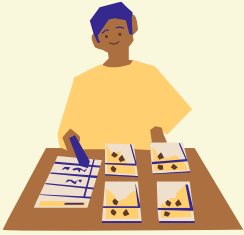


# Welcome to the Community Digitization Station at the Joan Meyers Jampel Center for Michigan Jewish Heritage

## Before you arrive:

- Gather items you would like to digitize.
- Make an appointment at the Digitization Station by emailing [info@mijewishheritage.org](mailto:info@mijewishheritage.org) or calling (248) 203-1491.
  - Relay the type of materials you are planning to digitize to the archivist.
- Decide on your method for taking your digital images home. We suggest:
  - Uploading the images to your Google Drive, Dropbox, or other file-sharing site.
  - Bring your own USB drive or external drive.
  - You can purchase a USB drive from CMJH for \$10.



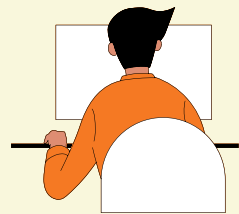
## When You Arrive:

- Check in with the Archivist at the CMJH (in Temple Beth El)
- Sign a User Agreement.
- Receive a ten-minute tutorial on use of the equipment.
- Start scanning!



## Available Equipment

- PC and Mac laptops
- Scanners for documents, photographs, negatives, and slides.
- 8mm and Super 8 film digitizer
- Oversized scanner
  - Maximum Scan Area 12 x 17 inches.
- Digital Camera



## Before You Leave:

- With assistance from the archivist, transfer your scans to your own device.
- Make sure you haven't left any of your materials behind.
- Consider donating the physical materials that you just scanned, please contact a staff member for more information.



For questions, contact: 248-203-1491

# Community Digitization Station Guidelines:

- The Community Digitization Station is available by appointment only or on designated “community digitization days.”
  - The hours of availability are Monday-Friday, 10:00 a.m. to 4:00 P.M. and Friday 10:00 a.m. – 2:00 p.m. Appointments are limited to two hours per session.
- The Community Digitization Station is available to community members free of charge.
- All users must agree to share the digital images and copyright with the Joan Meyers Jampel Center for Michigan Jewish Heritage (CMJH) if it is deemed the materials fit within the scope of their collections. Users will be asked to sign a donor agreement.
- The original materials will remain with the user; if the user would like to donate the originals to the CMJH, they may discuss it with the archivist.
- Use is limited to family and personal papers, including photographs, negatives, 8mm/Super8 film, slides, correspondence, genealogy documents, and other related documents. We do not allow use for financial (including items like receipts, tax information, etc), medical, or any items with security issues (for instance, contains social security numbers). Additionally, we do not allow copyrighted items, such as books, to be digitized.
- Users must have basic knowledge of digitization practices. At the time of the appointment, users will receive a ten-minute tutorial on the use of our equipment and will then need to be able to scan materials without assistance.
  - For users that need more assistance, Community Digitization Days will be scheduled several times a year for in-depth assistance.
- The CMJH is NOT liable for any damage as a result of scanning or handling documents. By signing the donor agreement, you understand that there is inherent risk when transporting and scanning any material within the Community Digitization Station.