

## Mobile Scanning Units Overview and Guidelines

The Indiana State Library is offering the use of a Mobile Scanning Unit to cultural heritage organizations statewide in an effort to enhance their own digital collections and those of Indiana Memory ([www.in.gov/memories](http://www.in.gov/memories)). These mobile scanning units provide the basic equipment and software necessary to digitize collection items. The State Library staff will also provide training and support. The units are available through a short-term loan program not to exceed eight weeks.

### 1. Who is eligible to receive a Mobile Scanning Unit?

Any cultural heritage organization within the state of Indiana may apply. This includes, but is not limited to, libraries, archives, genealogical and/or historical societies, museums, churches and other civic groups. Individuals are not eligible for this program.

### 2. Why borrow a Mobile Scanning Unit?

Organizations that are interested in implementing a digitization project may get hands-on experience by borrowing a Mobile Scanning Unit to complete a small, discrete project. Digitization experiences is helpful if the organization is considering applying for a LSTA Digitization Grant and needs to determine realistic figures for budget and staffing. Borrowing a mobile scanning unit is also useful for organizations that have a single project in mind. Rather than purchasing a scanner and software for a one-time use, some organizations can borrow the equipment to digitize a single project.

### 3. What is included in a Mobile Scanning Unit?

Each unit consists of a flat-bed scanner, laptop computer and a digital camera. Adobe Photoshop and OmniPage Professional software is also included.

### 4. What are the obligations of the borrowing organization?

In exchange for the use of the equipment, the borrowing organization must agree to follow the guidelines for scanning and metadata creation as defined by Indiana Memory. Guidelines are available at <https://www.in.gov/library/indianamemory.htm>. A display copy for all digital images created with this equipment will be made available to the Indiana State Library with appropriate metadata. The State Library will determine if the resulting images and metadata are appropriate for inclusion in the digital library.

The use of the equipment is restricted to the digitization project as described in the Mobile Scanning Unit Request form.

Applicants should review the Mobile Scanning Unit Request Form and the Equipment and Software Release Form before submitting their application.

5. What is the basis for approval?

The Indiana State Library staff will review each application individually. The most significant factor will be the materials to be digitized. Reviewers will consider how the items relate to the guidelines expressed in the Indiana Memory Collection Development Policy and the goals of the Indiana Memory Project.

6. What is the application process?

Organizations requesting the use of a Mobile Scanning Unit need to complete a Mobile Scanning Unit Request form and submit it to:

Mobile Scanning Unit  
Indiana Historical Bureau, Digital Initiatives Division  
Indiana State Library  
140 N. Senate Avenue  
Indianapolis IN 46204

Applications may be submitted at any time.

Applicants are encouraged to contact the Indiana State Library if they have any questions concerning this program. Please contact Justin Clark (317) 232-2988 or [jusclark@library.in.gov](mailto:jusclark@library.in.gov).

All policies and forms mentioned in this document are available online at <https://www.in.gov/library/indianamemory.htm>.

**About Indiana Memory**

*Indiana Memory ([www.in.gov/memories](http://www.in.gov/memories)) is a digital library providing free access to Indiana's unique cultural and historical heritage through a variety of digital formats. It is a collaboration of Indiana libraries, museums, archives, and related cultural organizations, administered by the Indiana State Library. Indiana Memory is funded by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act.*