Imaging Lab Workflow Stages and Relevant Responsibilities

Iraqi Jewish Archive Preservation Project
National Archives and Records Administration

Item arrival

- Specialists are responsible for forecasting production workflow requirements and communicating preferences to conservation team so that materials are sequenced according to best practices and in pace with production.
- As items arrive they are logged into the 411 custody log by the Specialists who are responsible maintaining physical custody, ensuring that all IJA items remain in 411 and in the designated staging area when not on set.

Pre-imaging inspection

- Specialists are responsible for reviewing materials as they arrive, including the accompanying work ticket from conservation noting handling instructions (note: *below glass or not* designation).
- This pre-scan review is needed to identify attributes of an item that impact imaging workflow and methods. Prior to the assignment of work, the Specialist creates entries for items in SharePoint that will be used to track imaging progress within the lab.
- An imaging lab job tracking worksheet is customized for each incoming item, to relay instructions to the Technician, as well as document each stage of production and communicate any issues or problems encountered during completion.

Assignment of work

- After reviewing materials, the Specialist makes assignments to the Technicians and communicates basic instructions through the lab tracking worksheet, with verbal clarification as needed.
- Given the potential for proceeding with incorrect settings, and the negative consequences of re-work to our schedule, Technicians are responsible for clearing up any misunderstandings regarding assignments prior to proceeding with imaging.

Image Capture

- Work instructions involve steps outlined in the SOP for the particular device (scanner or camera) being utilized. Technicians will also use established composition guidelines to determine how to compose items for capture prior to proceeding.

- Technicians are responsible for maintaining a clean and safe workspace and exercising safe handling procedures. Conservation team members are on call to assist if there is a question concerning condition and safe handling.
- Technicians store unprocessed camera capture files locally on Mac hard drives until such time as scanning is completed for a particular IJA Item, then these can be moved to the IJA file server.

Image Transfer to file server

- EIP files are stored locally then transferred to the server when item level digitization is completed.
- The server is divided into a number of volumes that will be filled with project work, one at a time, as work progresses.
- Technicians are responsible for ensuring that all local files are successfully transferred to the server and should compare directories to ensure that this is the case.
- Instructions are provided in the SOP regarding naming folders.

Image Processing

- The end-product of the IJA project is digital files consisting of both Master and Access images.
- To produce these, initial camera captures (EIPs) must be processed in accordance to the SOP for each file type (Master and Access).
- Processing steps include cropping, rotating and outputting files.
- All imaging staff will perform these tasks as needed following instructions provided in the SOP.
- Technicians will update the appropriate IJA item-level worksheet as image processing work is completed.

File completeness verification

- During the set up for crops the Technician(s) checks for completeness of imaging following the methods defined in the SOP.
- At the beginning stages of the project and during camera / scanner testing or training, the Specialists will be responsible for verification checks.
- It is anticipated that in later stages of the project the Technicians will perform verification checks as well, but will do so working in teams with a specialist or other technician.

Quality Control

- A procedure to analyze image files for a number of attributes is employed by Specialists as a final quality check, and a number of PDF products are generated as part of the job finalization process.

- Completed original materials are staged for pickup by the conservation team for the next scheduled pickup, typically once a week.
- Upon materials being logged out by conservation staff and leaving the B411 Imaging Lab, SharePoint is updated to reflect the items returned. All work completed for each returned item is noted in SharePoint at this stage:
    - the number of captures and processed files created by each technician
    - dates of completion
    - storage location
    - any notes the technician relayed through the lab tracking sheet

Post - Processing

- Low resolution multi-page PDFs are prepared and routed to the Librarian / Cataloger. These versions assist in further cataloging, without pulling items from storage, and are a reference point for tracking what items have proceeded through imaging as the project progresses.