



SAVING YOUR Treasures

A Website about what you can do to protect and preserve the things of importance in your life



**Gerald R. Ford Conservation Center
Nebraska State Historical Society**
1326 S. 32nd Street, Omaha, NE 68105 (402) 595-1180, Fax: (402) 595-1178
treasures@nebraskahistory.org
www.nebraskahistory.org

Sample Image Production Record Form

Fill out one record per photograph, map or document.

ORIGINAL SOURCE INFORMATION:

Title: _____ None _____

Cataloger-Supplied Title: _____

Caption: _____ None _____

Author/Creator/Photographer: _____ None _____

Format:

Photograph: BW Print Color Print Other

Map

Document: Manuscript Print Other

Date: _____ Exact Date _____ Circa _____ Unknown _____ Date Range from _____ to _____

Size/Dimension (inches):

3x5 4x6 5x7 8x10 8.5x11 11x17 Other _____x_____

Pagination: Single Multiple Number of Pages _____

Brief Description:

Physical Condition: Good Fair Poor

Damage: Torn Bent Cracked Faded Stained Tape _____ Other

Location: _____

Box/binder/folder title: _____

Rights:

Published:

- federal document (public domain)
- before 1923 (public domain)
- 1923-1977 without notice (public domain)
- 1923-1963 with notice (public domain if not renewed after first 28 years)
- 1964-1977 with notice copyrighted for 95 years (not public domain)
- 1978- March 1, 1989 without notice (public domain if not registered by 1994)
- 1978-now with notice or March 1, 1989-now without notice (not public domain)

Unpublished:

- Creator death 70+ years ago (public domain)
- Creator living or death -70 years ago (not public domain)

For works not in public domain:

- Copyright owner _____
- Unknown _____
- Permissions: Yes No Requested

Relation (if part of a collection, scrapbook, etc.) _____

DIGITIZATION INFORMATION:

Date Scanned: _____ **Person Scanning:** _____

Scanner Hardware: Epson Expression 1640XL Epson Perfection 1670 Other _____

TIFF Images:

- Software: Silverfast Ai (version) _____ Other _____
- Single Page Filename: _____ Multiple Page Folder Name: _____
- First Page Filename _____ Last Page Filename _____
- Scanner Mode: Color Grayscale Bitonal _____
- Scanner Resolution: 300 ppi 600 ppi Other _____ File Size: _____

PDF Files:

- Software: Adobe Acrobat (version) _____ Other _____
- Filename: _____
- File Size: _____
- Scanned from original document
 - Searchable
 - Not Searchable
- Converted from TIFF
- TIFF Folder Filename: _____

DERIVATIVE FILES:

Date Created: _____ **Person Creating:** _____

Access images:

Format: ___ JPEG Other _____
Single Page: File Name _____ Multiple Page: Folder Name _____
Resolution: _____

Thumbnails:

Format: ___ JPEG Other _____
Single Page: File Name _____
Multiple Page: Folder Name _____
Resolution: _____

STORAGE/BACKUP

_____ CD-R _____ Computer Team Backup

METADATA

_____ Record created _____ Web page metadata created

Person(s) Creating: _____

WEB POSTING INFORMATION:

Date Posted: _____ **Person Posting:** _____

URL: _____

Questions?

Nebraska Library Commission
1200 N Street, Suite 120 Lincoln, NE 68508
402/471-2045 800/307-2665 in Nebraska 402/471-2083 Fax
<http://www.nlc.state.ne.us> nebraskamemories@nlc.state.ne.us

Recommendations in this website/pdf/video are provided as a public service for guidance only.
Neither inclusion nor exclusion of products or providers constitutes endorsement or lack thereof.
The Gerald R. Ford Conservation Center does not assume responsibility or liability, expressed or implied,
for any resulting activities involving any collections or objects.