Working with Vendors

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Capacity
Expertise
Grants
SOW?  
RFP?  
RFQ?  
WTH?
“Just what I want!”

Stores which we have equipped with QUINCY SPECIAL SHOW CASES have developed a lot of brand new “Just what I want” business—from goods they had all along—only customers didn’t know it.

DON’T let your customers go out because of poor facilities for display. A postal will bring you our big 200 page CATALOG 22 (with 282 illustrations), showing Quincy Special equipment. If you care to send details about your store and rough pencil floor plan with measurements, we will gladly advise you, free, as to the best way to meet your store’s requirements.

Send for CATALOG 22 anyway
Quincy Specials make more sales

Quincy Show Case Works
Quincy, Ill.

Specifications

Formats & standards

FADGI

Derivatives
“Just what I want!”
Stores which we have equipped with QUINCY SPECIAL SHOW CASES have developed a lot of brand new “Just what I want” business—from goods they had all along—only customers didn’t know it.

DON’T let your customer service department suffer because you don’t have the equipment to handle production work requiring special finishes. With SIL-Bonney’s complete line of presses, binders, spotters and saddle stitchers, you can handle anything from simple letterheads to complex brochures and booklets! With SIL-Bonney, your job will be easier and your profits higher.

Send for CATALOG 22 anyway!

Original photographs will be removed from mylar sleeves prior to scanning. Photographs will be reinserted into mylar sleeves once each photo is digitized.

Descriptive Metadata information for each image will be provided by CHM Library in spreadsheet form that vendor will embed automatically from the spreadsheet without any additional cost. These fields are:

- Title
- Description
- Creator
- Date
- Source
- Rights
Specifications

Turn around times & other expectations

Metadata, markup & transcription
Digital Imaging 101: Converting Tangible Publications to Digital Assets
Working with vendors

Specifications

Turn around times & other expectations

Metadata, markup & transcription

Deliverables

Re-keying should result in 17 plain text files with the text formatted as similarly as possible to the original text. All files must be in UTF8 character encoding to preserve all original diacritics. Line breaks are indicated as a CRLF (U+000D, U+000B) typical to a Windows-formatted text file. Blank lines between two sections are indicated with two line breaks. Embedded in the information for the book are tables of data. These may be difficult to handle, so they should simply be indicated as TABLE, and not re-keyed (see below.)

Option 1 General Rules

• Introduction sections can be omitted. Introductory text to the indexes can be omitted.
• The beginning of a new page is be indicated with the word PAGE: in caps followed by the number of the page from the original scans.
• The running headers at the top of each page should be indicated with HEADING: in caps followed by the heading from the original scans.
Communication

Manifests and invoices
Customer-provided data
Points of contact

Workflow
Technical
Details, details

Storage & insurance

Staff training
Quality Assurance/Quality Control

Define “error”
Trust but verify

<table>
<thead>
<tr>
<th>Items in set</th>
<th>9-15</th>
<th>16-25</th>
<th>26-50</th>
<th>51-90</th>
<th>91-150</th>
<th>151-280</th>
<th>281-500</th>
</tr>
</thead>
<tbody>
<tr>
<td>number of items to QA</td>
<td>3</td>
<td>5</td>
<td>8</td>
<td>13</td>
<td>20</td>
<td>32</td>
<td>50</td>
</tr>
<tr>
<td># of errors to Fail the set</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>1. of major errors that are acceptable</td>
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<td>0</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>1. minor errors for fail</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>3</td>
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<td>1. minor errors that are acceptable</td>
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<td>2</td>
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</tbody>
</table>
Thanks!

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