

# Large Format Scan Request for KSA Students, Faculty, and Staff

## Knowlton School of Architecture

### **What material can be scanned?**

The scanner will accept materials no thicker than ½" and must fit into a mylar envelope for scanning. Materials composed of artistic medium must be fixed, i.e. charcoal drawings need to be sprayed with fixative. We reserve the right to not scan materials that will likely damage the scanner or the scanning material, such as brittle drawings, drawings with loose pieces, or abrasive materials.

### **How large can my materials be?**

The scanner is capable of scanning a print up to 42" wide. All scans will be cropped and processed at 220ppi resolution. To reduce the request and wait time for a job, all materials 11"x17" and under should be scanned in the computer labs.

### **How do I request a scanning job?**

You can request a job by dropping off your materials to be scanned at the KSA Digital Library Office (KN 502), on the top floor of the KSA Library (4th floor Knowlton) and filling out a form outlining your request. Scans are done on a first come first serve basis. Materials can be dropped off and picked up anytime the Architecture Library is open. The Digital Library has drop-in hours Monday-Friday from 11:00AM-1:00PM.

### **What is the turn-around time?**

Turn-around time for completions of scans is three business days. You will get an email notice when your scan has been completed. All requests are under the scrutiny of the scan technician and will be completed under the technician's discretion.

### **How much does a scan cost? How many scans can I request?**

All scans are free of charge. There is a limit of 5 scans per job and limit one job per 2 business days.

### **What will my scan be like?**

File output: TIFF (uncompressed) 220ppi

### **How and where do I pick up my scans?**

The scanning technician will place your scan(s) on the KSA Network in the Resources (R:/) drive in the "Large Format Scan Pick Up" folder in a subfolder identified with your name.number and the scan date and will notify you via email to pick up your digital file. You may pick up your physical items from the KSA Digital Library office (KN 502). Files will be deleted from the network via script two weeks after the scan date.

### **What kind of scanner do we have?**

Our scanner is a Contex HD4230. For product specs, [click here](#).

Questions? Contact Chris Strasbaugh, [strasbaugh.2@osu.edu](mailto:strasbaugh.2@osu.edu)

### Large Format Scanner Work Request

Name:	
Date/Time Received:	
OSU Email Address:	
# of scans:	
Date/Time Completed:	