



OCA Book Scanning Physical Criteria

Formats:

1. Books
2. Serials
3. Pamphlets

Size:

1. 9.7 wide by 14.5 high at the maximum. Books as small as 3 inches x 3 inches may possibly be scanned. This is the size of the book itself, not the text.
2. Books must be less than 4 inches thick.

Book Style:

1. Side bound monographs or pamphlets only; no single sheets, no top bound books.
2. Rebound books need to be checked for how tight the gutter or binding is, or if the text runs outside the margin (it will show the cradle).
3. Books should generally be in stable condition. It's OK if cover is detached, as long as the book block is intact. Extremely brittle books should be rejected

Paper Style:

1. All pages should be pre-cut.
2. Pages should not be dusty, mildewy or moldy, or have pages that stick together.

Gutters/Margins:

- 1 Any book where the text (or marginalia) is less than a quarter inch off the gutter is unscannable.
- 2 Similarly, there should be at least a quarter inch between text and edge of page. Text that runs to the edge of the page or margin can be scanned but the presentation will be poor as the cradle will show.