

Work Quotation Form for the digitisation of bound materials

Please complete a separate form for each volume or volume series

Completed forms should be sent to: BOPCRIS, Hartley Library, University of Southampton, Southampton SO17 1BJ. A quotation will be prepared within 10 working days.

General Information

Name	
Title	
Department and organisation address	
Email	
Telephone	

Scope of the project

Project start date if known	
Project completion date	

Publication details

Title of Volume	
Year (s) of Publication	
Number of volumes	
Is the material out of copyright	Y / N
If material is in copyright, do you or your organisation own the copyright?	Y / N
Total number of pages (back and front =2 pages)	
Volume dimension width x height x depth (cms)	
Does the volume contain additional items interleaved within the pages. If so, how many?	
If the volumes contains foldouts, what is the total number?	
Does the text lie deep within the gutter	Y / N

Is the text printed or hand written?	
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Bindings and condition of the material

What is the binding type?	
Is the binding in good condition? i.e. are all pages fully attached	
Does the volume open flat on all pages?	
Are the pages all cut along their edges?	

Delivery of materials to the Hartley Library

Will you or a representative of your organisation deliver the materials to the Hartley Library?	Y / N
If No was answered to the above question, do you require a quotation from a third party transporter?	Y / N

Scanning requirements

Colour	Y / N	200 DPI	Y / N	Multipage PDF	Y / N
Black and white	Y / N	300 DPI	Y / N	Searchable PDF	Y / N
Grey	Y / N	400 DPI	Y / N	jpeg	Y / N
Colour	Y / N	600DPI	Y / N	Master TIFF	Y / N
Mixed	Y / N	DPI interpolation	Y / N	MS word document	Y / N

Post processing

Cropping of images	Y / N
Deskewing of images	Y / N
Printing (A4 black and white)	Y / N
Watermarking	
Pass word protection	
Book marking and indexing	
Transcription	

Supply format

FTP	Y / N
DVD/CD	Y / N
External hard drive	Y / N