

Scanning for SAA Archival Materials

This document provides standardized guidelines for scanning physical Society for American Archaeology (SAA) documents into digital formats to ensure consistency, quality, and efficiency. The guidelines outline recommended scanner settings, document preparation steps, file naming conventions, and quality checks to help maintain accurate digital records and support effective document management practices. The steps may vary depending on your project task.

General guidelines:

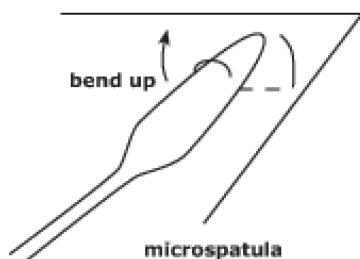
- Wash and dry your hands to remove any oil or dirt.
- Inspect your document and the condition it is in. Note any damage to the item.
- Do not reorganize the archives; they must stay in their original order. Remove one file at a time.
- Turn pages with care, open envelopes carefully, and do not stuff the files back into a container that is too small.
- Do not lick your fingers when turning pages.
- Wear powder-free nitrile gloves when handling photographs, slides or film/negatives. Handle documents with clean, dry hands.
- Work in a clean area; do not drink or eat near your workspace.
- Lay documents flat, do not lean on documents, and do not place objects on top of documents.
- Use only pencils near archival materials.

Note: A flatbed scanner (such as an Epson Perfection or the glass bed on a copy machine) or an overhead scanner (such as a CZUR scanner) must be used with all brittle, delicate, or damaged documents. A flatbed scanner must also be used when scanning photographs, film, and slides. A feeder scanner, like on a copy machine, may be used with documents that are in good condition with no damage.

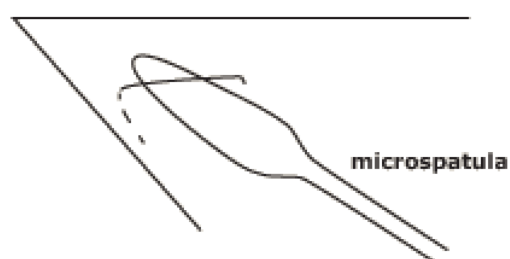
Scanning Procedures

1. Preparing to scan
 - a. Remove the documents from the container.
 - b. Do not reorganize or discard any of the documents; keep them in the same order as you found them. Use a place holder, such as a piece of acid neutral card stock, to mark where you are removing the document from so it can be replaced after scanning.
 - c. Staples, etc. are to be removed gently to avoid tearing. Do not use a claw staple-remover. Instead, pry the two staple prongs open using a microspatula then turn over the document and gently pull the opened staple out. Documents stapled, clipped, or otherwise grouped together should be scanned as one file.

Removing a staple

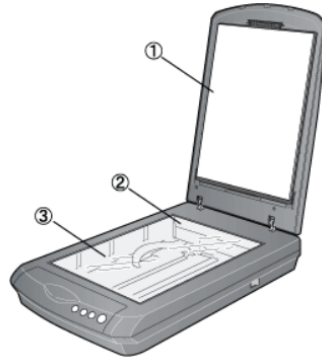


Removing a staple

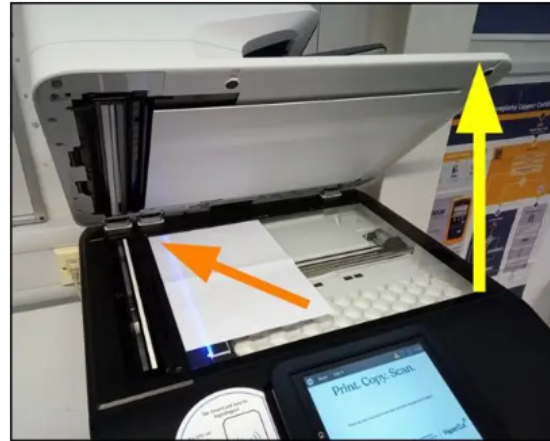


Additional instructions: <https://www.nedcc.org/free-resources/preservation-leaflets/7.-conservation-procedures/7.8-removal-of-damaging-fasteners-from-historic-documents>

2. Place the document on the scanner.
 - a. Clean the scan bed with a microfiber cloth. Any dirt, particles, hair, etc. will show up in the scan if not properly cleaned.
 - b. When using a flatbed scanner, either a dedicated scanner such as an Epson Perfection (left image) or a printer/copier with a glass flatbed (right image), place the first page of the document text side down and align it as straight as possible with the indicated corner. Set the scanner settings (see step 3e) to create a pdf with multiple pages so that all grouped pages are in one file. Scan each additional page.



1. reflective document mat
2. carriage (in the home position)
3. document table



- c. When using a feeder scanner, such as the feeder on a copy machine, place the paper neatly in the feed bed so that it is pulled through evenly. **Note:** program the settings so that both sides of any double-sided documents are scanned.



- d. When using an overhead scanner, like the CZUR ET24, place the document on the center of the pad and straighten it as much as possible.

 CZUR

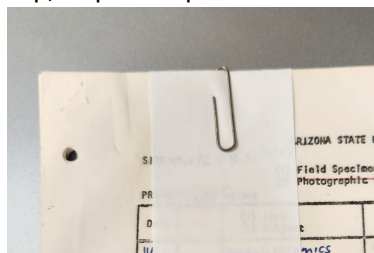


3. **Scanner settings** – Location of settings will vary based upon the software and scanner used. However, resolution (image quality – usually listed as ## dpi), image type (color/grayscale/black & white), file output type (pdf, pdf/a, or tiff) should be selected as directed below.
 - a. Text based Documents
 - i. Set Resolution to 300 dpi
 - ii. Select Color (never use Black & White, only use greyscale if there is a specific reason to do so)
 - iii. Save as pdf/a file format or as a regular pdf file if pdf/a is not an option.

- b. Photo Prints
 - i. Set Resolution to 600 dpi
 - ii. Select Color (never use Black & White, only use grayscale if there is a specific reason to do so)
 - iii. Save as .tiff file format to prevent loss of quality over time
 - iv. A photo located in a text-based document may be scanned at the document settings (step 3a) instead of the image settings unless the committee indicates otherwise.
- c. Select “Unsharp mask” (this increases image sharpness)
- d. Set Pixel depth to 24-bit color, RGB mode
- e. Consult References below for settings for other material types
4. You may need to do an initial test scan to ensure that the entire page or photograph, including the edges, is included in the scan area.
5. Scan the document.
 - a. If scanning multiple pages on a flatbed or overhead scanner, you may need to select Add Page when ready to scan the next page of the document.
6. Once each page of the document is scanned, confirm that the document has been successfully scanned, saved, and is legible.
7. Rename the pdf or tiff file as appropriate
 - a. Give each file a unique name as directed by SAA Archive Committee members
 - b. Do not use spaces or special symbols (use underscore to separate words)
 - c. File Name example: SAA_1997_BoardBook108_CollectionsCommitteeReport.pdf
8. Move digital files to the appropriate folder on the server.
9. Track data about each scan in the spreadsheet.
 - a. Each scanned file should get its own row on the spreadsheet.
 - b. Example:

Physical Document Description	Physical Document Date (MM/DD/YYYY or YYYY ca. YYYY)	Location of Physical Item During Scanning (Room/cabinet/shelf/ box #)	Digital File name assigned after scanning	Digital File location (separate subfolder names with underscore)	Scan Date (MM/DD/YYYY)	Scan By	Total Pages	Comments and Notes
Board Book 1971	1971	rm150_ca1_sh3_bx343	SAA_1997_BoardBook108_CollectionsCommitteeReport.pdf	Board Book Dropbox_SAA Board Book 108_Standing Committees	1/5/26	Karina Wilhelm	55	

10. Return physical documents to their permanent location or appropriate new location.
 - a. Before returning a document with multiple pages to its folder, fold a small piece of acid-neutral paper over the pages of the document and use a stainless-steel paperclip, binder clip, or plasticlip to hold the document together.



- b. Do not stuff documents back into an envelope that is too small if it will damage the document. Instead, place the document in a larger envelope or folder that fits the item.

- c. Consult with SAA Archives Committee members if you think the papers need to be moved or reorganized.

Additional resources with information on scanning and care of paper-based materials:

<https://www.nedcc.org/free-resources/preservation-leaflets/7.-conservation-procedures/7.8-removal-of-damaging-fasteners-from-historic-documents>

<https://www.nps.gov/museum/publications/conserveogram/19-05.pdf>

<https://blogs.loc.gov/thesignal/2014/03/personal-digital-archiving-the-basics-of-scanning/>

https://www.digitizationguidelines.gov/guidelines/FADGI%20Technical%20Guidelines%20for%20Digitizing%20Cultural%20Heritage%20Materials_3rd%20Edition_05092023.pdf