Professor places slides in their class's drop-off drawer in SL cabinet

Pull the first 20-25 slides from a drop-off drawer

Photocopy slides & note estimated due date on copies for SL, MC & Prof

Separate slides

Slides in database

Clean glass if not rebound

Slides not in database

Delete from old accession records & note info as needed

Create database record

Create database record with completely new cataloging

Return slides to original order

Deliver slides to Art Media Center

Scan slides

Crop & edit digital images

Create jpg derivatives for MDID

Copy mid-size derivatives & create web gallery using Photoshop

Upload web gallery & link to class's Eres site

Notify professor that images are available online

Notify SL staff that slides are no longer needed

Return slides to professor

Relabel slides as needed

Return slides to class's completed drawer in SL cabinet

Personal slides

Create database record

Return slides to Art Slide Library