

HOW TO PREPARE YOUR MEDIA FOR DIGITAL TRANSFER

We take great care in the handling of all materials and treat them as if they were our own, however all media has the potential to deteriorate over time.

By presenting your media for digitization, you agree that we are not liable for any data loss or damage to media or materials.

Place your order in a clean box or clean sturdy bag, protected with padding or bubble wrap. If shipping, package with care to prevent damage, label each side of the package "FRAGILE," and be sure to ship with tracking.

PHOTO, SLIDE AND NEGATIVE SCANNING

Loose photos

- Arrange your photos in the desired scan order and number them.
- With clean, dry hands, handle your photos with care, holding them by the edges. Wear clean white cotton gloves if possible.
- Write the scan order number on a post-it with a #2 pencil while it's still on the post-it note pad, to avoid damaging the photo, e.g. 1, 2, 3.
- Apply the post-it note to the back of the photo.
- Package them in scan order. Place the photos in a clean padded envelope. If using multiple envelopes, please number the envelopes, e.g. 1st, 2nd, 3rd.

Photos mounted in albums

- Leave the photos on the album pages where originally placed. Depending upon how they were mounted and how long they have been attached, they may be difficult to remove without damage. We may need to scan the entire page, then separate the scanned image into individual photos. Custom digital labor fees may apply; a quote is presented for approval before starting work.
- Number your photos in the order in which you want them scanned.
- Write the scan order number on a post-it with a #2 pencil while it's still on the post-it note pad to avoid damaging the photo, e.g. 1, 2, 3.
- Apply the post-it note to the album page next to the photo. Avoid getting the adhesive on the photos.
- For more than one album, place a post-it note on the front covers in the order you want them scanned, e.g. 1st, 2nd, 3rd.

Framed photos

- Do not remove the photos from the frames. They may be stuck to the glass even if they don't appear to be. We will examine each framed piece and determine whether the photos can be removed without damage. If they cannot be safely removed, we may recommend that you have us scan or rephotograph the originals through the glass, and apply digital restoration as needed to bring the photos back to as close to the original state as possible. Custom pricing would apply, and a quote would be presented for your approval before proceeding.

35mm SLIDES

- With clean, dry hands, handle your slides with care, holding them by the edges. Wear clean white cotton gloves if possible.
- Arrange your slides in the desired scan order and number them by gently writing the scan order number in the upper right corner of the cardboard slide mount using a #2 pencil.
- Package them in scan order.
- When packaging your slides, we recommend that you deliver them in slide boxes or carousels, or in their pocket storage pages in a ring binder. **At this time we are only accepting a max of 200 slides per order.**

NEGATIVES

- With clean, dry hands, handle your negatives with care, holding them by the edges. Wear clean white cotton gloves if possible.
- Arrange your negatives in the desired scan order. Deliver them in their sleeves or envelopes.
- If delivering multiple sets, number each set by writing the scan order on a post-it note with a #2 pencil, while the note is still attached to the pad.
- **At this time we are only accepting a max of 200 negatives per order.**

FILM 16mm, 8mm & Super 8mm Film (Silent and Sound)

- Film may become brittle with age. If you decide to view/project your film before you bring it to us, handle it very carefully.
- With clean, dry hands, handle your film reels with care, holding them by the metal or plastic component.
- Number and title each reel. With a #2 pencil, create the label on a post-it note while the note is still attached to the pad. Attach the post-it note to the metal or plastic reel itself, not to the film, using scotch tape if necessary.
- Package each reel in its box if you have it, otherwise we recommend using plastic ziplock bags. Reels should always be stored vertically.

VIDEO/AUDIO Media

**VHS, VHS-C, mini-DV, BetaSP Videotapes
Audio Cassettes, Reel-to-Reel, Digital Audio Tapes (DAT)
Full size and Mini DVD's, Blu-Ray discs, CD's**

- With clean, dry hands, handle your media with care, avoiding contact with the tape itself.
- Inspect each cassette or reel. Gently wipe off any dust or debris with a soft, dry cloth. Do not wipe the tape itself.
- Media with water or mold damage cannot be accepted for transfer.
- Any wrinkled or torn labels must be removed to prevent jamming and damage
- Clearly label your media with titles, using a post-it note scotch-taped to the storage case or the plastic or metal portion of the casing, avoiding the media itself. Write on the post-it note with a #2 pencil while it is still attached to the notepad. These titles will be applied to the digital files.
- Arrange your items in the order you want them transferred. Write the transfer order number on the post-it note, e.g. 1st, 2nd, 3rd.
- Package them in their storage cases if you have them, otherwise we recommend using plastic ziplock bags. Reels should always be stored vertically.