

1. Register your loan in VAU and bring the records from repository to your room. In repository, leave a note „digitizing“ with your name and date on the shelf.
2. Prepare records for digitization on given table. Clear the table from unnecessary items and keep the table clean – look at drycleaning guide.
3. Clean generally – wipe the record with a brush or vacuum.
4. The binding should be opened, if the text is hidden/unreadable because of the binding. Cut the sewing threads and pull gently in sewing direction.
5. Inspect all sheets. Remove metal add-ons and clean if necessary. Keep the sheets in order!
6. Rolled and damaged text free foreedges may be cut off using cutting mat and roller knife. Before cutting consult with a conservator!
7. With teflon folder smooth the edges left uneven from sewing thread.
8. Glued sheets, repairing tapes, long tears, strong creases etc must be sent to the conservator. Put a paper ribbon to the damaged place (with pencil mark the problem . i.e. tape, glue), put the record between folder if necessary. Put a note „to conservation“ with your name and „prep for digitizing“ and leave it on the mail table. NB! Conservator will handle only the marked problems. The record must be drycleaned before sending to conservation.
9. In case the back cover of a record is very damaged and has no writing on it, you may bin it.

REMEMBER:

Manage your excel and know where the records lended on your name are (i.e. in the reading room, in conservation etc). In case a record is not present at the time you register a loan and theres no note in the box, mark it as „missing“ in the excel. After digitizing the fond or opis the fond keeper forms a presence control act on the basis of your excel.

Keep your hands clean! Do not put on handcream before handling records, the cream residues will transfer from hands to records.

Protect yourself – use masks, gloves, apron.

Keep all your working areas clean.

OPERATOR	CONSERVATOR
Removes metal – clips, pins. With staples may need help from conservator!	(removes rusty clips and staples) removes rust stains if necessary
Cuts and removes sewing threads	Melts glued sheets
Drycleans visible dirt/dust – all pages do not need cleaning!	
Using cutting mat and roller knife cuts off text free very damaged rolled sheet edges. Before cutting always think twice and consult with a conservator!	Mends tears (over 5 cm on areas without image and over 1 cm on areas with image). Removes repairing tapes and previous repairs if necessary
Smoothes out uneven sewing edges using a teflon folder.	Flattens creases and wrinkles that distort text/image

Operator prepares for digitizing only text documents. Everything else (maps, drawings, tracing paper, photos etc) must be sent to a conservator.

Operator does not number the pages, but is responsible for keeping the pages in correct order. After image capturing places now separate sheets back between covers in a way, that won't cause damage to the sheets (in right order and orientation, straight etc)

In case a record contains sheets that need conservation – operator marks the damaged sheet by placing a paper strip between record and sends the whole record to conservation. Conservator processes only the marked pages.