Q&A

Below are answers to some of the most frequently asked questions about Crowley's IMAGEhost product

GENERAL

Q: **How does IMAGEhost work?**

A: In the most common application, Crowley Imaging specialists scan your microfilm collection(s) using high-quality Mekel Technology or Wicks and Wilson microfilm or microfiche scanners without performing the post-processing functions typically associated with archival preservation (ie: image clean-up, output to TIFF images, etc.), allowing for reduced-cost digitization. The digitized microfilm is then hosted online via IMAGEhost, which allows for password-protected access to the collection(s). Approved end-users (or viewers) have access to the collection(s) from any device that is connected to the internet. Once online, end-users may search, copy, edit, save, print and send images without affecting the original scans. In a secondary application, owners of Mekel Technology and Wicks and Wilson scanners who are digitizing their own film can purchase just the IMAGEhost platform.

Q: **Is IMAGEhost just for microfilm collections?**

A: No! The latest release of IMAGEhost software has added the ability to manage microfiche collections in much the same way that it manages microfilm collections. Additional functionality related to fiche collections will be included in future releases.

Q: **Can we host our own data? If so, what is required on our end?**

A: With IMAGEhost options, it is easy to host your scanned images in-house. You will need a server on your network running LAMP (Linux/Apache/MySQL/PHP) or WAMP (Windows/Apache/MySQL/PHP) and enough disk storage to manage the archive. To learn about all IMAGEhost purchase options, speak to your Crowley representative or call (240) 215-0224.

OPERATION

Q: **Can we define the folder structure for our film collections?**

A: Yes. IMAGEhost allows the administrator to create a folder structure that can mimic how the collection is searched in its physical state. This gives the ability to logically arrange the collections in a way the best suits the access requirements for each organization or collection.

DIGITIZATION PRODUCTS   DIGITIZATION SERVICES   SUPPORT SERVICES

Q: **Can we change the scrolling view to a vertical stream to help with collections filmed in cine mode, such as duplex film or newspaper collections?**

A: Yes. IMAGEhost allows the user the ability to scroll through the images in either a horizontal (traditional) or vertical mode.

Q: **Can we make adjustments to image quality after the film has been scanned?**

A: Yes. IMAGEhost provides a variety of tools that allows the end-user to adjust the image quality to suit their needs. IMAGEhost also provides for the ability to download images as either bitonal or grayscale files, providing even greater flexibility when working with poorly-filmed or decaying microform collections.

Q: **Can the end-user crop, deskew or otherwise manipulate the images after they have been saved?**

A: IMAGEhost has a variety of image editing tools that include: deskew; crop; redact; select; rotate; and others. These tools allow the end-user all the flexibility they need to create and save images that best suit their needs while maintaining the original scan.

Q: **Do any of the edits or adjustments made to saved images affect the original scan?**

A: No. To protect the integrity of the archive, IMAGEhost prevents users from making any changes to the original scans. Edits and image adjustments (contrast, brightness, color) only affect a newly saved image.

Q: **Is the image database searchable by key word?**

A: Keyword searching is available with purchase of an OCR (optical character recognition) option at the time of the initial scan. The data is stored as part of the image database so that individual images, rolls or entire collections can be searched by keyword.

SECURITY

Q: **Can we set up different access rights to our collections?**

A: Yes. The IMAGEhost account manager feature allows you to customize the access to each collection per user or user group. An LDAP interface can also be added for public-facing collections which may not require a log in.

Q: **Does the system provide or allow for IP authentication?**

A: Yes; IMAGEhost can be restricted to a specific IP address or host name.

Q: **How secure is the IMAGEhost platform?**

A: IMAGEhost can be secured using best practices when installed in your local environment.