stained/damaged Yes, _____ % No

5. Bindings and Dimensions

Materials that are camera-ready should be disbound as necessary prior to digitization. With permission, Nanakshahi will disbind volumes for digitization as necessary but will charge special handling.

Conditions that may necessitate disbinding are as follows:

1. Gutter shadow caused by tight binding may result in the loss of information if the volume cannot be disbound for digitizing. Shadow can be reduced if the strings of sewn bindings are cut. "Snapping the strings" does not require removal of the text block from the binding.

2. Brittle pages that cannot withstand the stress of being turned and the pressure of a **book cradle's glass** may break away from the binding in a jagged fashion.

3. It is recommended that books that are staple-bound at the side or sewn at the side, rather than through the center, be disbound for digitizing because they often do not lie flat in a book cradle and brittle pages in such bindings may break unevenly.

4. Volumes that exceed maximum dimensions or thickness as follows: 28" x 46" and 3.5" in thickness.

5. Glossy pages, which can cause a reflection during digitizing, may result in the loss of information if the volume cannot be disbound for digitizing. Glare can be reduced if the strings of sewn bindings are cut. "Snapping the strings" does not require removal of the text block from the binding.

Client gives the following permissions:



Permission to disbind if necessary: Yes No Contact client for permission in each case

Permission to snap strings: Yes No Contact client for permission in each case

6. Preparation

Material must be made camera-ready for digitizing. This includes collate disbind. If requested, Nanakshahi will provide these services.

(a) Disbind: Camera ready material must have been disbind, if necessary.

By Client

By Nanakshahi

(b) Collation: Camera-ready materials must have been collated page-by-page and flagged for irregularities.

By Client

By Nanakshahi

7. Duplicate Copies

Standard preservation practice is to produce raw, cropped and resized images.

Copies required:

RAW: _____ Yes

No

CROP: _____ Yes

No

RESIZE: _____ Yes

No

8. Post Processing

Post processing is done to correct tone and brightness.

Do you want images to be processed:

By Client

By Nanakshahi

9. Shipping Instructions

Nanakshahi is able to provide pick up and delivery services to locations all over Panjab and neighboring states, if the client agrees to part from the material for the time period of digitization

Delivery of original materials to Nanakshahi:

By Client

By Nanakshahi

Other: _____

Return of materials to Client:

By Client

By Nanakshahi

Other: _____

Delivery of CDs/DVDs to Client:

By Client

By Nanakshahi

Other: _____

