

# HWDSB

## Digitization Log

Department/School: \_\_\_\_\_

Date: \_\_\_\_\_

Description of Digitized Records: \_\_\_\_\_

| Quality Control Element  | Comments               |
|--|------------------------|
| Number of pages of the digitized records   | Number of pages: _____ |
| Number of pages of the digitized records matches the number of pages of the physical records. Note: Be aware of blank pages in the physical record and/or digitized record that may count as a page. | Yes ___ No ___         |
| Images are in the correct order  | Yes ___ No ___         |
| Page alignment is correct e.g. physical record orientation (portrait/landscape), rotation, image skew, proportions/distortion, and cropping  | Yes ___ No ___         |
| Documents are complete and the detail is accurate (e.g. text clarity, sufficient capture of detail)  | Yes ___ No ___         |
| Colour is accurately captured in the digitized record  | Yes ___ No ___         |
| If compressing a digitized record, is the quality sufficient?  | Yes ___ No ___         |
| Scanner generated speckle present? (e.g. speckle not on the physical record)   | Yes ___ No ___         |
| Digitized record file information/naming convention is complete and accurate   | Yes ___ No ___         |
| Overall digitized record quality: e.g. lack of sharpness, inconsistent sharpness, banding, evenness of tonal values and illumination.  |                        |

Records digitized by: \_\_\_\_\_

Quality Assurance check completed by: \_\_\_\_\_