

Good Practices for Scanning of Waqf Estate Documents

1. Waqf Estate Documents taken for scanning should be first undergone conservation process if necessary.
2. Standard conservation techniques are to be used for cleaning and to increase the legibility as and when necessary.
3. Soft bristled paint brushes to be used to wipe away the years of accumulated dust and dirt as necessary.
4. Scanner Operators should wear surgical gloves so as not to damage the Documents, which are very old and likely to be damage due to improper handling.
5. In general, binding is not allowed to be taken out as it may damage the Document, however in some cases where it is absolutely necessary, due care shall be taken to remove the binding and rebind them as original after scanning.
6. The goal of any digitization programme is to capture and present in digital formats the significant informational content contained in a single source document or in a collection of such documents. The quality assessments of the digital images vis-a-vis original source documents should be done as per the long-term needs. Indicative quality parameters are:
 - o Image is correct color made (8 bit gray scale etc.)
 - o Cropped Correctly
 - o Not rotated /flipped
 - o Not skewed
 - o Lack of sharpness/ excessive sharpness
 - o No moiré patterns
 - o Not Pixilated
 - o Not color cast
 - o Histogram (Not clipped – No loss of detail in highlights shadows – 256 shades of gray represented – tonal variation)
 - o Over all Too Dark/ Too Light
 - o Uneven tonal values/flare
 - o Excessive noise
7. Image quality at capture can be defined as the cumulative result of the scanning resolution, the bit depth of the scanned image, the enhancement processes and the compression applied, the scanning device or technique used, and the skill of the scanning operator.
8. Please keep in mind that Digitized File should be readable enough.
9. While Scanning try to use "Gray Scale" as far as possible unless otherwise warranted, so as to reduce overall disk space of the Digital File.
10. While Scanning try to use Resolution of less than "200 dpi" as far as possible unless otherwise warranted, so as to reduce overall disk space of the Digital File.

11. Put SWB Logo Image on middle of every Page of PDF as a background with very low visibility. This will be act as Watermark.
12. In case of Gazette Publication or other such Documents, where Nos. of Waqf Estates are contained in a single Documents, then follow the steps as follows:
 - a. Scan Initial Page(s) where Gazette Publication Details are available.
 - b. Scan the Page where Table Columns Information is available.
 - c. Scan Page(s) where individual Waqf Property Details are available.
 - d. Scan Last Page(s) where Gazette Publisher Name & Signature are available.
 - e. Join all the above Pages and create single PDF File.
(Adobe Acrobat Professional's Menu Item "File" -->Create PDF-->From Multiple Files-->Browse Scanned Pages Files and press Add Button, Finally "Save As" the PDF File as per WAMSI-DMS Digital File Naming Convention)
 - f. Highlight the Waqf Properties details for an interested Waqf Estate Entry in Gazette Page(s) by Line Box with Light Yellow Background Colour.
(This feature is available in Adobe Acrobat Professional and can be explained over phone).
 - g. Put SWB Logo Image (Logo should be in JPG format) on middle of every Page of PDF as a background with very low visibility. This will be act as Watermark.
(This feature is available in Adobe Acrobat Professional and can be explained over phone).
 - h. Finally "Save" the PDF File.

SUMMARY

For each Waqf ID (As per Individual entries in Auqaf Register) i.e., Individual Physical Folder

1. Each **individual Document** must be scanned separately as **multi-page PDF File**.
2. Each Page in the above PDF File must have **SWB Logo as Watermark**.
3. Each PDF File must be named as per **Digital File Naming Convention** (explained in other section/document, Good Practices for Pre-Digitization Work, etc).
4. **All PDFs** must be associated with Metadata Entry in **WAMSI-DMS BDU** for that Waqf ID.
5. "**Dublin Core Structure**" of WAMSI-DMS BDU will be the deliverable.