

## Annotations in Printed Books and Archival Duplicates

### Iraqi Jewish Archive Preservation Project National Archives and Records Administration

Books with annotations that are part of the Imaging work flow will have that information noted in the database and their annotations will be captured during the imaging process in IDS.

- Books with physically accessible annotations that are part of the “Box Only” work flow will have their annotations captured in a fume hood while being measured for boxes.
- The technicians measuring for boxes will briefly survey the book while looking for annotations and will capture images of annotations with the point-and-shoot camera in the lab.
- The object’s IJA number will be clearly visible in the image for ease of renaming the file when it is transferred off the camera.
- The presence of annotations will be noted in the database.
- The Cataloger may decide that annotations in a “Box Only” book do not need to be photographed. (e.g. #338)

In general, the presence of annotations is not noted in the database record for archival materials. The exception is for archival duplicates which are not imaged. The annotations, new field in the database, and upload images of those annotations will be checked.

#### What is an Annotation?

- YES
  - Letters in an identifiable alphabet
  - Corrections to a text
  - Illegible squiggles that might be text
  - Text that has been marked out or obliterated
- NO
  - Stray marks
  - Lines along side text
  - Underlining
  - Bleed-through ink from other annotations