

University of Kansas Libraries

Guide to Public Scanning Equipment and Digitization Software

September 2004

The Libraries make available to the KU community a variety of basic and advanced equipment and software suitable for creating and editing digital images. This guide outlines specifications, conditions for use, and staff contact information.

For assistance, check with the nearest service desk.

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Anschutz Library: GIS and Numeric Data Lab (mediated service)

1. Equipment:

- Scanner: Tangent Model 2000 G flatbed; 24" x 36"; color; maximum resolution of 500 dpi
- Attached to a networked computer with CD-R/W, 250 MB zip drive and floppy disk drives
- Plotter (printer): HP Design Jet 2500 CP; 36" wide; color; maximum resolution of 600 DPI

2. Appropriate uses for the equipment:

- Equipment primarily used to scan and generate digital or hard-copy versions of large maps and other graphic images for KU students, staff, & faculty
- Equipment also used for scanning and plotting for non-campus patrons and internal library staff, and in support of grant projects

3. Availability:

- Scan requests can be submitted in person in the Map Collection or Lab by completing a paper form. For hours, call 864-8900, or see online: <http://www.lib.ku.edu/hours/hours.html>
- Turn-around time can range from 30 minutes to 24 hours depending on staff and equipment availability, project loads, and type of service requested.
- Additional information is available online: <http://www2.lib.ku.edu/gis>
- Contact for equipment is Rhonda Houser
 - Phone: 864-1238 or 864-4420 (Map Collection)
 - Email: data@ku.edu

4. Charges:

- \$3 per scan for KU students, faculty and staff. \$5.00 per scan for non-KU affiliated users. Cost includes digital output via ftp or a CD-Rom, Zip disk or floppy disk supplied by patron
- \$2 per linear foot for printing to the plotter on coated bond paper. \$6.00 per linear foot for printing on photo paper

5. Specialized software:

- Reproworks- scanning software; interface to imaging programs; primary application used to print documents to plotter
- Adobe Photoshop- image editing software used to manipulate images
- Adobe Illustrator- image editing software used to manipulate images
- ArcGIS- geographic information systems (GIS) software to display, create, manipulate and analyze spatial data.

Anschutz Library: Map Collection (self service)

1. Equipment:

- Epson Model GT 10000 flatbed scanner; 11" x 17"; color; maximum resolution of 2400 dpi
- Attached to a networked computer with CD and DVD-R/W and floppy disk drives
- HP LaserJet 5M printer; b&w only; 600 DPI
- HP Business InkJet 2600 printer, color, 1200 x 600 DPI

2. Appropriate uses for the equipment:

- Public use; equipment use is limited to GIS-, maps- and statistics-related work

3. Availability:

- Scanner is available for public use in the Map Collection during open hours. For hours, call 864-8900, or see online: <http://www.lib.ku.edu/hours/hours.html>
- Contact person is Alex Slater
 - o Phone: 864-8901 or 864-4420
 - o Email: jasii@ku.edu
- Additional information is available online, <http://www2.lib.ku.edu/gis>

4. Charges:

- No charge for use of the scanner or for any digital output as an email or on a zip disk or floppy disk supplied by the user
- Printing costs \$.10 to print to the HP LaserJet (maximum size 8.5" x 11") and \$.20 to print to the HP Business InkJet (max. size 13" x 19")

5. Specialized software:

- Adobe Photoshop- image editing software used to crop and align images, and change image and color format
- ArcGIS- geographic information systems (GIS) software to display, create, manipulate and analyze spatial data.

Anschutz Library (21) (self service)

1. Equipment:

- Canon LiDE 30 flatbed scanner; 8.5" x 11"; color; maximum resolution 1200 dpi optically
- Attached to a networked computer with CD-R, CD-RW, and floppy disk drives
- One of these computers also has Jaws and Open Book software for converting page images to text that can be read by a screen reader
- Networked to laser printer

2. Appropriate uses for the equipment:

- Public use

3. Availability:

- Located on 3rd floor on SE side of the building. For hours, call 864-8900, or see online, <http://www.lib.ku.edu/hours/hours.html>

4. Charges:

- No charge for use of the scanner or for any digital output as an Email, or on a CD-Rom, or Floppy disk supplied by the user
- Networked printing costs \$.08 per copy, b&w only

5. Specialized software:

- ArcSoft PhotoStudio 5 - photo editor for both beginners and enthusiasts
- Adobe Photoshop 7.0 - image editing software used to crop & reorientate images, and change image and color format
- Macromedia Dreamweaver MX 6.0 - used to create websites; includes visual layout tools, code-editing support, and web application development
- Adobe Acrobat 5.0 – software for converting electronic or paper documents to PDF format.

Art & Architecture Library (self service)

1. Equipment:

- AcerScan 620ST flatbed scanner; 8.5" x 11"; color; maximum resolution 600 dpi optically
- Attached to a networked computer with CD-R, CD-RW, 100 MB zip drive and floppy disk drive
- HP DeskJet 710C color inkjet printer

2. Appropriate uses for the equipment:

- Public use

3. Availability:

- Located in the public area near the library entrance
- Scanner is available for public use in the Art & Architecture Library during open hours. For hours, call 864-8900, or see online, <http://www.lib.ku.edu/hours/hours.html>
- For further information consult the library's description of services at, <http://www2.lib.ukans.edu/artlib/aboutart1.htm#Services>
- Contact person is Ann Snow:
 - Phone 864-3890 or 864-3020
 - Email: asnow@ku.edu

4. Charges:

- No charge for use of the scanner or for any digital output as an Email, or on a CD-Rom, Zip disk, or Floppy disk supplied by the user
- Printing costs \$.15 per copy for b&w or color

5. Specialized software:

- Ulead iPhotoPlus 4 - image editing software

Engineering Library (self service)

1. Equipment:

- Canon CanoScan LIDE 50, 8-1/2" x 11"
- Attached to a networked computer with floppy disk drive
- Networked to laser printer, b&w only

2. Appropriate uses for the equipment:

- Public use

3. Availability:

- Located near the Circulation Desk of the library
- Scanner is available for public use in the Engineering Library during open hours. For hours, call 864-8900, or see online, <http://www.lib.ku.edu/hours/hours.html>
- Contact person is Peggy Bell:
 - o Phone 864-4079 or 864-3866
 - o Email: pbell@ku.edu

4. Charges:

- No charge for use of the scanner or for any digital output as an Email, or Floppy disk supplied by the user.
- Networked printing costs \$.08 per copy, b&w only

5. Specialized software:

- None

Music and Dance Library (self service)

1. Equipment:

- Canon LiDE 30 flatbed scanner; 8.5" x 11"; color; maximum resolution 1200 dpi optically
- Attached to a networked computer with CD-R, CD-RW, and floppy disk drives
- Networked to laser printer

2. Appropriate uses for the equipment:

- Public use

3. Availability:

- Located near the Circulation Desk.
- Scanner is available for public use in the Music & Dance Library during open hours. For hours, call 864-8900, or see online, <http://www.lib.ku.edu/hours/hours.html>
- Contact person is Nancy Hawkins:
 - o Phone: 864-3389
 - o Email: nhawkins@ku.edu

4. Charges:

- No charge for use of the scanner or for any digital output as an Email, or on a CD-Rom, or Floppy disk supplied by the user
- Networked printing costs \$.08 per copy, b&w only

5. Specialized software:

- ArcSoft PhotoStudio 5 - photo editor for both beginners and enthusiasts
- Adobe Photoshop 7.0 - image editing software used to crop & reorientate images, and change image and color format
- Macromedia Dreamweaver MX 6.0 - used to create websites; includes visual layout tools, code-editing support, and web application development.

Regents Center Library (3) (self service)

1. Equipment (all owned by the Information Tecnology Dept., Edwards campus):
 - A. HP ScanJet 4 flatbed scanner; 8.5" x 11"
 - Attached to a networked computer with CD-R, CD-RW, 250 MB zip drive, and floppy drive
 - B. HP ScanJet 5370 flatbed scanner; 8.5" x 11"; color; 1200 x 1200 dpi
 - Attached to a networked computer with CD-R, CD-RW, 250 MB zip drive, and floppy drive
 - C. Microtek flatbed scanner; 8.5" x 14"; free-standing
 - Can use a floppy or 100 MB zip disk; scanning saved as a .jpg file
 - B&W printer available

2. Appropriate uses for the equipment:

Public use

3. Availability:
 - For hours, call 864-8900, or see online, <http://www.lib.ku.edu/hours/hours.html>
 - Contact name: on-duty Computer lab assistant, 913-897-8400

4. Charges:

None

5. Specialized software:
 - HP ScanJet 4 and HP ScanJet 5370 have HP ScanJet software and Omni Page Pro; these computers are deigned for multimedia development
 - Microtek unit has its own built in scanning software

Spencer Research Library: Flatbed scanner (mediated service)

1. Equipment:

- Microtek ScanMaker 9600XL; 12" x 17" flatbed scanner; b&w or color scans; transparency adapter
- Attached to a networked computer with CD-R, 250 MB zip drive and floppy disk drives
- HP DeskJet 1220C printer; 11" x 17"; color; Photo paper available

2. Appropriate uses for the equipment:

- Copying holdings from Spencer Research Library
- Document delivery of articles to campus & interlibrary loan
- Serving library patrons needing the specialized equipment
- Serving other campus patrons

3. Availability:

- Equipment is used by staff primarily for patron copy requests of Spencer Library material
- 1 week turn-around time or longer depending on the number of previous requests; turn-around for large quantity jobs depends on number of items and type of scanning required.
- For hours, call 864-8900, or see online, <http://www.lib.ku.edu/hours/hours.html>
- For further information about the Spencer Research Library's reprographic services see <http://spencer.lib.ku.edu/services/>
- Contact person is Kathy Lafferty
 - Phone: 864-4334
 - Email: klafferty@ku.edu

4. Charges:

- \$5 per scan. Cost includes a choice of digital output as an Email, or on a CD-Rom, Zip disk or Floppy disk supplied by the user
- Additional \$2 per image if printed on photo paper

5. Specialized software:

- Adobe Photoshop 6.0 - image editing software used to crop & reorientate images, and change image and color format
- OmniPage Pro 11
- OCR Software
- Adobe Acrobat 5.0

Spencer Research Library: Slide/Film scanner (mediated service)

1. Equipment:

- Nikon LS2000 Slide/Film scanner; b&w or color scans
- Attached to a networked computer with CD-R, CD-RW, 250 MB zip drive and floppy disk drives

2. Appropriate uses for the equipment:

- Copying holdings from Spencer Research Library
- Serving library patrons needing the specialized equipment
- Serving other campus patrons [see above]

3. Availability:

- Equipment is used by staff primarily for patron copy requests of Spencer Library material
- 1 week turn-around time or longer depending on the number of previous requests; turn-around for large quantity jobs depends on number of items and type of scanning required.
- For hours, call 864-8900, or see online, <http://www.lib.ku.edu/blueprint/hours.html>
- For further information about the Spencer Research Library's reprographic services see <http://spencer.lib.ku.edu/services/>
- Contact person is Kathy Lafferty
 - Phone: 864-8924 or 864-4334
 - Email: klafferty@ku.edu

4. Charges:

- \$5 per scan. Cost includes a choice of digital output as an Email, or on a CD-Rom, Zip disk or Floppy disk supplied by the user
- Additional \$2 per image if printed on photo paper

5. Specialized software:

- Adobe Photoshop 6.0: image editing software to crop & reorientate images & change image & color format

Spencer Research Library: Overhead digital copier/scanner (mediated service)

1. Equipment:

- Minolta PS7000 Overhead digital copier; 17" x 23"; b&w or grayscale only
- Attached to a networked computer with CD-R, CD-RW, 100 MB zip drive and floppy disk drive
- HP LaserJet 8000Nprinter; 11" x 17"; b&w only; Photo paper output available [Background note: this requires some copying to disk, use of other equipment]

2. Appropriate uses for the equipment:

- Primarily used as a copier for Spencer Research Library holdings
- Document delivery of articles to campus & interlibrary loan
- Serving library patrons needing the specialized equipment
- Serving other campus patrons
- Recommended for fragile items from all KU Libraries
- Appropriate for large or unwieldy items unable to be placed on a flatbed scanner

3. Availability:

- Equipment is used by staff primarily for patron copy requests of Spencer Library material
- 1 week turn-around time or longer depending on the number of previous requests; turn-around for large quantity jobs depends on number of items and type of scanning required.
- For hours, call 864-8900, or see online, <http://www.lib.ku.edu/hours/hours.html>
- For further information about the Spencer Research Library's reprographic services see <http://spencer.lib.ku.edu/services/>
- Contact person is Kathy Lafferty
 - Phone: 864-4334
 - Email: klafferty@ku.edu

4. Charges:

- Equipment will primarily be used as a copier with letter & legal size copies costing \$.15 per side and ledger paper costing \$.20 per side
- \$5 per scan. Cost includes a choice of digital output as an Email, or on a CD-Rom, Zip disk or Floppy disk supplied by the user
- Additional \$2 per image if printed on photo paper

5. Specialized software:

- Adobe Photoshop 6.0 - image editing software used to crop & reorientate images, and change image and color format
- OmniPage Pro 11

Spencer Research Library: Scanning Attachment/4x5 camera (mediated service)

1. Equipment:
 - BetterLight Super 6K-2 digital scan-back attachment - scanning attachment used to provide overhead, color and black & white scans of large, fragile, or unwieldy items.
 - Omega 4x5 camera
 - Rodenstock 150mm lens
 - Buhl 150 watt lights with Bogen 13' stands **x 2**
 - Salon 8' camera monostand
 - HP DeskJet 970Cxi color printer

2. Appropriate Uses for the Equipment:
 - Serving library patrons needing the specialized equipment
 - Recommended for fragile items from all KU Libraries
 - Appropriate for items unable to be placed on a flatbed scanner

3. Availability:
 - Equipment is primarily used by staff for patron copy requests of Spencer Library material
 - 1 week turn-around time or longer depending on the number of previous requests; turn-around for large quantity jobs depends on number of items and type of scanning required.
 - For hours, call 864-8900, or see online, <http://www.lib.ku.edu/hours/hours.html>
 - Contact person is Kathy Lafferty
 - Phone: 864-4334
 - Email: klafferty@ku.edu

4. Charges:
 - \$3 per scan. Cost includes a choice of digital output as an Email, or on a CD-Rom, Zip disk or Floppy disk supplied by the user
 - Additional \$2 per image if printed on photo paper

5. Specialized software:
 - Adobe Photoshop 7.0 - image editing software
 - OmniPage Pro 12 - optical character recognition (OCR) software
 - Adobe Acrobat 6.0 - PDF creation software

Watson Library (21) (self service)

1. Equipment:

- Canon LiDE 30 flatbed scanner; 8.5" x 11"; color; 1200 dpi optically
- Attached to a networked computer with CD-R, CD-RW, and floppy disk drives
- One of these computers also has Jaws and Open Book software for converting page images to text that can be read by a screen reader
- Networked to laser printer

2. Appropriate uses for the equipment:

- Public use

3. Availability:

- Located on the 3rd floor near the Reference Desk these public machines are available whenever the library is open. For hours, call 864-8900, or see online, <http://www.lib.ku.edu/hours/hours.html>

4. Charges:

- No charge for use of the scanner or for any digital output as an Email, or on a CD-Rom, or Floppy disk supplied by the user
- Networked printing costs \$.08 per copy, b&w only

5. Specialized software:

- ArcSoft PhotoStudio 5 - photo editor for both beginners and enthusiasts
- Adobe Photoshop 7.0 - image-editing software used to crop & reorientate images, and change image and color format
- Macromedia Dreamweaver MX 6.0 - used to create websites; includes visual layout tools, code-editing support, and web application development
- Adobe Acrobat 5.0 – software for converting electronic or paper documents to PDF format.