Imaging Lab Quality Control Steps

Iraqi Jewish Archive Preservation Project
National Archives and Records Administration

At this time, the QC process is being performed by IJA Project Specialists, with occasional assistance from IJA Project Technicians as workload requires. Staff performing any portion of the duties below will be referred to as "QC Technician"

Phase 1: Content QC

Ensure 100% accuracy of all documents scanned

Archival material: Conduct a page-to-screen comparison by scrolling through digital files on-screen with original materials present for verification. This is performed on 100% of the material

> a) Work is immediately returned for correction if errors are discovered. Exact page(s) and file name(s) are determined at the time of QC inspection and specified with tabs and written instructions to assist technician in making accurate, time-efficient reshoots
> b) If all material is present, the Image Quality QC step is then performed

Books: A page-to screen comparison is performed for at least the first ten pages; then every ten pages by using best available "landmarks" to identify pages (periodic Western numbers / illustrations/ page formatting features, etc.) Since the QC technician is still counting while scrolling through the ten page increments, any missed pages will be discovered at the next stop if the next image file does not match the next book page.

> a) Work is immediately returned for correction if errors are discovered. Exact page(s) and file name(s) are determined at the time of QC inspection and specified with tabs and written instructions to assist technician in making accurate, time-efficient reshoots
> b) If all material is present, the Image Quality QC step is then performed

Phase 2: Image Quality QC

Ensure that files conform to established imaging specifications

I. **Overall appearance:** Verify that all image files have the consistent and correct general appearance established for IJA Project images:
   a) Straight orientation

       b) Consistent cropping

       c) Sufficient, but not excessive white space surrounding the image
- All of the image area is present; no edges or corners are cut off

       d) Neutral tonal and color appearance

       e) Any necessary slugs have been properly digitally inserted
- The text is centered, with sufficient white space surrounding it
- Verify that the text in the digital version matches the physical slug in the tif master

II. **Close technical inspection**: A minimum of five master files are viewed at 100% in Adobe Photoshop:

       a) Image is in focus at 100%; all four corners of each page are checked, as well as the center of image for sharpness

       b) The ruler on the Golden Thread target is measured for one or two randomly selected images and checked against the image size indicated in file size dialog box to ensure 1:1 presentation of all master tif and jpg files
- If two or more shooting PPIs [pixels per inch] are noted on the production worksheet, at least one file for *each* PPI represented is verified

       c) The white, black and grey patches of at least one file per folder or group are checked for ensure they do not exceed or fall below established aim points

Note that each folder within a multi-folder IJA number is treated as an individual item for this QC phase, so all folders are equally represented in random image QC to ensure that a good cross-section is represented at all stages of production for the IJA item.