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THE NATIONAL
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OF FINLAND

The Material Handling Guidelines for Digitisation

Marleena Vihakara

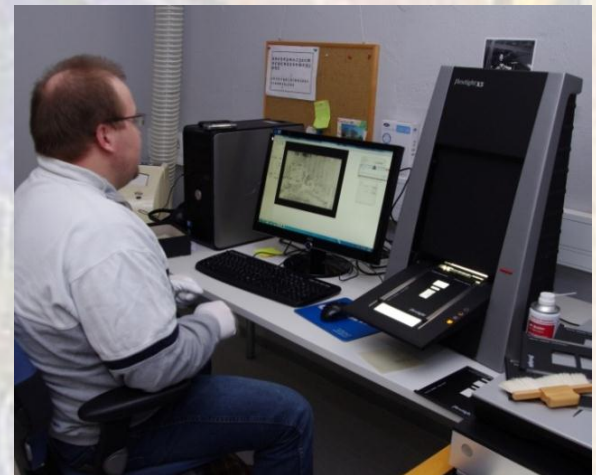
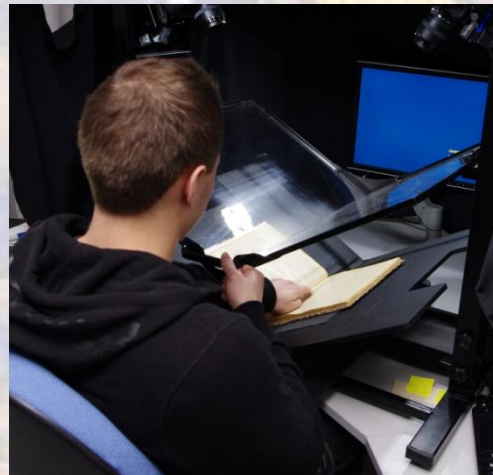
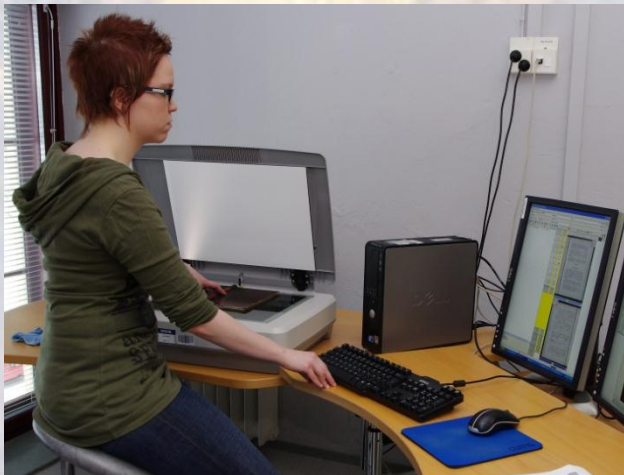
The Centre for Preservation and Digitisation

The National Library of Finland

IFLA Preconference: "THE ELECTRONIC RE-EVOLUTION"

7.-9-8.2012, Mikkeli, Finland

Scanners

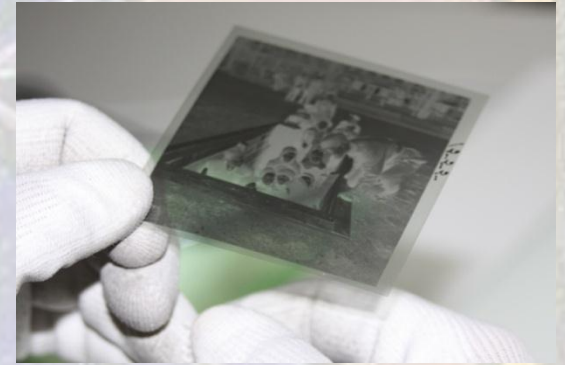


The Material Handling and Housing Guidelines for Digitisation

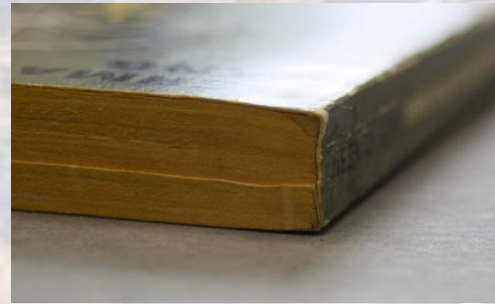
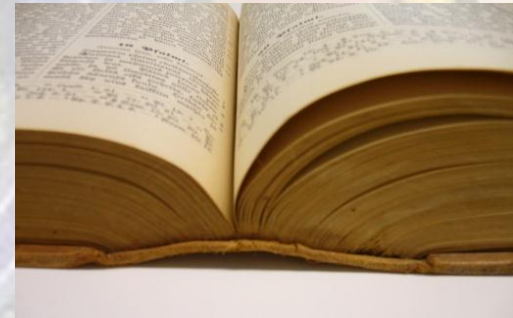
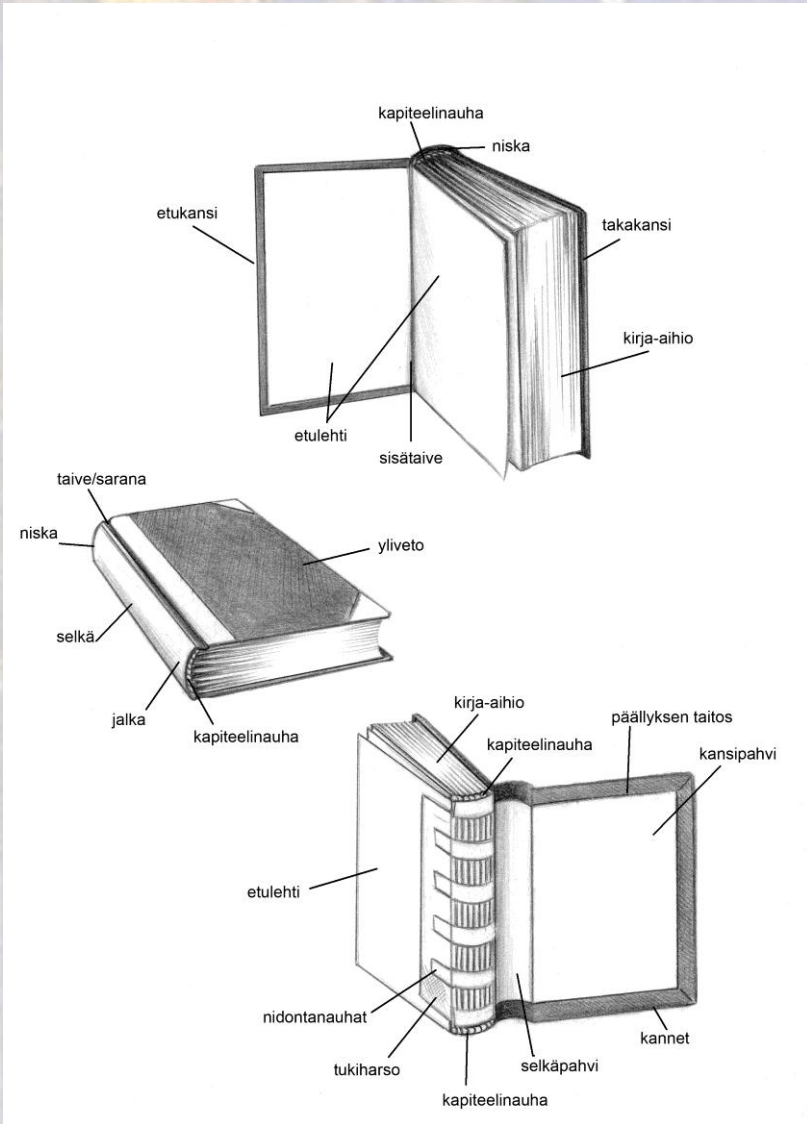
Structure:

- Glossary
- Damages
- Material Handling and Housing
Guidelines
- Scanners and Handling
Guidelines

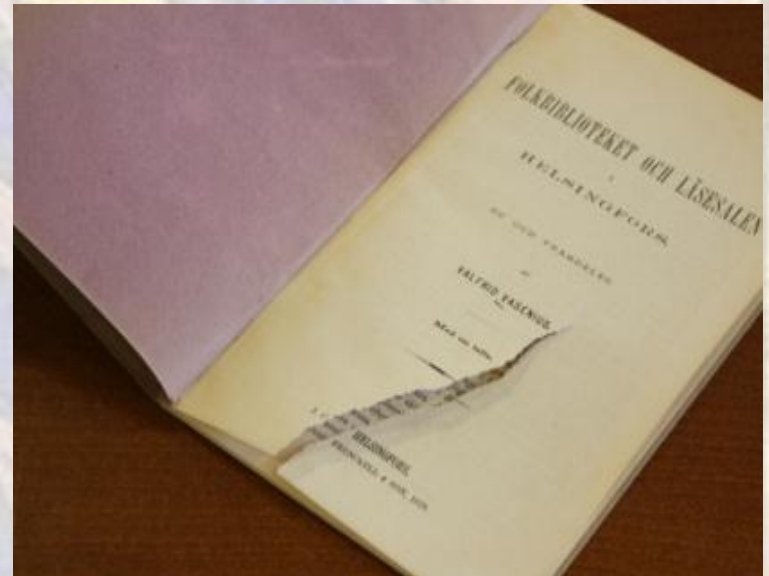
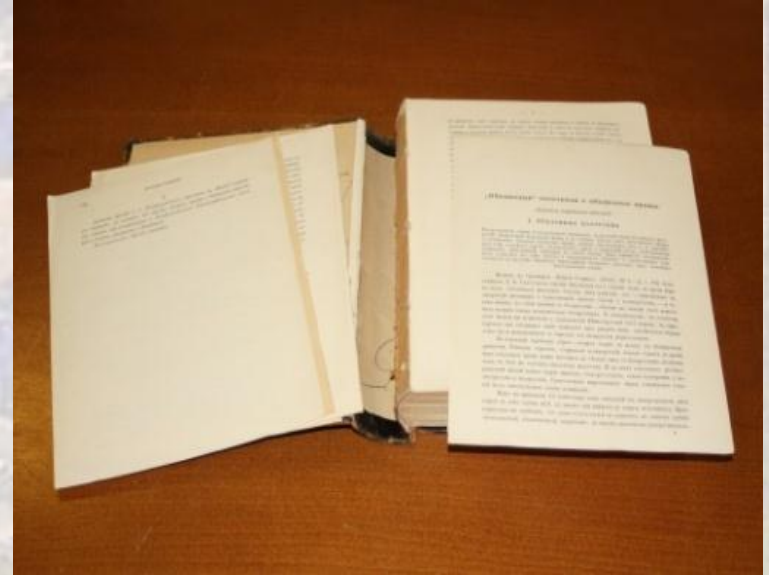
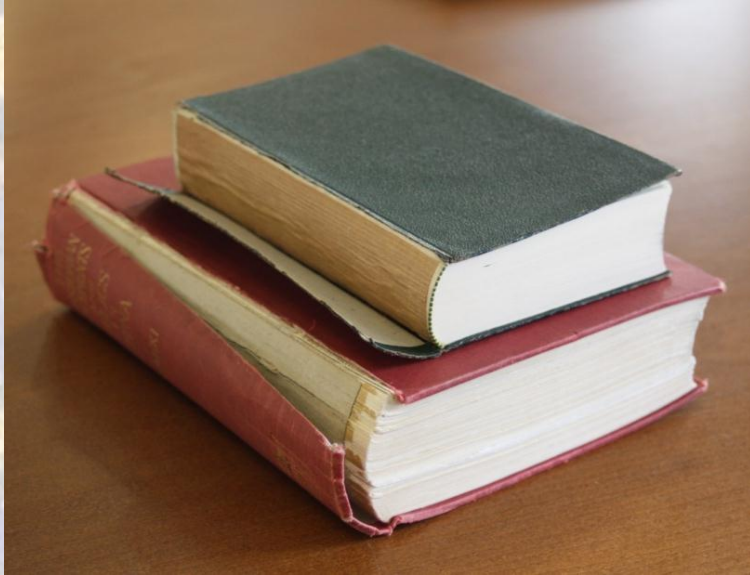
Digitised Library and Archival Material



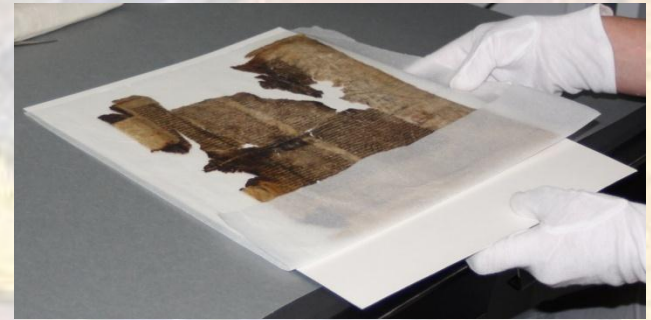
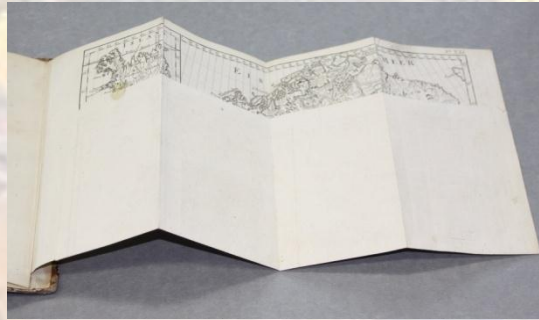
Binding Structure and Common Types of Binding



Damages Caused by Handling



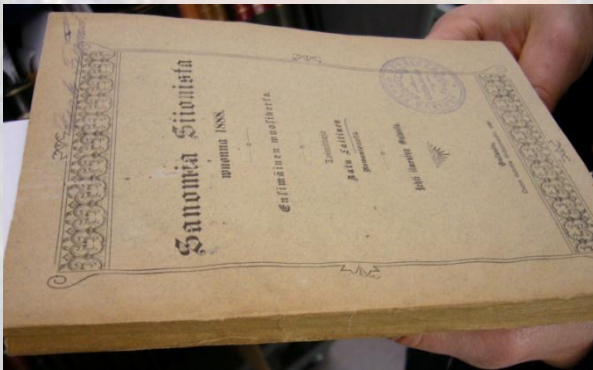
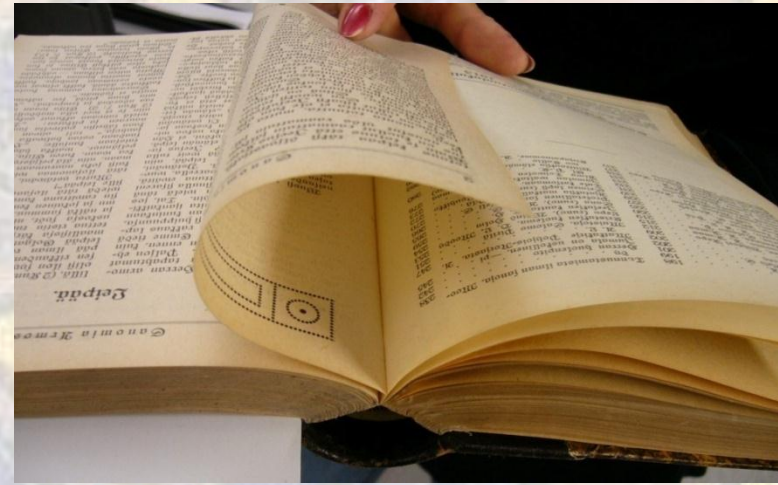
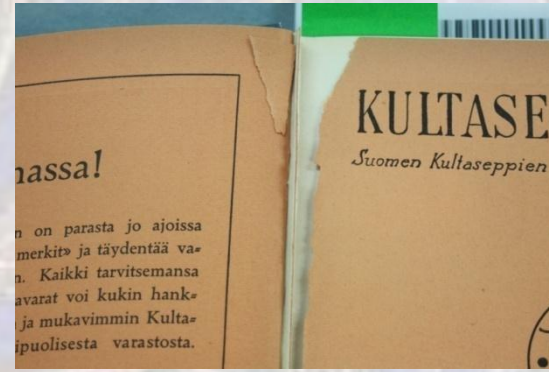
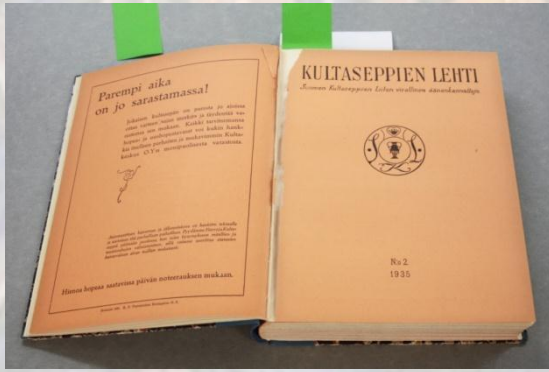
General Handling and Housing Guidelines



Handling Guidelines for Different Scanners

Automatic Scanner



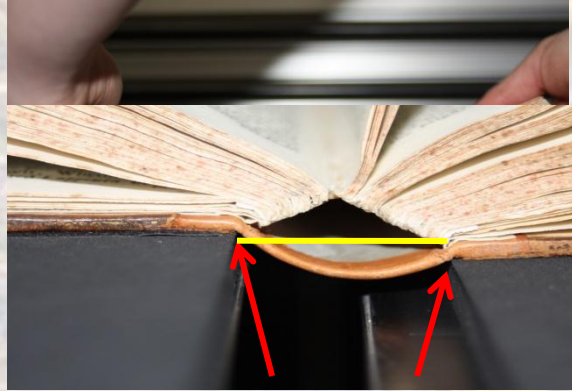
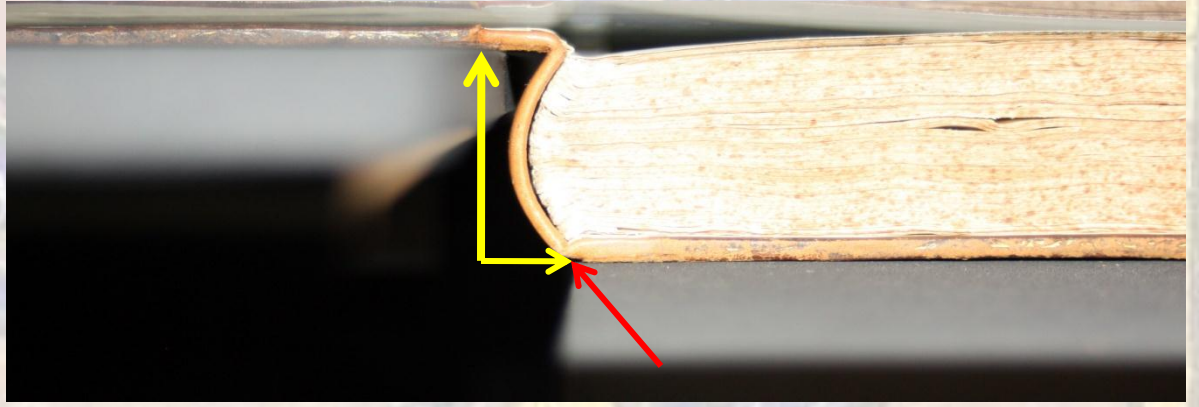


Flat-bed Scanner

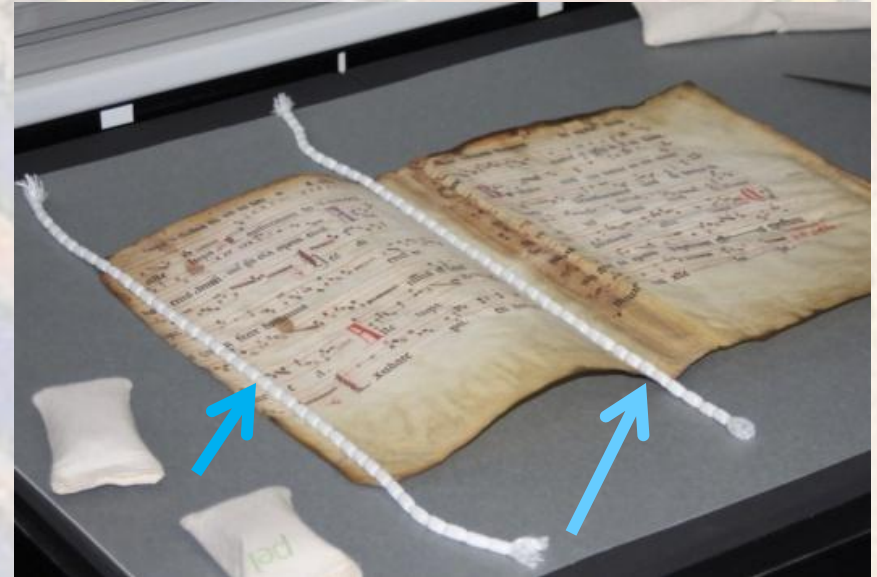


Overhead Scanner



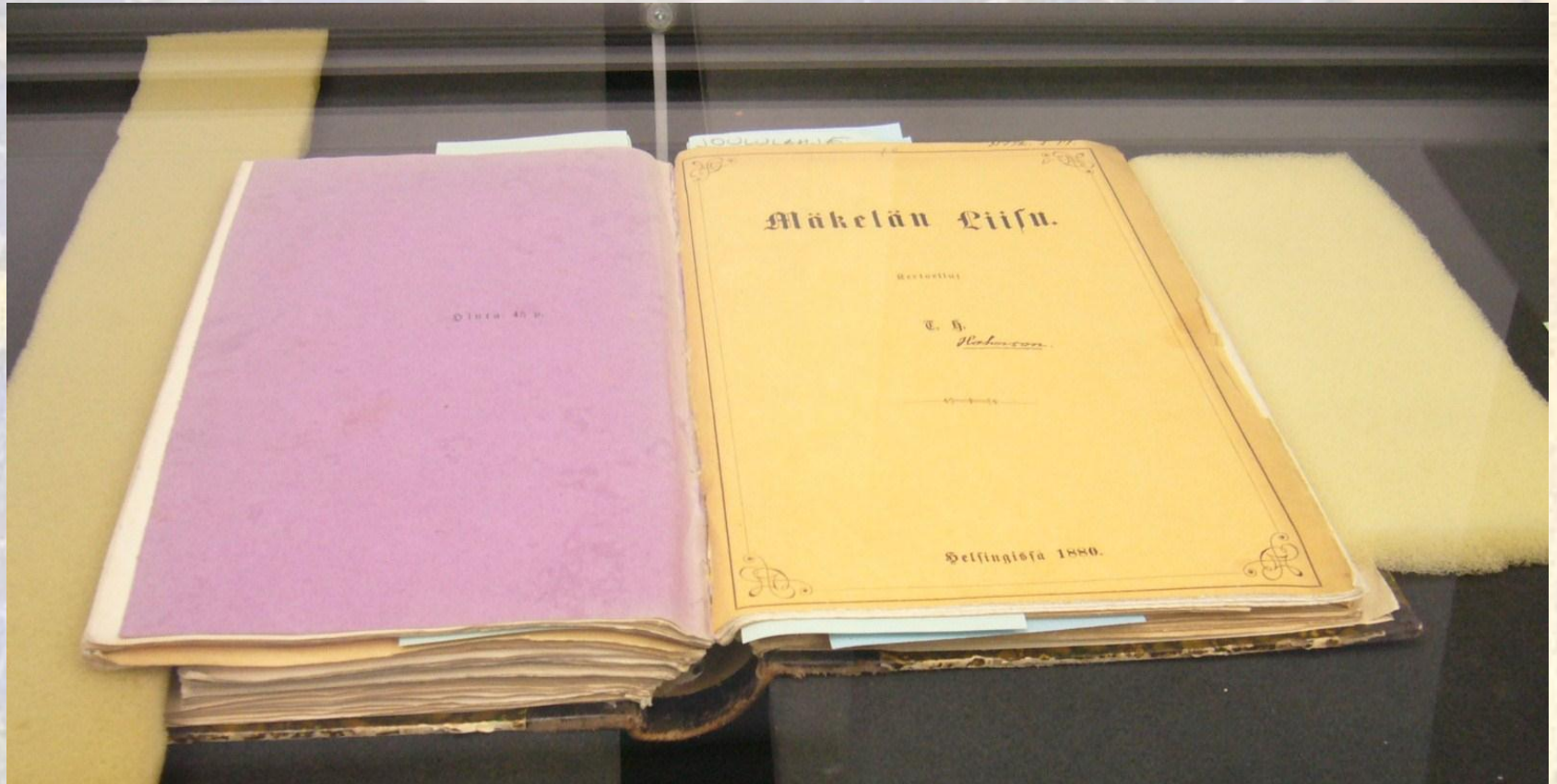


Aids for Scanning



Scanning of the Special Material on i2S

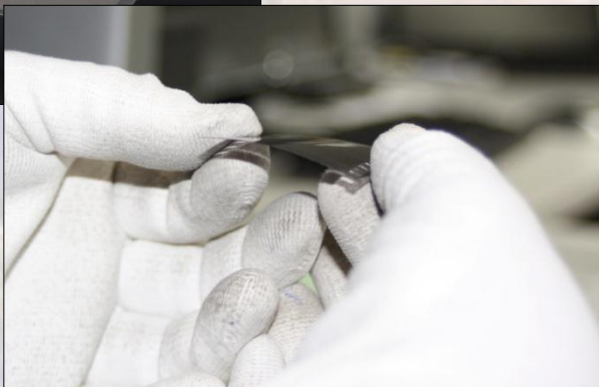
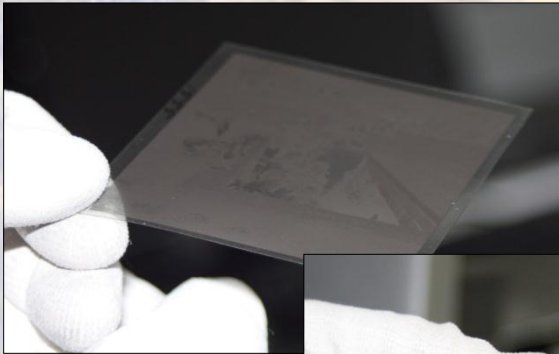
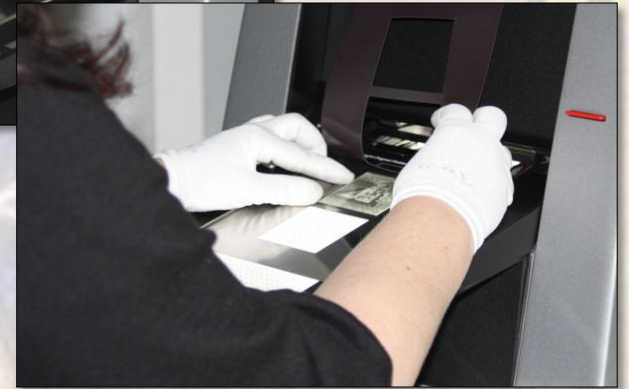
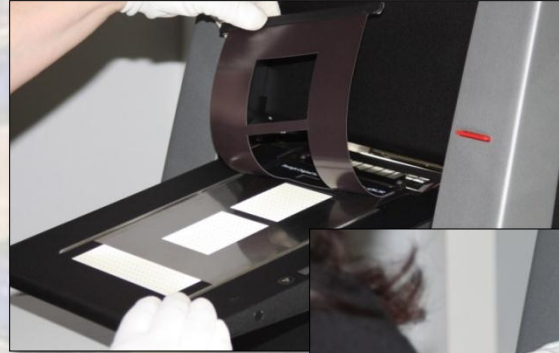




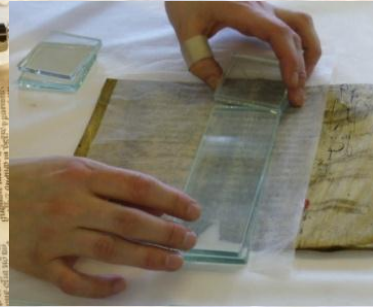
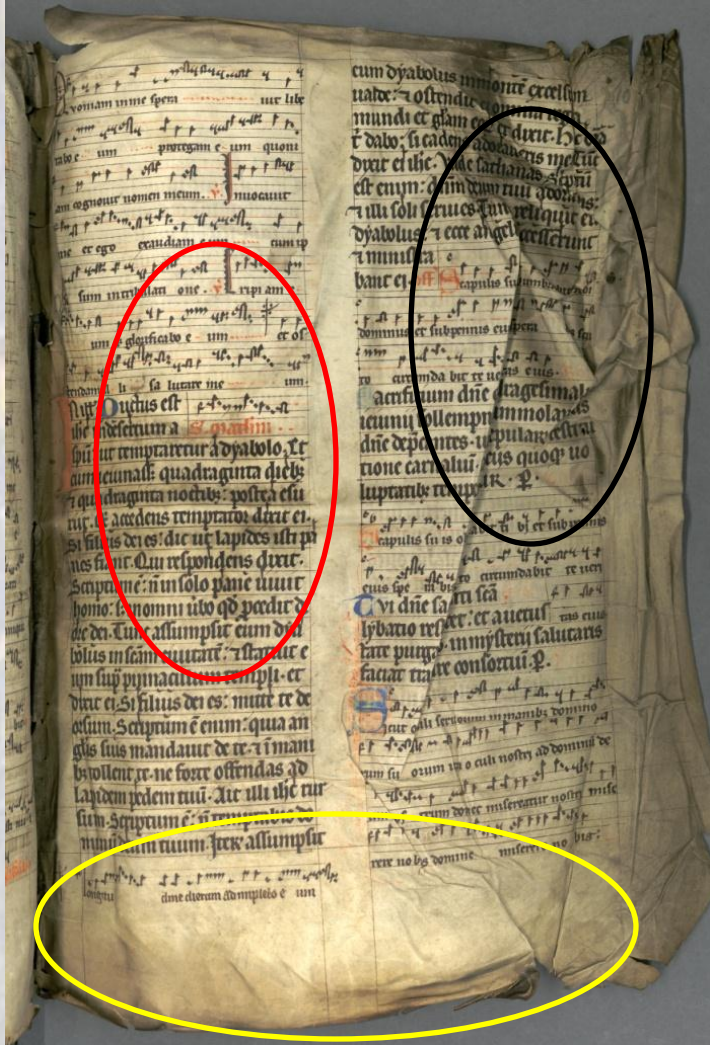
Handling Fragile Material



Guidelines for Scanning Film Negatives



Conservation as a Support for Digitisation



Parchment leaf before and after straightening



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