The fiche scanning procedure

Restore Digital

Identify next fiche box to scan and pick from storage.

↓

Conduct visual checks on fiche jackets.

Iterative process for each fiche until box is complete

Is the fiche in good condition?

— No → Can the fiche be repaired or rejacketed? — No → Add fiche to quarantine and advise customer.

Can the fiche be repaired or rejacketed? — Yes ↓

Is rejacketing required?

— Yes → Rejacket fiche and label fiche header.

Is rejacketing required? — No ↓ Repair fiche jacket

Is the fiche in good condition? — Yes ↓ Replace fiche back into box in same order.

↓

Box complete — No → (back to Conduct visual checks on fiche jackets)

Box complete — Yes ↓

Schedule box into scan queue

↓

Scan sample images to test settings and that scan quality meet project specification.

↓

Does quality meet requirements? — No → Adjust scanner settings

Does quality meet requirements? — Yes ↓

Iterative process for each fiche until box is complete

Scan fiche

↓

Does quality meet requirements? — No → Adjust scanner settings

Does quality meet requirements? — Yes ↓

Fiche scanning complete? — No → (back to Scan fiche)

Fiche scanning complete? — Yes ↓

Mark box scanned and ready for quality control