

# Green Mountain College

Griswold Library & Computing and Technology Services

## Scanning Service Policy

Green Mountain College's Griswold Library offers a scanning service to Faculty in an effort to maintain quality and accessibility standards in the online classroom.

### Contact

Mediated scanning services handled by the Office of Educational Technology. If you have any questions or wish to use this service please contact Brenton Dupee at [dupeeb@greenmtn.edu](mailto:dupeeb@greenmtn.edu).

### Why Faculty Should Use This Service

Scans that are processed by this office are checked for quality and accessibility needs:

- **Quality:** We clean up our PDFs to make sure that if your students print the PDF they are only printing the text, and not wasting ink or toner on blackened areas that are a result of the scan process.
- **Web-Optimization:** We optimize all of our scans in order to reduce the file size for uploading to the online classroom. This also makes for a speedier download time for our students.
- **Accessibility:** Using Optical Character Recognition (OCR) all PDFs produced in this office are key-word searchable and can be accessed by individuals who require the use of a screen-reader.

### Basic Requirements

The scanning service at Green Mountain College is for academic use only:

1. A completed scan request form indicating what is needed.
2. Materials to scan (if they are in our collection please check them out and leave them with the form).
3. The combination of your scans must be in compliance with copyright law (no more than 20% of a book) unless the material is in the public domain.
  - a. How many pages is that?  $total \# \text{ of pages} \times 0.2 = max \# \text{ of pages}$
4. Requests must be submitted within a reasonable time-frame (see Timing & Turn-around below)

The Office of Educational Technology reserves the right to deny scan requests.

## **Timing & Turn-around**

Scan requests must be submitted at least three (3) working-days (Monday – Friday) in advance of when they need to be picked up.

**Beginning of Semester:** Please account for longer wait times (up to two weeks) during the months of August/September and December/January due to heightened demand.

We cannot guarantee timely completion on requests received with fewer than three (3) days' notice.

## **Pickup & Delivery**

Once the scan request is processed the hard copy materials will be placed on-hold for the professor to pick up at the Circulation desk, and the digital copy will be delivered via e-mail.

**The Office of Educational Technology will not upload directly into a course.**