

University of Washington
School of Art
VISUAL SERVICES
February 2007

Full Course Slide Scanning for the Madison Digital Image Database (MDID)

Visual Services (VS) staff need a minimum of two full quarters to edit and process all scans as well as to create, edit, and transfer all image metadata; three full quarters are preferable.

The faculty person is ultimately responsible for pulling all slides that are needed for the course. If the faculty person has photocopies of slides used and VS staff are available to do it, we will pull the slides based on the photocopies.

VS staff prefer "original," not duplicate, slides be pulled whenever possible (this will improve digital image quality).

If the slides are pulled in lecture order and an image is needed in more than one lecture, a slip of paper with the image's accession number should be inserted instead of a duplicate slide.

Once all slides are pulled and submitted to VS staff, the slide mounts will be photocopied, and a set of photocopies will be given to the faculty person.

VS staff will clean or re-bind and pack all slides for shipment to Two Cat Digital. Scanning takes 2-4 weeks.

Once the slides and digital images are returned, VS staff will follow all procedures for image editing and processing as well as metadata editing. Images and their metadata are loaded into MDID in batches.

If the slides were pulled in lecture order, then VS staff will set up the lectures in MDID for the first class taught by each faculty person. Faculty will be responsible for setting up their lectures in MDID for all subsequent classes.

Images that faculty want to add to MDID during the quarter they are teaching must be requested in advance as per current image request guidelines.

Faculty will be given an individual username and password by VS staff for access to MDID. If the course has TAs, they will be assigned separate usernames and passwords.

Training in the use of MDID will be provided by VS staff.

Images may be downloaded from MDID by faculty for use in PowerPoint or ARTstor's Offline Image Viewer (OIV). VS staff in SoAIRR will provide training or support for these as staff time and abilities allow. Training for PowerPoint is also available elsewhere on campus:

Center for Teaching, Learning and Technology (CTLT):
http://catalyst.washington.edu/learning_spaces/ctl.html

Catalyst:
<http://catalyst.washington.edu/workshops/>

UW Computer Training:
<http://www.washington.edu/computing/catalog/gen/Category7.html>