The Material Handling Guidelines for Digitisation

Marleena Vihakara

The Centre for Preservation and Digitisation
The National Library of Finland

IFLA Preconference: “THE ELECTRONIC RE-EVOLUTION”
7.-9-8.2012, Mikkeli, Finland
Scanners
The Material Handling and Housing Guidelines for Digitisation

Structure:
• Glossary
• Damages
• Material Handling and Housing Guidelines
• Scanners and Handling Guidelines
Binding Structure and Common Types of Binding
Damages Caused by Handling
General Handling and Housing Guidelines
Handling Guidelines for Different Scanners
Automatic Scanner
Flat-bed Scanner
Overhead Scanner
Aids for Scanning
Scanning of the Special Material on i2S
Handling Fragile Material
Guidelines for Scanning Film Negatives
Conservation as a Support for Digitisation
Parchment leaf before and after straightening
The Centre for Preservation and Digitisation

The National Library of Finland