

# Rapid Rocks!



## Rapid101: Scanning Guidelines

This Rapid Rocks! topic was suggested by Jo Ann Bradley from California State Univ., Chico (CCH)

Good scanning practices can help keep resend requests to a minimum and are an easy way to be a great resource sharing partner.

The Rapid contract states simply that you should “Monitor article scanning for quality & consistency.”

Admittedly that statement is a bit vague, so here are a couple of guidelines; and in the words of Jack Sparrow, these aren’t rules, they are more *guidelines*.

- NEVER update before scanning. (Actually this IS a rule.)

- Keep dark edges and dark borders to a minimum. If the borrower (library or patron) needs to print the article you don’t want to be the reason the printer runs out of black ink.
- Scan so all pages conform to one size. In other words, don’t start scanning an article 2 pages per sheet and then switch mid-way to one page per sheet.
- Similarly, don’t mix landscape and portrait orientations within the same scan.
- It is good practice to scan one page per scan. Why? Two pages per scan can result in smaller font size, reduced readability and no way to choose one page when working with the document. Don’t reduce a document to cram two pages on a sheet.
- Spot check the scanning that is coming from your unit. Spot checking outgoing articles may cut down on resend requests. If a resend is requested because of a poor scan, rescan the material—don’t resend the original poorly scanned file.

### We’re listening...

Did you find this issue of “Rapid Rocks!” helpful? What Rapid 101 topic that you would like to have covered?

Please let us know!

Send your comments and ideas to me at:

Jane.Smith@colostate.edu

### Rapid Meet and Greet

Have you met the members of the Rapid team? Is there someone in your resource sharing circle you would like to introduce to the Rapid system?

You and your colleagues are invited to visit the Rapid team in Philadelphia, January 24-27, 2014

Details coming soon!

Rapid is a strong and innovative system because of the strength and innovativeness of our users.

Do you have a cool or interesting idea about resource-sharing? Do you wish “X” was possible? What issue do you wish was solved?

Share your ideas or frustrations with your Rapid colleagues and together we can tackle anything!

## Stay in touch with RapidILL

Rapid provides many options for you to stay up-to-date with our latest enhancements and announcements.

We have 12 separate listservs: one main list (Rapid-I) which includes the ARL, Academic E, Academic I, Academic M and Cosmo pods’ members and separate lists for each consortium or private pod. Please let us know if you’d like subscription instructions.

We also have a Facebook page and hope you will follow us there.

You can also email the Rapid team anytime at:

[Rapidstaff@RapidILL.org](mailto:Rapidstaff@RapidILL.org)



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