# Basic Step-by-Step for Document Cleaning

For detailed instructions, please review the Policies and Procedures and the File Naming Sheet.

- Take an "out guide" and a pen to the shelves and find a file which has neither a blue or yellow dot. Do not pull the file completely out. Pull the file out only far enough to complete the information needed to fill in the "out guide." Slide the "out guide" in beside the file, then pull out the file.

- If the document is part of one of our newer collections, it will need to be tracked with the Access Database. Using the Access file "Document Inventory" located in **# Tracking Spreadsheets** in the **Student Folder**, transfer possession of the file from "file" to yourself. *Also,* remember to transfer the status of the file as it changes.

- In the "Student Folder," "Scans Work In Progress" folder, check in "Edited" to establish if the folder has already been scanned. Some folders have been scanned without work having been done or completed on them.
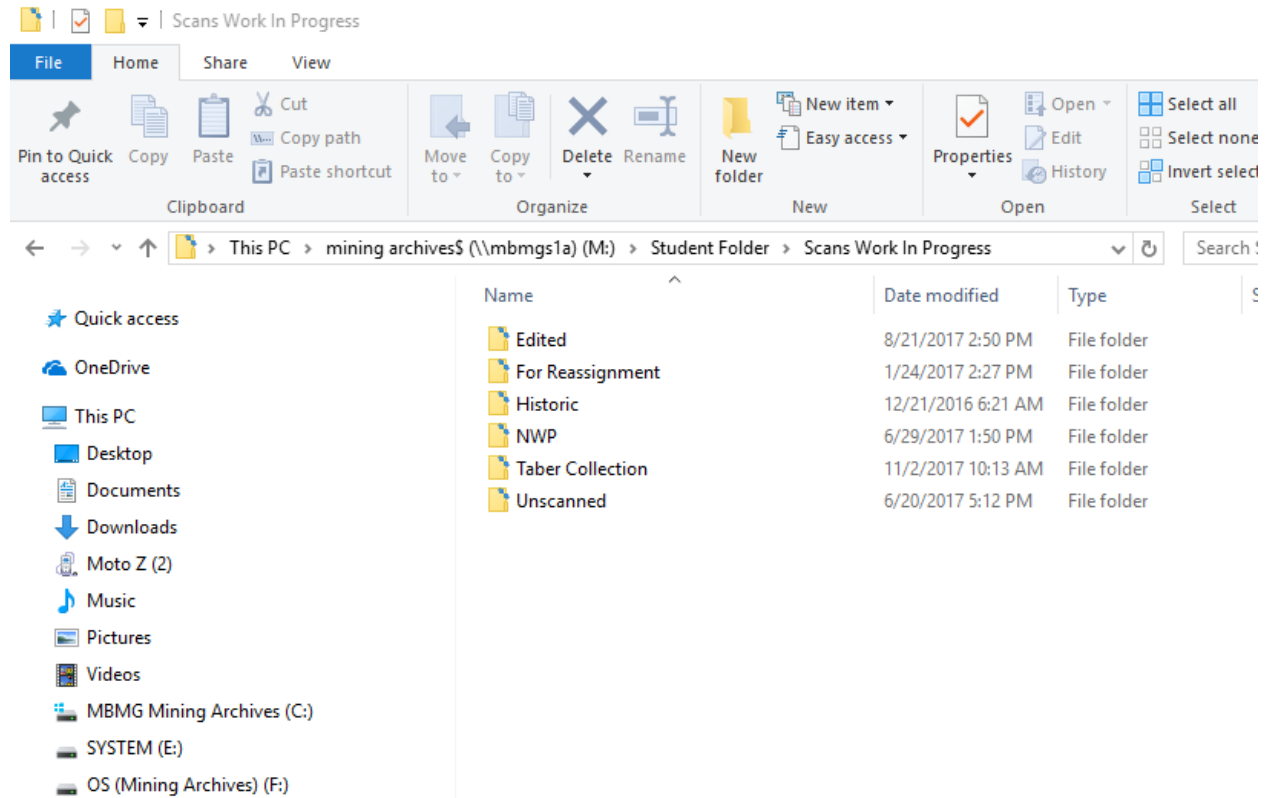
- At the work counter, using the **micro-spatula**, remove staples. Replace staples and old paperclips with archival paperclips. Please keep any papers grouped together in their same groupings.

- Move the file to the copy area and scan, "Finish Scan" in as few pdf/a scans as possible. Please do not create dozens of pdf/a originals. The pdf/a scans will be sent to the "Scans" folder (and perhaps "NWP" within "Scans").

- In the "Student Folder", "Scans Work In Progress", find the folder for the project on which you are working. In that folder, go to your folder in "@ Student Work Folders".

- Create a file, naming it according to the instructions on the file naming sheet and using formats similar to those files already in the collection. Within the file, create the 3 folders indicated on the file naming sheet, named exactly as indicated.

- Copy the pdf/a scan into the newly created folder. Delete the scan from the "Scans" folder after ensuring the copy was successful. Create the original (regular) jpgs from which you will work. These will all be named according to the instructions on the file naming sheet.

- Clean, straighten, resize pages according to instructions and any other guidance you receive.

- Name pages according to the File Naming Sheet.

- Pages in the Jpgs folder will be saved as jpg2000's (which will show as jpf's). Do not change the folder name to reflect this.

- Before turning the file in for QA to either Katelyn or Denise, use "Document Inventory" to transfer possession and status.

- Move entire file from your folder in "@ Student Work Folders" to the correct folder in "@ Turn in for QA".

- Put a **post-it note with your name on the file** to identify whose work we are reviewing and give physical file to the appropriate person.

- If the file is returned to you with notes for improvements, when you return the file, **please keep all notes with the file**.

Each day, please record your work in the Property File Page Count in the row with the correct file name.