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Scanning and Digital Collections Presentation

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Scan Settings

Type of Item	File Format	Image Resolution (PPI)	Bit Depth	Color
Manuscripts and other rare materials	TIFF or PDF	300	24	Color
Maps	TIFF	300	24	Color
Posters and oversized items	TIFF or PDF	300	24	Color
Newspapers and articles	TIFF or PDF	300	24	Color
Graphic arts prints	TIFF	300	24	Color
Microfilm	TIFF	300	24	Color
Drawings	TIFF	300	24	Color
X-Ray Film (radiographs)	TIFF	400	16	Color
Photographs	TIFF	600	24	Color
Ordinary print text (no images)	TIFF or PDF	300	24	Color
Photographic transparencies (35mm to 4"x5")	TIFF	4000	16	Color
Photographic transparencies (larger than 4"x5")	TIFF	4000	16	Color
Photographic negatives (35mm to 4"x5")	TIFF	4000	16	Color
Photographic negatives (larger than 4"x5")	TIFF	4000	16	Color

Loading Items from the Website

The web address for the user side of ContentDM is <https://server17184.contentdm.oclc.org/cgi-bin/admin/start.exe>.

Illustration 1.1

<input checked="" type="radio"/> Add an item	Browse... No file selected.
<input type="radio"/> Add URL	http://
Add metadata	
Title *	<input type="text"/>
Subject	<input type="text"/>
Description	<input type="text"/>

Creator	
Publisher	
Contributors	
Date	yyyy-mm-dd
Type	text? image? audio?
Format	file extension
Identifier	
Source	full file name
Language	eng
Relation	
Coverage	
Rights	
Audience	
Transcript	

ContentDM Client Help

Illustration 2.1

Enter URL and logon credentials

CONTENTdm Server URL

User name:

Password:

Illustration 2.2

PDF Template

To create a metadata template, select a property from the Default Type options and e

Field Name	Default Type	Default Sub-type	Default Value
Title	Text		
Subject	Text		
Description	Text		
Creator	Text		
Publisher	Text		
Contributors	Text		
Date	Date		
Type	Text		
Format	File Extension		
Identifier	Text		
Source	File Name		
Language	Text		eng
Relation	Text		
Coverage	Text		
Rights	Text		
Audience	Text		
Transcript	Text		
Cataloged By	Username		
Notes	Text		
Record Group	Text		

Further Information and Helpful Links

For more information about the Dublin Core Metadata Standard go to <http://dublincore.org/>.

The Archive Homepage can be found at <https://www.liberty.edu/library/archives/>.

The ContentDM public website is <http://cdm17184.contentdm.oclc.org/>.

The web address for the user side of ContentDM is <https://server17184.contentdm.oclc.org/cgi-bin/admin/start.exe>.