

## Large Map Scanning Procedures

### Overview:

The Conrad Blucher Surveying Collection contains field books, land surveys, maps, and indices, as well as documents from three generations of the Blucher family. The documents are currently held and maintained by the Special collections and Archives department of the Texas A&M University – Corpus Christi Library. The maps are scanned, saved, and uploaded to an online cataloging server. During the scanning process, map case drawers are transported from the TAMUCC Library to the Spatial {Query} Lab to be scanned. After the documents are scanned and saved, the map folders are exchanged for more map folders that have not been scanned.

### Transfer Procedures:

1. Schedule a day to transport map drawers to and from the TAMUCC library

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Establish a vehicle for transport

Discuss with transport members whose vehicle can fit the map folder box, and use this vehicle for map transportation.

2. Transporting map documents
  - a. Weather permitting (no rain or strong winds)
  - b. Remove cardboard holder from map folder box and place on top of map case
  - c. Remove map folders from map case drawers (there should be seven large manila folders containing two map folders separated by a blue divider) and place them inside cardboard holder
  - d. Slide full cardboard holder into map folder box for transport
  - e. Place map folder box inside transport vehicle
  - f. Drive to TAMUCC library
3. Exchanging map documents
  - a. Map folder box is to be loaded and unloaded from the TAMUCC library loading dock (located behind the library across from the Bayside Parking Garage).
  - b. Carry box to Special Collections and Archives, located on second floor.
  - c. Remove scanned maps from map folder box and place the maps or map folders back in their original folder or drawer.
  - d. Replace map folders with new documents to be scanned and enclose all new documents inside map folder box.
  - e. Transport new documents to Spatial {Query} Lab to be scanned.
  - f. Cover map case with protective cloth and keep all maps locked in map case in Spatial {Query} Lab whenever scanning is not in progress.

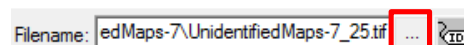
## Equipment Procedures:

### Step 1: Cleaning Scanner

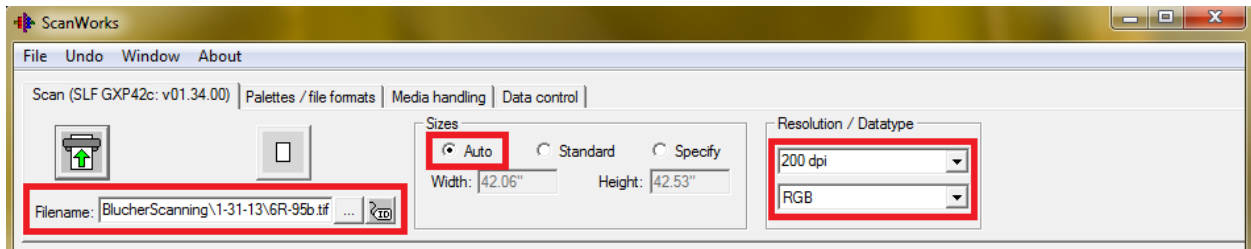
1. Before turning on the scanner, the scanner must be inspected for dirt and debris. Open the lift of the scanner by pressing the raised buttons on each side of the scanner. Using a flashlight, inspect the glass for smudges or scratches.
  - If the glass is clean, close the lift and wipe down the exterior of the scanner with a clean cloth (orange). Be sure to wipe the back of the scanner where the map leaves the scanner and moves on to the holding surface. Clean the holding surface (top of map case) of any excess dust.
  - If the glass needs to be cleaned, use a clean cloth (white) and glass cleaner to gently wipe away the debris from the glass. **IMPORTANT:** Never spray the glass cleaner directly on the glass. Spray the glass cleaner on the cloth then gently wipe across the glass surface. Finally, use a clean dry cloth to remove excess glass cleaner and any remaining residue from the scanner.
  - Scanner lift is properly closed when two loud click are heard.
2. Turn on the scanner (ON/OFF switch is located on the bottom back of the scanner near the right side). The scanner display screen will display the message "Initializing". Only after the scanner displays "**READY**", can the scanning program be opened.

### Step 2: Scanner Startup

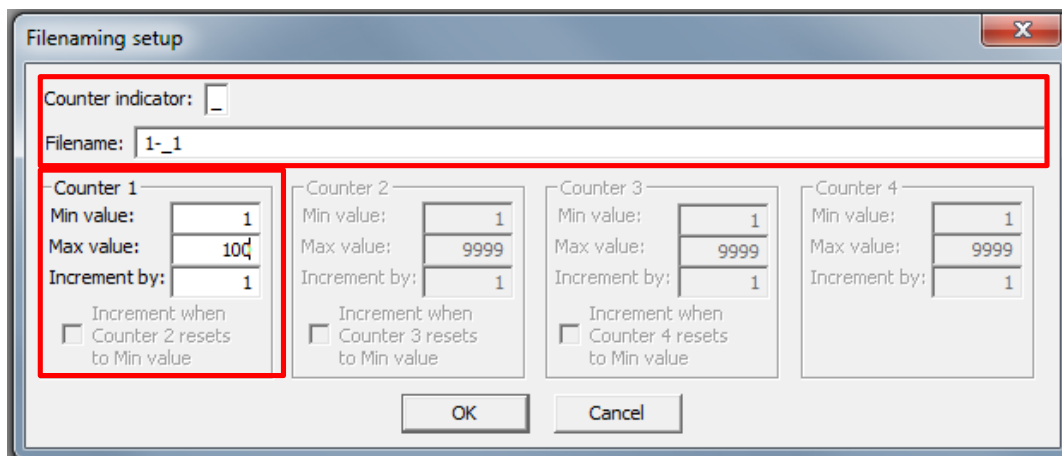
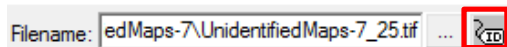
1. Fill out Map Scanning Log.
  - a. Extra copies can be printed from Map Scanning Log PDF.
2. Open the *Scanworks 2.4.7.3* program. Located on the desktop.
3. On the desktop open Documents and then the *Scanworks*.
4. Create a new folder with the map folder as the name.
5. Use the Window Browse button to navigate to the appropriate map folder that was just created.



6. Then, check the settings for filename/file location, size, resolution/data type, and number incrementor.
  - a. Filename: explained below in Step 4: Document Title Procedure
  - b. Size: **Auto** radio button selected

c. Resolution/ Data type: **300dpi** , **RGB**

## d. Number incremator: Click the ID button and make sure that the counter indicator is an underscore (“\_”), that the max value is 100, and the numbers are being incremented by 1.



**\*IMPORTANT:** Make sure to check the mapNumber when the incremator hits the number 10. For some reason, *Scanworks* is notorious for adding obscure characters to the name.

## Scanning Procedures:

### Step 3: Preparing Document for Scanning

1. Scanner is on and in the “Ready” mode. *Scanworks* program running with all settings checked. Review Equipment Procedures for questions about scanner or scanning program.
2. Unlock map case and clean the top of the map case of any dust or debris. Use orange dusting cloth to wipe the surface of the map case.

3. Place the map to be scanned on the surface of the map case. Using a paint brush, sweep the map of clean of dust or loose materials. Be sure to thoroughly clean both sides of the map before scanning.
  - a. Whenever a cloth is dirty, place it beside the scanning computer. If almost all the clothes are dirty, the scan lead will take them home to be washed in the washing machine.
  - b. Periodically dust out the paint brush to remove collected dust. If the brush becomes matted from use and dust, wash out the brush with water and baby shampoo. Let the brush air dry before resuming use.

#### Step 4: Document Title Procedure

1. Documents without a dash in their folder name:

*<folderName>-\_<mapNumber>*

Ex: CQ-\_16

If the document includes a back:

*<folderName>-\_<mapNumber><(back)>*

Ex: CQ-\_16(back)

2. Documents without a dash in their folder name containing a job number:

*<folderName>-\_<mapNumber>,<jobNumber>*

Ex: CQ-\_17,J-3473

If the document includes a back:

*<folderName>-\_<mapNumber>,<jobNumber><(back)>*

Ex: CQ-\_17,J-3473(back)

**\*IMPORTANT:** When any documents without a dash in their folder name are uploaded into the database the dash is ALWAYS removed in the library index.

3. Documents with a dash in their folder name:

*<folderName>\_<mapNumber>*

Ex: CR-1\_14

If the document includes a back:

*<folderName>\_<mapNumber><(back)>*

Ex: CR-1\_14(back)

4. Documents with a dash in their folder name containing a job number:

*<folderName>\_<mapNumber>,<jobNumber>*

Ex: DE-2\_72,No.876

Ex: DB-3\_14,1051-C

If the document includes a back:

*<folderName>-\_<mapNumber>,<jobNumber><(back)>*

Ex: DE-2\_72,No.876(back)

## 5. Documents with subfolders.

- a. Subfolders are any series of documents that are paper clipped, stapled, or taped together.

<folderName>-<mapNumber>.<subfolderNumber>

Ex: CH\_1.30

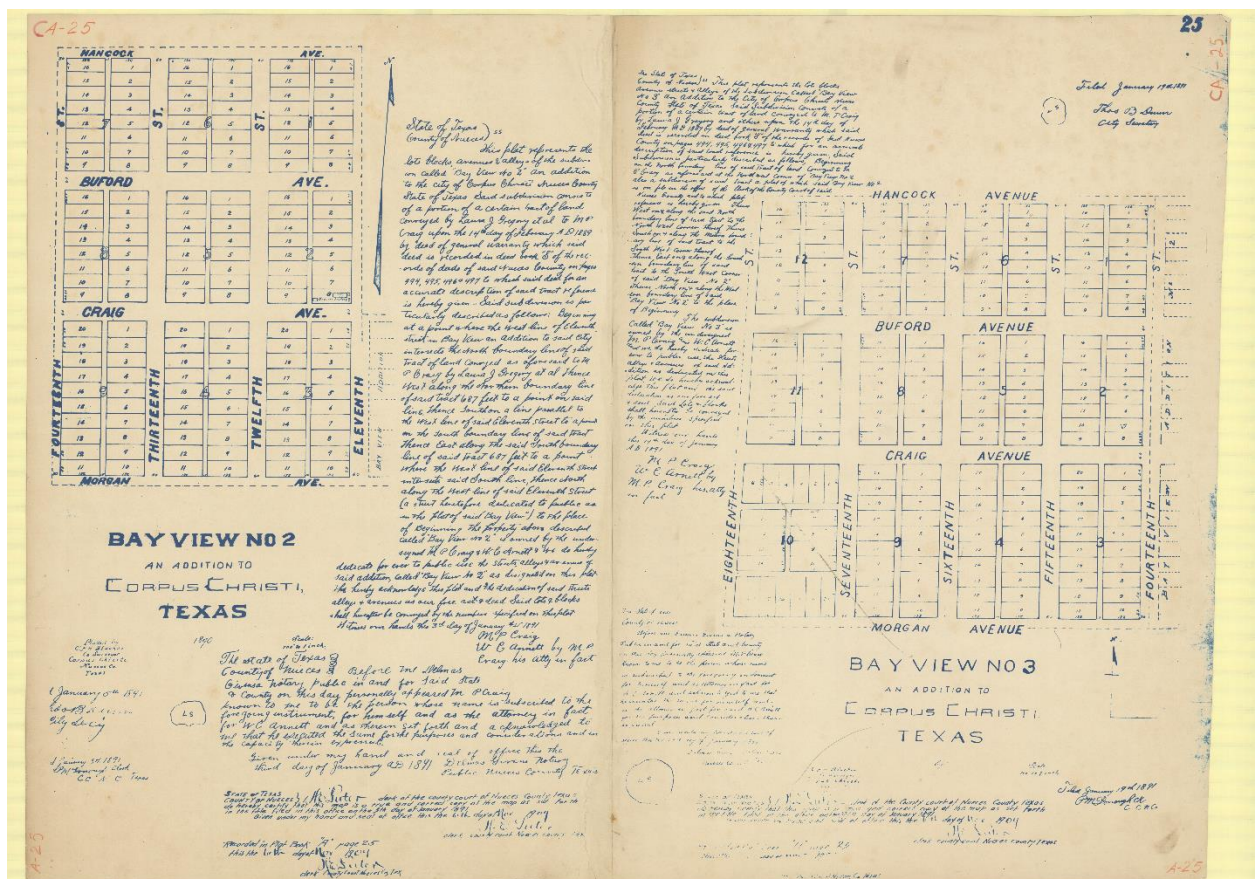
If the document includes a back:

<folderName>-<mapNumber>.<subfolderNumber><(back)>

Ex: CH\_1.30(back)

\*If the document includes a jobNumber, add the jobNumber after the subfolderNumber separated by a coma (Ex: CO\_13.1,No.286)

## 6. Documents that contain multiple drawings



\*Some documents contain a right and left side or bottom and top.

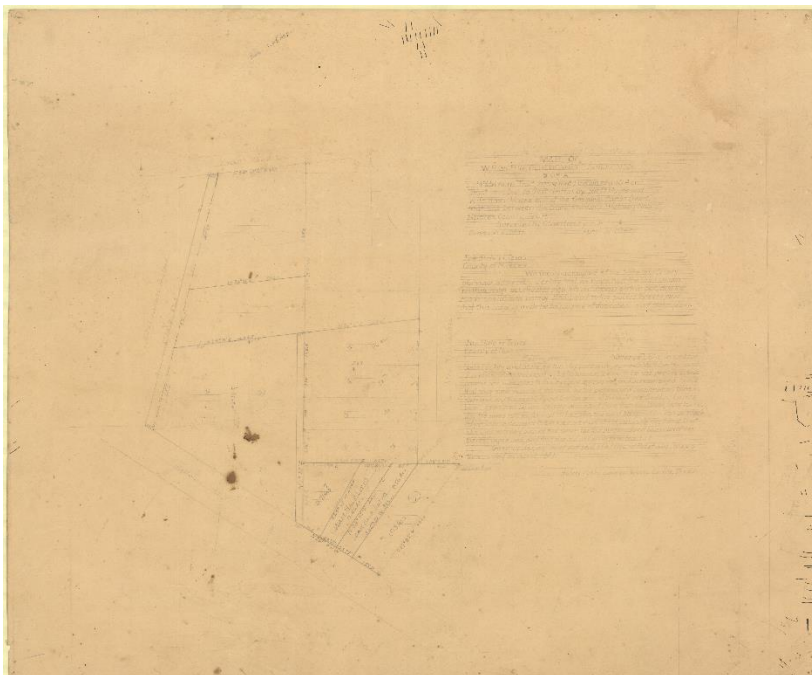
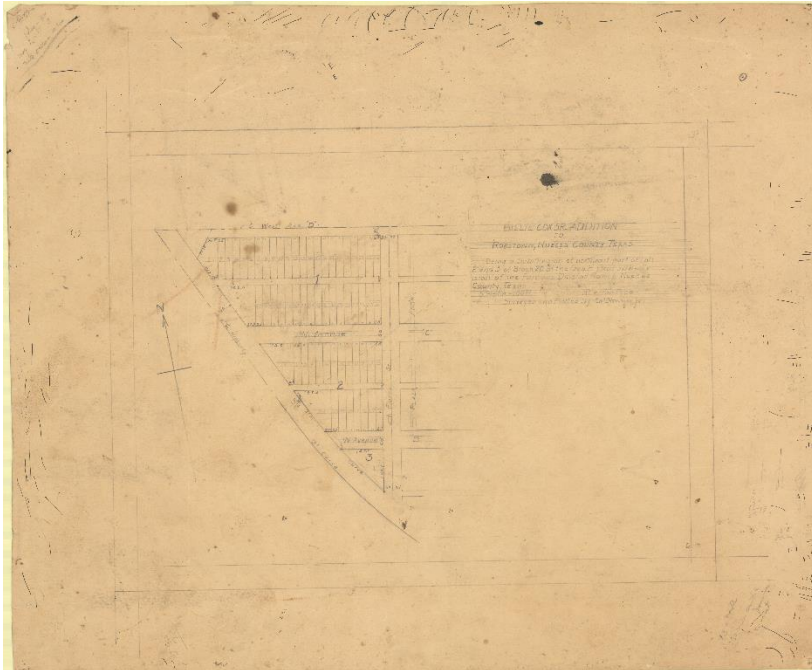
<folderName>-<mapNumber><(sideOfDocument)>

Ex: CA-25(right) and CA-25(left)

Ex: AMFrench-2\_10,5-A-15(bottom) and AMFrench-2\_10,5-A-15(top)

## 7. Documents with a different map on the back





<folderName>-<mapNumber>.<(sideOfDocument)>

Ex: CWHomeyer-\_4.A and CWHomeyer-\_4.B

\*"A" indicates the front of the document and "B" represents the back.

Note:

1. Order of precedents for the naming conventions:

Naming Conventions	
In Order of Precedents	Separators
folderName	“- ” or “_ ”
mapNumber	
subfolderNumber	“.”
jobNumber	“ ”
sideOfDocument	“()” or “.”
back	“()”

2. Job numbers are typically (but not always) hand written in the corners of a map. The can either be a “J” number, “No.” number, or a series of numbers and letters separated by dashes.

### Step 5: Scanning Document

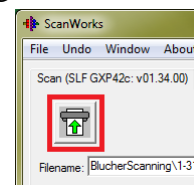
1. After completing Step 3: Preparing Document for Scanning, approach the scanner, place the map near the far right justified line. Once the sensors pick up the map, the scanner will load the map into position. Try to load the map as straight as possible, but this is not always possible. The map will typically load better if the longest side of the map is fed into the scanner. **IMPORTANT:** Maps that are particularly delicate (frayed edges, large tears, or with a large amount of tape) should be placed inside of the Mylar plastic sleeves before being inserted into the scanner.

\*Sometimes it works best to feed the Mylar plastic sleeves into the scanner first before placing the map inside.

\*Consult Mylar Procedures for more details.

2. Once the map has been loaded, return to the computer and confirm that the scan will be saved in the correct folder and with the correct file name. ( Drop down menu located in the upper left hand corner of the *Scanworks* program)
3. Press the green arrow button in the top left corner of program to begin the scan. Watch the map carefully as it travels through the scanner and onto the holding surface.

**IMPORTANT:** If for any reason the scanning process needs to be stopped in the middle of a scan, press the CANCEL button located on the scanner below the display screen. If the scanning process has been stopped, the up and down arrow buttons on the scanner can be used to manually remove the map from the scanner.





4. If there is a secondary map or any form of notations on the reverse side of the map, repeat steps 4-7 for the reverse side of the map. This image should be saved following the title procedures in Step 4: Document Title Procedures.

### Step 6: Editing Documents

1. When the entire document has been scanned, inspect the image for any blemishes. Depending on the severity of any blemishes located on the image, a second scan may be necessary to replace the current image. If the flaw is minor, the image can be saved by selecting the floppy disk button. If the document needs to be rescanned, select the trash can button to delete the image.

- a. If the image is deleted, try rescanning the document in a different direction to prevent the blemishes from occurring.

\*Blemishes usually occur due to scratches on the glass or tape residue.

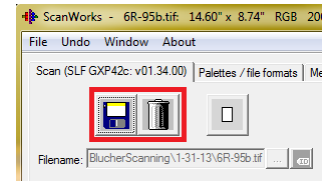
2. If the scan is satisfactory, crop  and rotate  the image as necessary in *ScanWorks*.

\*Note: *Scanworks* frequently will duplicate edges of an image when it is rotated within *Scanworks*. Thus, it is advisable to rotate the image in Windows Photo Viewer.

3. Save image.
  - a. If the image is saved without being cropped, open the image in Windows Photo Viewer, click open, Microsoft Office and edit the image there.
4. Open saved image (stored in the *ScanWorks* folder, under the map folder's name) and check for any blemishes, duplication, or folds that inhibits reading the document.

### Step 7: Returning Documents

1. Once the document is scanned, and checked for blemishes, flip map over and place face down inside the top map case drawer.
2. After scanning ten maps, clean the glass of dust and residue.
  - a. Begin by closing the *Scanworks* program (the program will freeze once the scanner is switched off for cleaning).
    - i. **IMPORTANT:** Turn off the scanner before cleaning. If the sensors on the scanner are activated while cleaning the cloth may get caught in rollers.
  - b. Proceed to clean the scanner glass as indicated in Step 1: Cleaning Scanner.
3. To continue scanning, turn on the scanner and wait until Ready is displayed by the scanner to open *Scanworks* program and begin the process again.
4. Once a folder is completely scanned, flip over all documents stored in the top map drawer, place folder back into its appropriate storing place, and put a sticky note on the front of the map drawer indicating which folder(s) have been completely scanned.



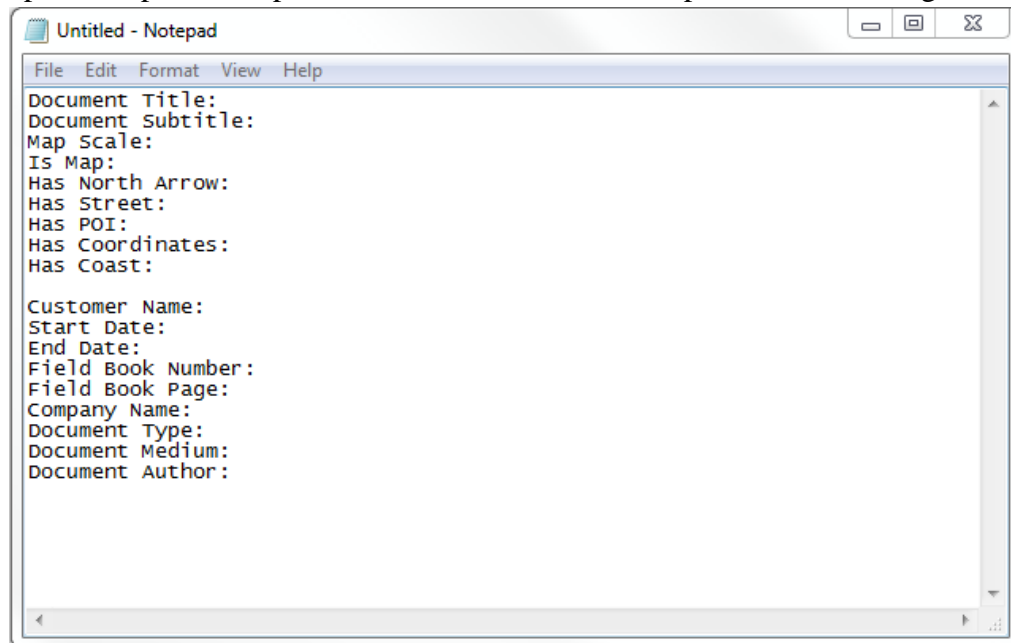


5. After scanning is complete for the day, be sure to copy all scanned images onto the external hard drive of the collection being worked on (Blucher HDD, Green Collection HDD, or White Map Cases). The folders are organized by map folder; copy scanned images into appropriate folder.
6. Turn off, clean, and replace protective cover over scanner and holding surface.
7. Finally, lock the map case by threading the chains through the handles on the drawers and latch lock.

### Documents That Cannot Be Scanned:

If a document cannot be scanned (due to fragility or being too thick) these are the procedures to be followed.

1. Open Notepad and input the information from the map into the following format.



\*Note: This is the same information that would have been inputted into the database.

2. Save the document with the library index of the map (folder-\_mapNumber) as its name.
3. Put this .txt file into the same folder as the map scans.

**IMPORTANT:** All documents should be scanned if possible! Acceptable reasons to not scan a map are if it is too thick to fit through the scanner, in multiple pieces, or when unfolding the map would cause it to fall apart. Don't be afraid to ask for assistance or wait for confirmation that the map can be scanned.