Benchmarking Process

Identify examples of the range of objects to be scanned. Please include:
- Spines, clasps and covers if desired
- Books/folios
- Leaves
- Fragments
- Any other object formats that you believe that we might like to capture

Select items that are heavy in text and images. Choose a variety of sizes, include an example of the smallest and the largest.

Scanning process
Scan all objects at 16 bit as follows:

Object size	ppi	Bit Depth
Smaller than 11 x 14	Scan at 600 ppi	16
Larger than 11 x 14	Scan at 400 ppi	16

If scanner is not satisfied with the quality of the image captured please adjust focus, ISO, line time and exposure. Please list objects that were benchmarked on the attached spreadsheet along with any relevant notes about adjustments described above. Please name benchmark files as follows: bmt001, bmt002 and so on sequentially.

At this time please save scans to the hard drive of the attached Mac computer in the folder called benchmark on the "desktop" portion of the computer. At the end of each scanning session please create a CD (CDs "attached")

Object of this Process:
- Allow us to assess the quality of the archival images/TIFFs for a variety of kinds and sizes of original objects
- Allow us to begin experimenting with creating derivative images/JPEGs
- Design a workflow
- Provide us with a starting place for our project documentation