

Hawaii State Archives

Information Guide to Digital Scanning Services

(FAQs)

1. Can I get a copy of a photograph?

Yes. Though the Hawaii State Archives no longer provides photographic printing services, we offer a digital image of the photograph created by scanning the item. A completed request form and payment must be received before an order can be processed.

The forms can be obtained from a clerk at the circulation desk.

2. What do you mean by *Resolution*?

Resolution refers to the setting that you would like the Archives to scan (capture) the original (photographic print, document, etc.) to create a digital file of the item. This setting is expressed by several terms, but is referred to as PPI (Pixels Per Inch) by the Archives. This determines basically the amount of space between “pixel” samples taken from the original, which is then used to be reproduced by an output device such as printer.

For most “output” purposes, 600 PPI should be more than enough resolution to create a quality copy **from** a 4”x5” or larger original (print to be scanned), **into** an 8”x10” or smaller print (copy).

Choosing the optimal resolution setting is important to ensure that the digital image has enough information for printing and/or screen display. It is recommended that if you are planning to reproduce an image larger than an 8x10 print, consult with a printer and have them recommend the resolution for you. You will need to provide the description (size and type – black and white print, negative, etc.) of the original (what you are getting scanned) to the printer in order to help them determine the best resolution setting.

3. What different types of scanning do you offer?

B&W (black and white) or Bitonal scanning is a process where each pixel of an image is captured in either black or white. This process is best suited for textual materials and/or simple line art and produces relatively small files. Though if reproducing for publication, please check with the publisher for resolution specifications.

Grayscale scanning is a process where the tonal value in the original is captured and produced in shades of gray. This process is best suited for photographs, documents with heavy bleeding or faded text, as well as illustrations.

Color scanning is a process that captures the tonal and color value in the original. This process is best suited for photographs that are toned or hand colored, color illustrations, and other materials that may be enhanced by displaying it in color.

4. How will I receive my images?

There are 4 options:

Email - see question 5.

FTP (File Transfer Protocol) - The requestor must provide the server address (hostname), username, and password. This option is available for the first 15 images and/or 1 GB.

drop.io (File Sharing Website) - The researcher must have an email account to be able to receive the link and password to access the images from this site. No single image can exceed 100MB.

CD – Images will be burned onto a CD that can be mailed (postage and handling fees applied) or picked up. Each CD has 700 MB of memory.

5. Can you email me the digital file?

Yes, as long as the requestor's email server can accept the size of the file. Hawaii State Archives can send files up to 10 MB. The Archives will not be responsible for any disruption to email services and/or technical problems relating to uploading and downloading attachments. (This option is **not** available for orders exceeding 5 images)

6. Can I request that any item be scanned?

No. The limitations of the scanning equipment, size and/or the physical condition of the original may prevent it from being scanned, or certain options may not be available. See present fee schedule for more information and/or ask to see an available technical staff member.

Scanning restrictions are also applicable to materials marked "restricted". See reference staff for more information.

7. What does Photographer Credited mean? What is it for?

As part of our policy, a credit line citing the Hawaii State Archives and when known, the photographer should be included in any publication using a photograph from our collection. Thus to insure that the requestor is aware of this policy, which is stated on the form, space is provided to list the photographer. It is the requestor's responsibility to note or ask for a copy of their order form.

Most of the photographs in our photographic collection were donated to the Archives, therefore information about the photographs are limited but when given, the information is valued and should be looked upon as part of the photograph.

8. What are the copyright laws concerning the digital files of the scanned items I requested?

As stated on the Scan Order Service form, the Archives is authorized to furnish a photocopy or reproduction upon request under the condition that it is not "used for any purposes other than private study, scholarship or research." Therefore it is the responsibility of the requestor to research and obtain the necessary permissions for a scanned image if they are to use it beyond the above mentioned.

A good resource for current copyright law is the U.S. Copyright Office's website: <http://www.copyright.gov/>. Their **Frequently Asked Questions** page is especially helpful. See the section "*Can I Use Someone Else's Work? Can Someone Else Use Mine?*" to learn more about copyright and how to go about obtaining permission.