

Start date _____

Name of project _____

File naming structure _____

Save in this location _____

☐ create folders structure _____

☐ burn to DVD ☐ save to flashdrive

Format of materials ☐ photographs ☐ documents ☐ journals ☐ postcards ☐ slides ☐ other _____
☐ DVCpro ☐ VHS ☐ DVD

Requirements ☐ flat-bed scanner ☐ sheet-fed scanner ☐ video production station ☐ overhead scanner

File format ☐ TIFF ☐ PDF ☐ JPG ☐ MPEG-2 ☐ MP-4

Resolution ☐ 600 dpi ☐ 300 dpi ☐ 150 dpi

Scaling ☐ 100% ☐ 200% ☐ 300% ☐ Other _____

Handling instructions ☐ wash hands prior to handling ☐ wear archival gloves
☐ use bookmark to keep place ☐ follow the order in which items were provided to you
☐ no food or drink near materials ☐ store in upper cabinet
☐ keep materials in the exact order in which they were provided to you ☐ return to supervisor's office when complete

Editing instructions ☐ crop close to image (no white border) ☐ check proper pagination
☐ rotate images to be straight ☐ rotate images to proper orientation (vert/horz)

Video editing ☐ title intro ☐ copyright statement ☐ create label for media

Additional info _____

Student assigned to project _____

Archivist/repository _____