

## DPI Scanning Ireland Ltd

**Preparing to price a Digitisation Project - What we need to KNO**

Website: [www.imaging.ie](http://www.imaging.ie)



### Brief Introduction to DPI

**DPI, setup in 2006, is the only specialist Irish company providing book scanning services and equipment across the Country.**

We have a dedicated book scanning bureau with very specialised book scanning equipment based in Youghal, Co. Cork

[Our A2 Book Scanner is from i2S, the market leader. \(See <https://www.i2s.fr/en/heritage-digitization/small-book-scanners-a3-a2/copibook-open-system-a2> for information on the equipment we use\)](https://www.i2s.fr/en/heritage-digitization/small-book-scanners-a3-a2/copibook-open-system-a2)

[We also installed our first new i2S A1 Copibook in January 2020, see <https://www.i2s.fr/en/product/copibook-open-system-a1>](https://www.i2s.fr/en/product/copibook-open-system-a1)

Our specialist equipment is designed to support and care for books, with a book cradle and a pressure sensitive glass plate.

Our Staff are all very experienced handling old and archival material.

Our Clients are from Archives, Libraries, Museums, Universities, Local Government and Government Departments.

Our Mottos ... 'No job too small' and ' Utilising the latest global technologies with a local personalised service'

### What we need to know about your project

Its a book, bound volume, a newspaper, a letter, a loose document, a map, a photo, a negative, a slide etc

size of the page, how many pages in each book or bound volume, total quantity of pages

what format you would like us to deliver the images

you need a textual (OCR) document from the page image

Where the images/documents will be displayed eg a digital repository, website etc

### Information we need to give an estimate

In order to provide you with an estimate price, I will need to know the following. **You can call me to discuss or reply to this email**

#### BOOK: PAGE:

Bound Book or simple soft cover?

Book Size (wt \* ht \* spine size), Page Size (wt \* ht);

Page Condition (are pages loose, are pages discoloured or brittle)?

How book opens? does it open very flat OR when you open the book is it tightly bound and you have a deep curve in the centre

Is the paper very thin, can you see the text on the other side of the page

Is the book handwritten or text

Do the pages contain colour content eg art work, photos etc

If the book is small size, we would encourage you to scan left and right page in one image (Folio)

#### PREPARATION:

If the book need some preparation before scanning, eg page dog ears, align pages etc

#### SCAN:

Typically, the most common is a colour scan at 300 DPI, we can do 400 dpi at full size (A2 or A1) or even higher for smaller page sizes

For Archival purposes, we would scan Tif format, convert second set of images to JPG format and a multipage PDF document

Is there information on both left and right pages?

Do you want to scan separate left and right pages or as a folio (left and right page in one image)

A book with 300 pages, is that 300 leaves, with an image on both sides = 600 page images?

Is the paper in the book of high quality or poor (very transparent with bleed through from reverse side), this would require additional step in the scanning process

**POST PROCESSING - IMAGE CROP and DESKEW**

Crop the image to the page edge OR something else?

With some older handwritten books, writing can be right out to the edge, so we sometimes include a small black border around the page edge (R & L)

Deskew pages if crooked

**FORMAT:**

Scan to Tif , Jpg or pdf format

Name each image Book Name\_ sequential page number from front to back cover, or choose something else

**ADDITIONAL PROCESSING**

We can add a watermark to a second set of images if required

If the book is textual, we can offer you an OCR (Optical Character Recognition) as a text under the pdf page or supply the text in a separate text or word document

**COLLECTION and DELIVERY**

We can provide collection and delivery, depending where you are located

OR You can choose to bring it to us

OR you can choose to Courier the book to us

We would normally deliver the images on a memory stick or external USB disc drive or we can FTP to a chosen server

**In Production**

We store all our Customer material in a secure and safe STORAGE VAULT during production

**Pricing Table**

Preparation charge by the hour

Scan Cost per image page

Image delivery (disc/stick/ftp) cost accordingly

Collection & Delivery cost accordingly

*Please see our website [www.imaging.ie](http://www.imaging.ie) for more information on the company*

When I obtain further information on the book, I will put a proper quotation together for you, with all associated pricing.

**Contact Details**

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