# Sailing Together: Community Scanning from Stem to Stern

Lizzy Baus, Mollie Stanford, Katie Sundstrom, Heidi Schutt
Lake Superior Libraries Symposium

# Agenda

- Minnesota Digital Library and Scan for Keeps background
- Regional Library System perspective
- Library event
- Other uses

# MDL and Scan for Keeps

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*The Minnesota Digital Library (MDL) supports discovery and education through access to unique digital collections shared by cultural heritage organizations from across the state of Minnesota.*

**189**

Libraries, archives, museums, historical societies, etc.

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**273,973**

Photos, maps, text, audio, video, 3D objects, etc.

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**138,285**

Visitors in the past year

# Scan for Keeps program

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- ➤ Pilot project, Fall 2015
  - → MDL-staffed events
  - → Learn what works and what doesn't
- ➤ Lending program, Fall 2016
  - → Provide equipment and templates
  - → Offer advice

# Scan for Keeps equipment

# Scan for Keeps paperwork

**Memorandum of Understanding**

The Minnesota Digital Library (MDL), in an effort to assist Minnesota cultural heritage organizations, has purchased scanning equipment to assist in the digitization of local materials.

MDL will lend the scanning equipment under the following terms:

1. MDL will provide the scanner and related equipment for the period of time stated in the "Loan Terms" below. The borrower will need to provide a laptop or computer for metadata collection.
2. MDL agrees to deliver the loaned equipment by the first day of the loan period noted below. The borrowing entity agrees to return all loaned equipment to MDL by the end of the loan period. Any damages that occur during the delivery of the equipment from the borrower to MDL are the responsibility of the borrowing entity.
3. MDL will provide instructions for the use of the equipment.
4. MDL will not be held responsible for any potential rights, copyright, or privacy infringements.
5. The borrowing entity agrees that the scanning equipment will be used solely for the event and purpose listed below.
6. Only staff from or volunteers trained by the borrowing entity will use the equipment.
7. MDL will not be held responsible for any damage that might occur to any local items during the course of the scanning activity. The borrowing entity has the authority to determine what they should or should not scan, and also the responsibility for any subsequent problems.
8. The borrowing entity shall ensure that all loaned equipment is kept in a secure, locked location when not in use. The public should never have unsupervised access to the equipment.
9. If the equipment is damaged or stolen while in the borrowing entity's possession, appropriate financial reimbursement to MDL will be assessed.

Borrowing Entity:

Event or Purpose:

Anticipated Dates of Use:

Loan Period:

**Borrowing Entity:** _____

Accepted by (signature): _____   Date: _____

Printed name: _____   Title: _____

**Minnesota Digital Library**

Accepted by (signature): _____   Date: _____

Printed name: _____   Title: _____

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**Scanning on the Epson Perfection V850 Pro Photo Scanner via Photoshop** – 10/24/16

**Set-Up**

Scanner: Plug it in using the Epson power cord.

  Plug the cord coming out of the scanner lid into the scanner base.

  Use the tan cord to connect the scanner to the laptop.

  Slide the gray switches on the scanner back, and inside the scanner lid, from the Locked to Unlocked positions.

  Turn on the scanner.

Laptop: Plug it in using the Dell power cord.

  Connect the external mouse.

  Turn on the laptop.

  Log in: username = .\mtx-guest, password = ##Pelican45

**General Notes:**

All items are digitized in color.

**Scanning:**

  Once all the equipment is connected and turned on, open Photoshop from the laptop's toolbar.

1. **Format:**
   a. Examine the item to determine the appropriate scanning approach. Documents, photographs and other opaque images are scanned straight on the scanner bed, slides and negatives require additional tools (go to Step 3).

2. **Scanning Photos or Documents:**
   a. Position the print photograph or document in the upper right corner of the scanning bed, facedown and as straight as possible.
   b. Close the scanner cover.
   c. In Photoshop, go to the File menu, choose Import, then select "Epson Perfection V800/V850."
   d. Examine the item to choose the appropriate settings.
   e. In the Epson Scan window, check that Mode is set to "Professional."
   f. From the "Settings" menu choose the preset option that is closest to your item:
      i. Document 8.5"x11"
      ii. Slides
      iii. Color negatives
      iv. B & W negatives
      v. Image 2"x2"
      vi. Image 3"x5"
      vii. Image 4"x6"
      viii. Image 5"x7"
      ix. Image 8"x10"
   g. In the EpsonScan control box, click the "Preview" button.
   h. In the Preview box, use the mouse to drag the scanning frame to the desired size. You want to capture the entire object, but not the scanning bed.
   i. Examine the preview. If it needs to be straightened, adjust the item and click "Preview" again. You can use the Epson controls to rotate the image if necessary.

Minnesota Digital Library Scan for Keeps

# Scan for Keeps templates

**Left form:**

[host] Community Scanning Event, [date]

Name: _____
Address: _____
Phone: _____ Email: _____ City: _____ State: __ Zip: _____

Would you be willing to have us contact you if we have follow-up questions? Y / N

Description or Informal Title

|   |   | Photo/Slide/Negative/Document | Scanned |
|---|---|---|---|
| 1 | _____ | | |
| 2 | _____ | | |
| 3 | _____ | | |
| 4 | _____ | | |
| 5 | _____ | | |
| 6 | _____ | | |
| 7 | _____ | | |
| 8 | _____ | | |
| 9 | _____ | | |
| 10 | _____ | | |

[include if relevant] Are you willing to share digital copies of these items with the [name of library or historical organization as appropriate]? Y / N (circle one)

(If any of the host organizations is interested in collecting copies or originals, they should have a Deed of Gift form)

For staff use.
Contributor Code: _____

**Right form:**

[Location/Organization(s)] Community Scanning Event – [Date]

**GENERAL INFORMATION:**
Your Name:
Date of Creation (Date of photograph or the date an item was published):
Title:
Creator (author, photographer, etc.):
Dimensions (in cm):

**FORMAT INFORMATION: What is the item's physical format?**

IMAGE – PHOTOGRAPH (Circle one):
Photograph - Black and White          Photograph - Color
Studio Portrait (photograph take at a professional studio)
Negative – black and white          Negative – color
Postcard          35 mm slide
Other: _____
Was this image professionally produced? (Example: Studio portrait or commercial postcard) Circle One: Yes or No
Name of Publisher/Photography Studio:
Place of Publication/Photography Studio:

TEXT – DOCUMENT (Circle one):
Letter          Certificate
Booklet/Pamphlet          Recipe
Greeting card          Diploma
Permit/License
Other: _____
Was this document published? Circle One: Yes or No
Name of Publisher:
Place of Publication:

**SUBJECT INFORMATION: What is depicted, shown or discussed?**
People:
Businesses, Buildings, Organizations:
City:
County:
State:
Natural Features:
Historic Event:

People:
Businesses, Buildings, Organizations:
City:
County:
State:
Natural Features:
Historic Event:

**WRITE A BRIEF DESCRIPTION:**

# Scan for Keeps process

1. Express interest
2. Get trained
3. Sign form
4. Borrow equipment
5. Host event!
6. Return equipment

# Learn more
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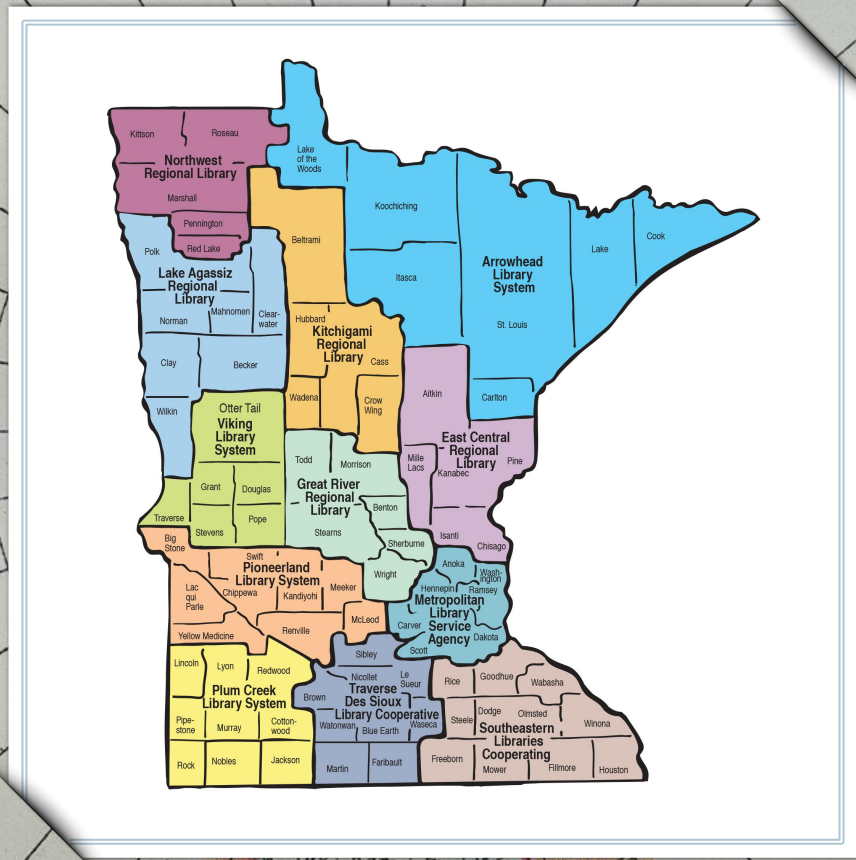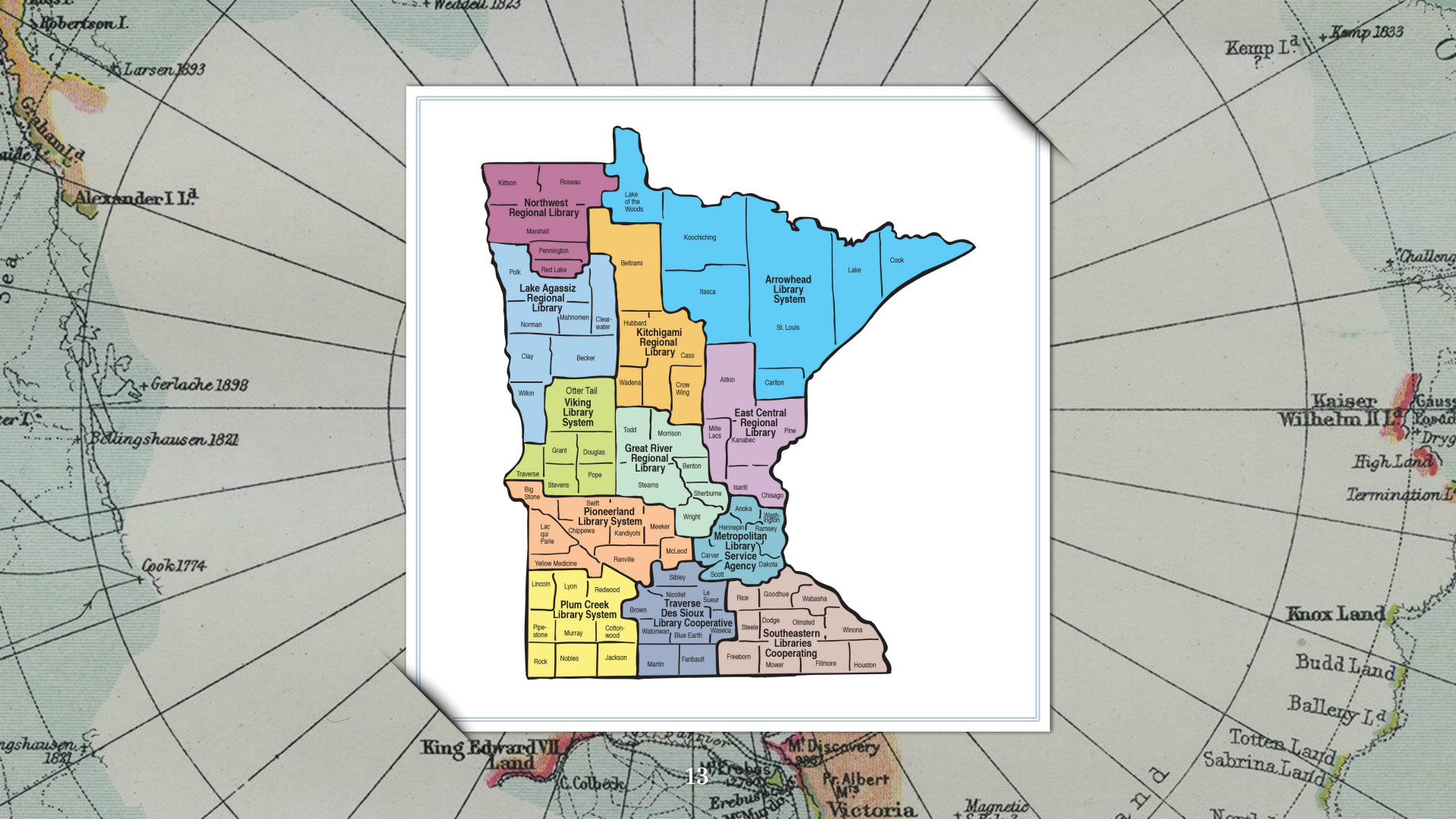For equipment list, procedures, forms, tips & tricks, and more:

https://mndigital.org/projects/scan-keeps

# Mollie Stanford

Regional Librarian

Arrowhead Library System

*mollie.stanford@alslib.info*

# REGIONAL LIBRARY SYSTEM PERSPECTIVE

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## Training

- Coordinate regional training @ ALS
- Receive helpful tools for program planning
- Identify time frame for kits

## Schedule

- Identify interested library locations with trained staff (9 libraries)
- Select time for each library location
- Create delivery schedule for kit

## Delivery

- Coordinate delivery of materials
- Send email reminders and encourage libraries to connect
- Check materials before sending to Minitex

# ALS Kit Addition

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(Mickey not included)

Limo Premium Pro Table Top Photo 20" X 20" Soft Tent Kit with 800-900 Lumens Continuous Led Lights, Lmp106 -- $61.68 on Amazon

# ALS Program Examples

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## Scan for Keeps @ VPL!

Pre-registration Required

Do you have valuable old photographs or documents to save?

Sign up to have them scanned and saved for future generations!

The library has borrowed a Scan for Keeps kit from the Minnesota Digital Library. Library staff will scan and save your images for you. All you need to do is sign up for a one-hour time slot, bring in your photos or documents, and have a thumb drive to save the images on.

Sign up at the reference desk today!

**December 17 - 21**
**Morning & afternoon times are available.**

Call the 748-7525 for more information

## Scan for Keeps

Thursday, April 12, 1:00 – 5:00 pm

Bring in old photos, negatives, or slides and our staff will scan your memories onto a flash drive.

The service is free and flash drives will be available for purchase for $5, if you don't have one of your own.

We may have to limit the number of items scanned per person.

## Photo Preservation Workshop

### Monday, April 9
### 6 - 8pm

Do you have old photos you'd like to save digitally?

Bring a few photos to the library and get help saving them digitally. Bring a flash drive or buy one for $5.

Minnesota Digital Library is sharing a high-quality portable scanner with libraries. We can scan a small quantity of photos for you to keep and share digitally. Actual number we scan will depend on the number of participants desiring photos scanned.

750 4th St. International Falls, MN
https://internationalfallslibrary.us
218-283-8051

**MDL** MINNESOTA DIGITAL LIBRARY

# Katie Sundstrom

Library Director

Two Harbors Public Library

*Katie.Sundstrom@alslib.info*

# Two Harbors Public Library    Quick Facts



Population: 3,517

Service Area: ~8,000

Open 47 hours / week
Visitors: ~3,300 / month
Circulation: ~5,800 items / month

# Getting Started

➢ Qualifying as a Program Host
  → Training
  → Equipment Transport
  → Practice

# Defining the Program

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### Audience

➢ What is our patron base?
➢ Which patrons are most likely to benefit?
➢ What days/times best reach this target audience?

### Scope

➢ What will we offer?
  → Photos
  → Slides
  → Realia
➢ How will patrons keep their scans?
  → USB Flash Drives
  → Burned CDs

### Time Frame

➢ Availability of:
  → Staff
  → Meeting Space
  → Equipment
➢ Limits for Patrons
  → Time Slot Sign-ups
  → Maximum Images

# The Programs

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March 28th, 2018, 2:00-4:00pm

➢ Pictures Only
➢ Attendance: 4
➢ No Sign-up Sheet

Feedback:

➢ Very positive
➢ We needed more time

January 10th, 2019, 2:00-5:00pm

➢ Pictures + Slides
➢ Attendance: 3
➢ No Sign-up Sheet

Feedback:

➢ Very positive
➢ We needed more time

# What We Learned - The People

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- ➢ Informal Social Hour
- ➢ Intergenerational Possibilities
- ➢ Great opportunity for collecting local history
- ➢ Good time to incorporate some technology training

# What We Learned - the Technology

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➢ The equipment is shared; pre-sets are occasionally missing
➢ Scanning is slow, especially for a tray of slides
➢ More sizes of slides than sizes of slide templates
➢ Editing capabilities are advanced, if you have the time
➢ No way to burn a disc

# Recommendations Going Forward

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- ➢ Always set-up the equipment well ahead of time
- ➢ Split the program time
  - → Capitalize on a social hour for photos
  - → Reserve separate ½ hour slots for slides or photo editing

- ➢ Have extra staff assigned for back-up
- ➢ Consider doubling-up the programming
  - → Technology Training
  - → Community History
  - → Genealogy
  - → Scrapbooking

> ❝
> Anecdotes:
>
> 1. *50-year-old Christmas Photos for use as this year's Christmas Cards*
> 2. *Saving space and memories*
> 3. *Following the kit around the ALS system to keep having more slides scanned*

# Muir Library - Winnebago     Quick Facts



Population: 1,350

Service Area: 2,771

Open 40 hours / week
Attendance: 750-800 / month
Circulation: 2,000 items / month

# Muir Library - Winnebago

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## Pushing the Limits

Rural Gateways & Califa Library Group

Applied in 2015

Began training in 2016

Library Programs in 2017-2019

**10 Programs with 173 attendees**

110 public libraries participated in the U.S.

# Muir Library - Winnebago

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## Pushing the Limits

*Book Club Meets Science Cafe*
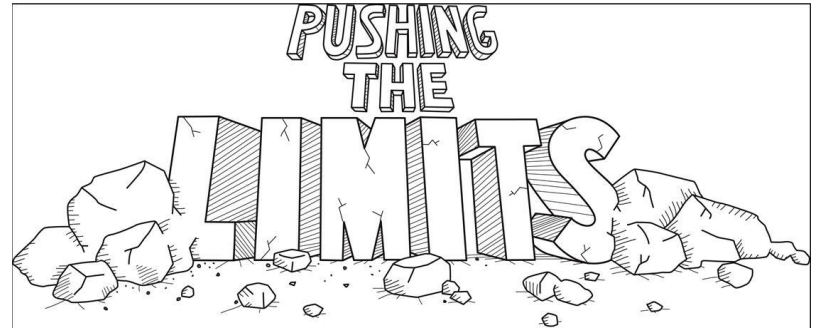
*STEM Programs for Adults*

Topics: Knowledge, Survival, Connection, Nature, Tradition, Transformation, Heritage, Motion, Preservation
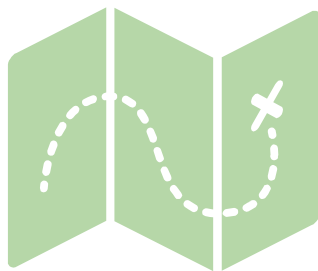
# Muir Library - Winnebago

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# **Preserving Local/Family History**

- Invite historical societies, museums, county fair, churches, etc
- Demonstrate Scan for Keeps equipment
- Educate about sharing safely online

# THANKS!

**Any questions?**

# Contact us!

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Lizzy Baus

[eebaus@umn.edu](mailto:eebaus@umn.edu)

Katie Sundstrom

[Katie.Sundstrom@alslib.info](mailto:Katie.Sundstrom@alslib.info)

Mollie Stanford

[mollie.stanford@alslib.info](mailto:mollie.stanford@alslib.info)

Heidi Schutt

[hschutt@tds.lib.mn.us](mailto:hschutt@tds.lib.mn.us)

# CREDITS

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Special thanks to all the people who made and released these awesome resources for free:

➢ Presentation template by SlidesCarnival

➢ Maps from David Rumsey Map Collection

➢ Photographs by Unsplash