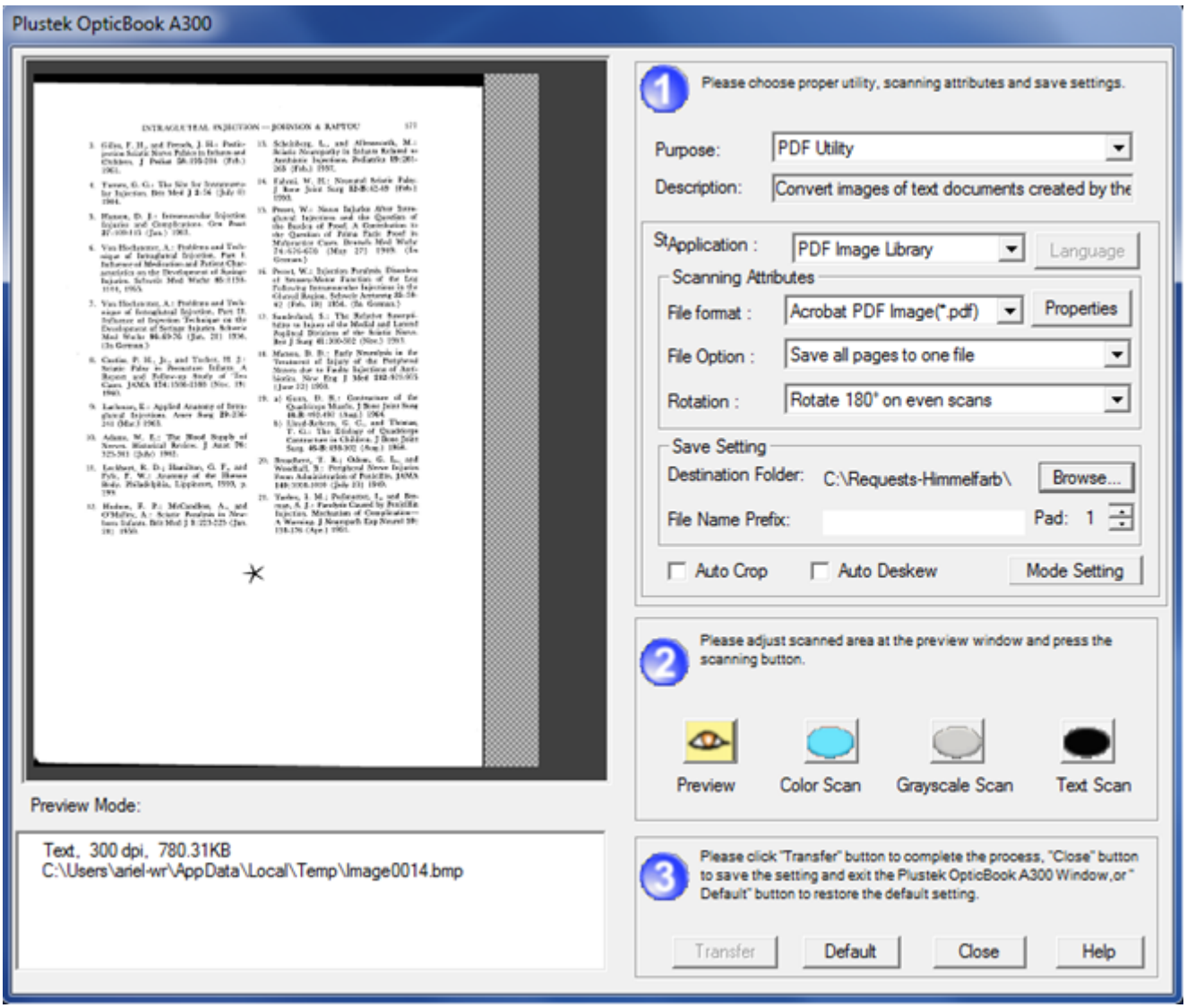
Using Book Pavilion & Email for Himmelfarb Requests

Book Pavilion



-Check the destination folder and select C:\Requests-Himmelfarb if needed

-Put today's date and # (sequence of documents scanned) in the "File Name Prefix" field (ex. 8.12.14.1)

-Put the request form on the scanner and click on "Preview" to scan then adjust the dotted lines to fit the paper

-Scan the request form… if it is upside-down, click on the blue X to cancel then scan again

-Click on “Preview” to scan the first page of article and adjust the dotted lines to fit the page*

(if the book is small enough, ok to scan 2 pages at once)

- If scanning two pages, change to “no rotation”

-Scan the first page…if it is upside-down, click on the blue X to cancel then scan again the scan the rest of pages

-Click on “Transfer”

*If a book or pages are too fragile or the binding is too tight to scan:

- First option: Try using the CZUR scanner and see if it works. If not then proceed with the second option.
- Second option: add a "SCF Digitization Request" book strap to the book and add a message to the strap. Insert the request form in the book then send it to the requesting library. Also, add a transit message to Internal Note 3 (for example: SCF in transit to HI, 3/13/2024).

Email

-Locate the request email

-Click on reply and attach the PDF file (get it from C:\Requests-Himmelfarb)-the filename will have “1” at the end, ignore it

-Type a message saying that the article has been attached and include your name

-Send the email

-Fold the request form and put it back in the book

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