

## Large Format Scanner

1. Intent: The large format scanner was acquired by Special Collections as part of the Goldsby Family Arkansas History Laboratory. The purpose of this specialized scanner is for use in digitization of large format materials, for projects undertaken by Special Collections, Map Collection, other UA Libraries' needs, cooperative efforts with the UA Center for Advanced Spatial Technologies (CAST), and other university departments.
2. Authorized Users: Jan Dixon (geosciences librarian), Ricky Carney (GIS graduate assistant), Andrea Cantrell (Special Collections), Tim Nutt (Special Collections), Geoffery Stark (Special Collections), Todd Lewis (Special Collections), Lynn Hodges (Pryor Center), Scott Lunsford (Pryor Center), Molly Boyd (Dean's Office), John Wilson (CAST) and Cristina Scarlat (CAST). Trent Garner (Systems Department) provides technical support for maintenance and problems of the scanner, associated computer, and software. Trent Garner and Ricky Carney serve as the trainers of the equipment.
3. Scheduling: The large-format scanner, by room designation – “221 scanner”, has been added to the Libraries' online calendar. Access to schedule use of the scanner is limited to designated, authorized users within the Libraries.
4. Storage of files: Files are not to be stored on the computer that is connected to the large format scanner. Given the large size of files for scans of oversize material, storage must be pre-arranged.
5. All materials from library holdings to be scanned will be cataloged with records in *InfoLinks* and with a link to the digital image.
6. Procedures for use of the large format scanner:
  - [Large Format Scanner Quick Guide](#)
  - [Preparation of Materials for Large Format Scanner](#)