

Approach to Front / Back Image Capture

Iraqi Jewish Archive Preservation Project National Archives and Records Administration

Unbound Archival Materials

- The lab will scan fronts and backs of all items; these are shot as two-page spreads.*
- For any one IJA item in which content appears on the front sides of the pages only, the lab will scan only the fronts of the pages. The first image following the title page will have a slug indicating only fronts are imaged. Conservation will indicate this action on the work ticket.
- The interior and exterior of all original file folders will be imaged as part of standard procedure. The folders will be imaged as the first two and last two files of the groups of documents which they accompany. The newer file folders in which the original folders have been re-housed will *not* be imaged, unless tabbed or otherwise labeled for scanning.

Bound Archival Materials

- Normally, the lab will scan fronts and backs of all pages, including front and back covers and visible binding material.
- When large page spans are blank, the first blank page(s) will have a slug indicating that the following page span is blank and has not been imaged. Conservation will indicate this action using a flag.

Printed, Published Books

- The lab will scan fronts and backs of all pages, including front and back covers and visible binding material.

The introductory title page for each IJA item identifier will be imaged as the first file for the particular IJA item, and will be assigned the sequence number *0000*.

*If the item requires single-page imaging to address an unusual format and/or other imaging requirements, the lab will still shoot front and backs.