

Cataloging Quality Control

Iraqi Jewish Archive Preservation Project National Archives and Records Administration

Digitized Books:

The Quality Control (QC) process requires checking completeness in books and bound materials with page numbers.

After QC is done for the images (See Imaging Protocols steps Phase I, II), the Librarian views each page of the books to make sure there are no missing pages, the slugs are correct, and the text is imaged correctly.

- If the Librarian finds no problem, the object QC is considered complete.
- If there are problems in the pagination but it appears no text is missing, the Librarian makes a note in the database.
- If there are problems with the pagination (and possible missing text), slug placement, text issues, missing pages, etc., the Librarian makes a note on a spreadsheet (one used internally between the Librarian and the Imaging Specialists) to be referenced and discussed with the Imaging Specialists at a later date.

Note: To correct any of the above problems, the Librarian and the Imaging Specialists will look at the book to ensure all pages captured were done so correctly and will correct any lingering issues.