UW School of Art
DIGITAL IMAGING
Phase I:
Cataloging & Cleaning

SLIDES

Check central repository for image (not done at this time; will need to mark in Slide Image Database); also will need to check Slide Image Database to make sure not previously scanned

If found, remove from process

In Slide Database

If not found, then sort

Check & correct cataloging as needed

Not in Slide Database

Look up original accession record & mark as deleted

Sort slides by cleaning needed

Dirty enough to require rebinding

Rebind

Create record in Slide Database

Clean glass with microfiber cloth

Print non-consecutive labels

Label

Slide ready for scanning; data ready for export to MDID

Note any information not available on slide label (e.g., source)

Print labels

Label