

Standard Operating Procedure (SOP) for Processing Documents that Come Into the Research Center

How to decide what to do with documents about science that come into the William Otis Sawtelle Collections and Research Center

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1. Goal of this process

To determine the appropriate location(s) for the document.

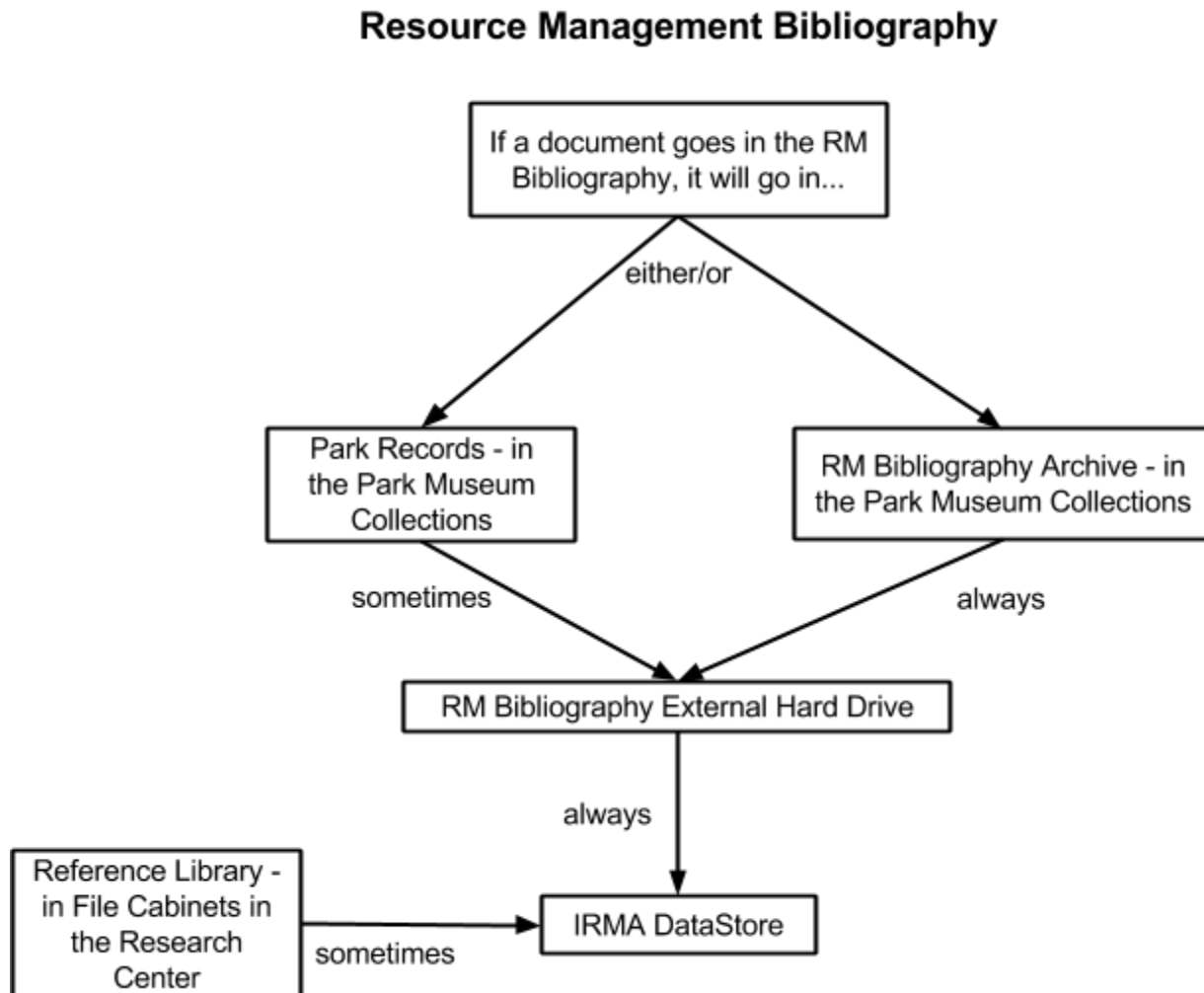
2. Introduction

This SOP describes how to process documents that come into the William Otis Sawtelle Collections and Research Center. These documents could come from a variety of sources. For example, scientists that apply for research permits are required to submit final copies of published materials as well as any specimens and their corresponding metadata to park staff; outside consultants hired by the park to conduct research must write up their results; park employees might find a book or article helpful or relevant to Acadia National Park employees; or park employees may write a report on the work they are doing. These documents need to be archived and put in the appropriate place so they will be easy to access in the future.

When documents come into the Research Center, a copy may need to go in one or more of the following places:

- Park Records: A hard copy of records created or received by park staff in the course of conducting official activities. This can include letters, reports, notes, and memorandums written by park staff as well as letters or other documents park staff received. These documents are kept in the Museum Collections under Park Records.
- Resource Management (RM) Bibliography: Includes the **RM Bibliography Archive**, the **Park Records Archive documents**, the **RM Bibliography External Hard Drive**, and the **IRMA DataStore**. If an article is in the RM Bibliography Archive, it should be in the RM Bibliography External Hard Drive and the IRMA Data Store. If the document is in Park Records, it will usually go in the RM Bibliography External Hard Drive and the IRMA Data Store. There will be some documents that are in the IRMA DataStore that are not in the RM Bibliography so they will not be in the rest of the RM Bibliography.
 - Resource Management Bibliography Archive: A **hard copy** of documents that are directly related to Acadia National Park. These documents are kept in the Museum Collections under RM Bibliography Archive.
 - Resource Management Bibliography External Hard Drive: Includes a **digital copy** of all documents in the RM Bibliography kept on an external hard drive as well as spreadsheets with information about each document (copyright status, location, and notes).
 - Integrated Resource Management Applications (IRMA) DataStore: Includes an **IRMA reference** on the NPS-wide repository for documents, publications, and data sets that are related to NPS natural and cultural resources; includes metadata and digital copies of all documents in the RM Bibliography (irma.nps.gov).
- Reference Library: Documents that are not directly related to Acadia National Park but are indirectly related to science in Acadia National Park (such as a document about Rockweed harvesting on the coast of Maine that does not talk specifically about Acadia National Park), that are important to park operations, and are hard to find.

Figure 1: How all of the parts of the RM Bibliography are related



3. Retrieving documents

Ideally, when park staff have a document they believe should go in the RM Bibliography, they should place a PDF version on the RM Shared Drive under Museums\RM BIBLIOGRAPHY - to be uploaded to IRMA. Hard copies of the document may also be found in a box in the Curator's office (in the past only hard copies were required and this is where they went). When processing documents, someone should look in both the RM Shared Drive and the box in the Curator's office.

Periodically, the person who is in charge of updating the RM Bibliography should check the folder on the RM Shared Drive to see if any new documents have been added. If there is not PDF of the document available already (either in the folder on the RM shared drive or online), scan the document. It is easier to complete the process using a PDF. For more information on how to scan a document, see Appendix A.

4. Decision process for placing documents in their appropriate places

Use the following key to determine where the document should be placed.

1. Is the document Acadia-specific?

Two easy ways to check are to search the document text for “Acadia” (using the “Find” command in Acrobat) or to look at any tables and maps for sites in Acadia National Park. If the document contains information about Acadia or research that took place in Acadia, it is Acadia-specific.

No Continue to step 2.

Yes Continue to step 3.

2. Is the document important to park operations AND is the document hard to find?

Yes Add the document to the Reference Library (see [6.a. How to add a document to the Reference Library](#)).

No Discard the document.

3. Is the document on the IRMA Data Store?

Yes Continue to step 4.

No Continue to step 5.

4. Is the document in the Archives under Park Records or RM Bibliography Archive?

To see where the document is in the Archives, check to see what information is in the physical holding on IRMA. Another place to check the documents location is on the spreadsheet on the RM Bibliography External Hard Drive titled “All Folders.”

Yes Done

No Continue to step 5.

5. Is there a digital copy (a PDF or link) of the document?

First, check to see if the PDF has been uploaded to the RM Shared Drive “Museum\RM BIBLIOGRAPHY - to be uploaded to IRMA.” If there is a digital copy on the Shared Drive, use that PDF to complete this process. Second, search online to see if a PDF is available online. If the document is a journal article, find the digital copy (or whatever is available) online, preferably through JSTOR. Do not scan the document as all journal articles are copyrighted.

Yes Continue to step 6.

No Scan the document (see [5. How to scan a document](#)), **continue to step 6.**

6. Is the document a product of a research permit?

If a document is the product of a research permit, it should have the research permit number on it in the following format ACAD-year-SCI-XXXX. If it is still unclear whether the document is the product of a research permit, search the author(s) name on the Research Permit and Reporting System (RPRS) on IRMA.

No Continue to step 7.

Yes The document belongs in Park Records/Research Permits. Place the document in Park Records/Research Permits (see [6.b. How to add a document to Park Records \(Park Created or Research Permits\)](#)) **and continue to step 9.**

7. Are the documents’ authors park staff or were they contracted by the park?

No Continue to step 8.

Yes The document belongs in Park Records/NPS Funded. Place the document in Park Records/NPS Funded (see [6.b. How to add a document to Park Records \(NPS Created or Research Permits\)](#)) and continue to step 9.

8. Is the document the final product (final report or presentation) of a research project (but not tied to a research permit)?

Yes The document belongs in the RM Bibliography Archives. Place the document in the RM Bibliography Archives (see [6.c. How to add a document to the RM Bibliography Archive](#)) and continue to step 10.

No Continue to step 11.

9. Does the document contain information that could be valuable to park staff or the public AND is the document a final product?

Yes Continue to step 10.

No The process is complete!

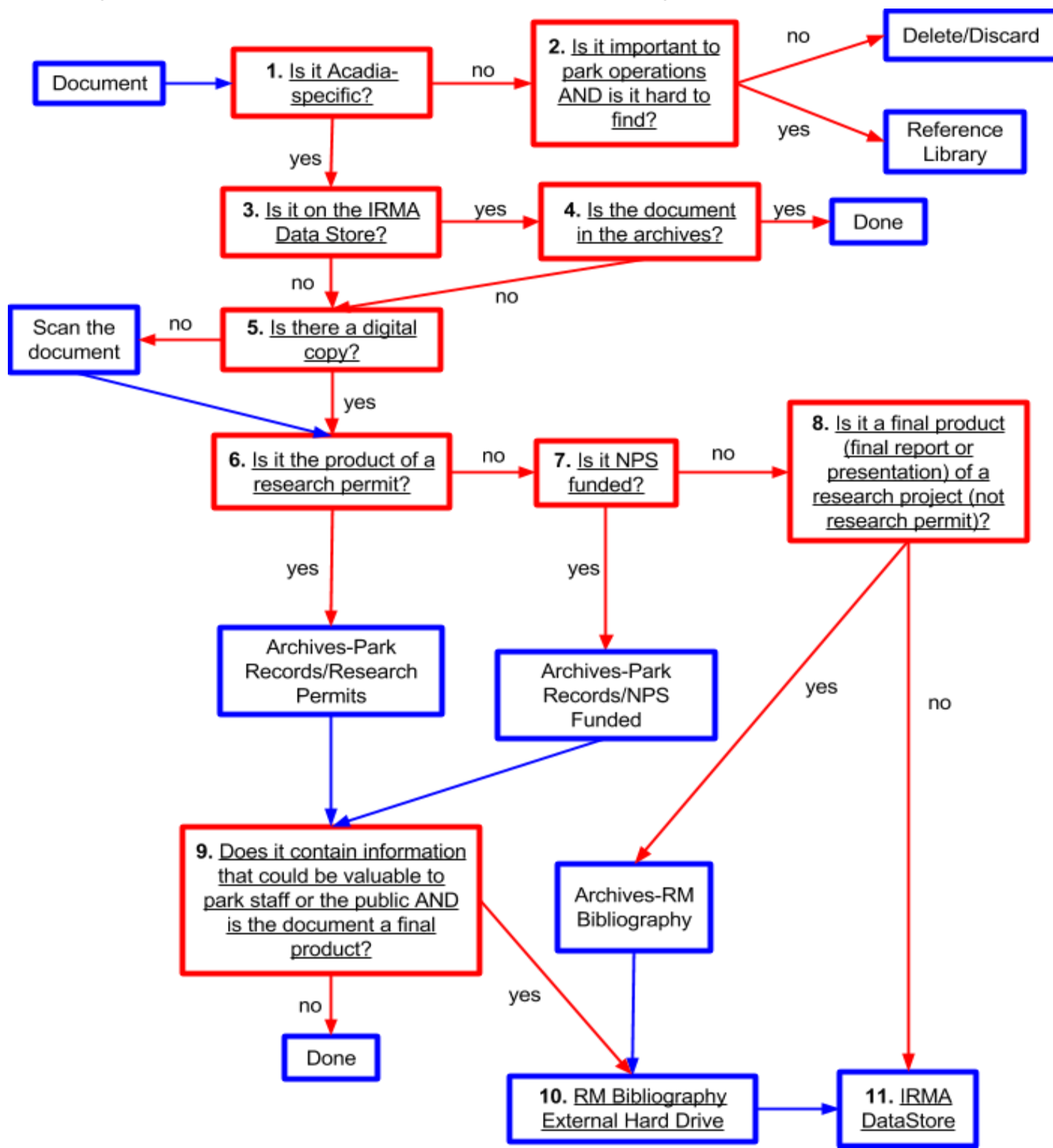
10. Add a digital copy of the document to the RM Bibliography External Hard Drive (see [6.d. How to add documents to the RM Bibliography External Hard Drive](#)), then continue to step 11.

11. Add the document to the IRMA Data Store (see the Standard Operating Procedure (SOP) for the Digitization of Archival Records).

4.a. Notes

- Each document will be archived in **either** Park Records **or** the RM Bibliography Archive.

Figure 2: Flowchart on where the document belongs



5. Determining the sensitivity and copyright status of the document

If one of the locations for the document is IRMA, the sensitivity and copyright status of the document must be determined so that information can be entered into the IRMA reference. Use the Standard Operating Procedure (SOP) for Determining Sensitivity and Copyright of Documents. If the document will not be uploaded to IRMA, skip to step 7.

6. Add sticky note to PDF

Open the PDF of the document from the RM External Hard Drive. Create a sticky note (click on “comment” and then the sticky note button) and add information about the location, sensitivity, and copyright status of the document. Select one option from each column of the following table and paste it into a line on the sticky note. This will tell the person that uploads the document to the IRMA Data Store (if necessary) important information about the document.

Location:	Sensitivity:	Copyright:
Park Records/Research Permit	Non-Sensitive	Proprietary/Copyrighted/Permission to distribute for non-commercial use
Park Records/Park Created	Sensitive/Operations	Proprietary/Copyrighted/Permission to distribute internally
RM Bibliography Archive	Sensitive/Personal Info	Proprietary/Copyrighted/No permission to distribute
Reference Library	Sensitive/Archeological	Non-proprietary
	Sensitive/Indian Sacred Sites	
	Sensitive/Wells	
	Sensitive/Endangered	
	Sensitive/Threatened	
	Sensitive/Cultural	
	Sensitive/Security	
	Sensitive/Commercial Value	
	Sensitive/Paleontological	
	Sensitive/Caves	
	Sensitive/Minerals	

7. Place the document in appropriate location

After the correct location, copyright, and sensitivity of the document have been determined, move the PDF to the folder “Ready to be uploaded to IRMA” (on the RM shared drive under Museum\RM BIBLIOGRAPHY - to be uploaded to IRMA). Place the physical copy of the document in the appropriate location in the Archives and place “DONE” after the location on the sticky note on the PDF.

Appendices

A. How to scan a document

There are three main steps to the scanning process, regardless of the machine used. Each step is described in greater detail in later sections.

- Scan the pages using the process described below.
- Ensure that the document is text searchable and that the pages are oriented correctly using the process described below.
- Save the document in the appropriate place on the RM Bibliography External Hard Drive. To do this, see [How to add documents to the RM Bibliography External Hard Drive](#).

A.1. How to scan using the Canon ImageRunner:



Figure 3: Canon ImageRunner NPS/HKrieger

Figure 4: Archival staple extractor NPS/HKrieger



Use the Canon ImageRunner to scan black and white documents only.

- Make sure the scanner is on.
- Check the document for staples, spiral bindings, comb bindings, paper clips, or other bindings.
 - All staples and clips should be removed permanently. Staples should be extracted using the approved archival staple extractor, NOT with an ordinary desk staple extractor.
 - Spiral and comb bindings should be removed with care, either by hand or using their respective binding machines. The spiral binding machine is located in the bookshelves in the William Otis Sawtelle Collections and Research Center. The comb binding machine is located just inside the door of the Hamster Cage, on the right. It is not necessary to rebind documents after scanning, as archival documents should not be bound.

- Any other removable bindings should be taken off, unless the integrity of the document will be harmed by doing so. If the binding cannot be removed (i.e. a bound thesis or booklet), attempt to scan using flatbed scanner. If the bound document is too thick, it may not be possible to digitize the document. Consult with the Curator or the Cultural Resource Program Manager if the document cannot be scanned.
- If the document is in relatively good condition, has few small creases and wrinkles, and is on regular paper, place the document in the feeder tray. If the document has wrinkles and creases or is on onion-skin or other fragile paper, place the document on the flatbed.
- NOTE: For manageability, large documents may be divided and scanned as separate batches (PDFs) and combined into a single PDF. For instance, if a document is 60 pages long, it is better to scan the document in two batches and then combine the two PDFs. Appropriate batch number may vary depending on the document.
- Select the “send” tab on the touch screen. Note that the default setting is “copy” so selecting “send” is usually required. Next, select “scans” as the destination for the scanned PDF.
- If document is double-sided, select the “two-sided original” button on the right-hand side of the touch screen.
- The scanner will automatically interpret the size of the document. If the size needs to manually be selected, it is necessary to scan the first page once using the flatbed scanner. After this, a small window will pop up. In the center right of this window, there will be a button “document size.” By selecting this button, the appropriate document size may be selected. Guide lines for each pre-approved size are on the edges of the flatbed scanner.
- Press “start”.
- When finished, press “done.” If using the automatic paper feeder, this is not necessary because the file will automatically be sent to the computer.
 - NOTE: If scanning multiple pages as a single PDF using the flatbed, press “done” when all pages have been scanned. For multiple pages, press “start” to scan each page, and then press “done” when finished with the entire document or set of documents.
- NOTE: When using the paper feeder on the Canon ImageRunner, the feeder sometimes takes in multiple pages at once, and those pages do not get scanned. **When finished with the document, check the PDF to make sure all the pages were scanned.**
- The document will automatically be saved under L:\Museum\SCANS. To see how to save it to the proper place, see [How to add documents to the RM Bibliography External Hard Drive](#).

A.2. How to scan using the Epson Perfection or Expression Flatbed Scanners:



**Figure 5: Epson Perfection Flatbed Scanner
NPS/HKrieger**

The Epson Perfection scanner is usually used for scanning single pages within a report containing color photos, maps, or graphs. The Epson Expression scanner is used for large color documents that will not fit on the Epson Perfection scanner. The rest of the document is scanned using the Canon ImageRunner. The color scanned pages are then inserted. See [How to Insert Pages](#).

- Open “EPSON Scan” from computer desktop.
- Select which scanner you will be using.
- Set Epson Scan Mode to “professional”.
- Place the document on the scanner.
- Adjust Auto Exposure Type.
 - Select “photo” if document is a photographic image. Select “document” if document is a map or contains color-coded graphs or text.
- Adjust Image Type.
 - For color documents, use 24-bit.
 - For color photographs, use 48-bit.
 - For books and documents that do not require color, use one of the black and white or grayscale options. This setting should almost never be used, since black and white documents can be scanned using the Canon ImageRunner.
- Set Resolution.
 - For color photographs, use 400 dpi (dots per inch). Do not go above 600 dpi.
 - For documents, use 300 dpi.
 - For line drawings, use 600 dpi.
- Select “preview” to scan a preview image.
- Use cursor to draw a bounding box around area to be scanned.
- Examine image and make adjustments to dpi, color, etc. if necessary.
- Select “scan.”
- Select the appropriate file type and location.
 - For Location, select “other” and “browse.” Save to Desktop. Note: Default location is My Pictures.
 - For file type, select PDF from the drop-down menu. Note: Default type is JPG.
 - Select “OK.” The page will then be scanned. Do not open scanner while document is scanning.
- When scanning is complete, a window will pop up entitled “add page confirmation.” Select one of the following:
 - “Add page” if another page needs to be scanned as part of the same PDF.
 - “Edit page” to perform editing activities on the document, such as page rotation. Usually this option is not used, and any editing is performed in Acrobat upon the final document.
 - “Save file” to save the page directly to the Desktop.
- When finished, save it to the appropriate place, see [How to add documents to the RM Bibliography External Hard Drive](#).

A.3. How to combine PDFs

- Open the folder that contains the files to be combined.
- Select all of the documents to be combined.
- Right-click on the selected files.
- Select “combine supported files in Acrobat.”
- Arrange files in correct order, if needed.
- Select “combine files.”
 - If the files are really large, it is helpful to make them smaller by changing the file size. On the lower right side of the combine files window, there are three little page icons. The middle one should be highlighted, but to decrease the file size, click on the smallest page icon.
- Adobe will combine all of the selected PDFs into a new document entitled “Binder1.” Make sure the new file contains all of the desired pages. Rename the document and save it to the desired location. See [How to add documents to the RM Bibliography External Hard Drive](#)
- Now that the sections have been combined into a single PDF, delete the individual sections.

A.4. How to insert pages

Sometimes a single page may need to be inserted into a larger PDF. This is helpful if the scanner feeder tray takes several pages at once and those pages have to be rescanned separately. To do this:

- Open the main document with Adobe Acrobat Pro.
- Click on “organize pages.”
- Click on “insert” and “from file.”
- Select the file to insert and click “open.”
- Select where to insert the pages (at the beginning or end of the document or somewhere in the middle) and click “ok.”
- Delete the separate PDF containing the page that was inserted.
- Select “Save” to save the changes to the document.

A.5. What to do with oversized documents

Black and white documents up to 11”x17” may be scanned in one piece on the Canon ImageRunner. If the document contains color that is required to comprehend the document, use the Epson scanner. Documents up to letter size may be scanned on the Epson Perfection Flatbed Scanner. Documents larger than 8.5”x11” up to 11”x17 can be scanned using the Epson Expression Scanner. Documents that are larger than 11”x17” should be added to the document “Over-sized maps list” on the Google Drive. Periodically, these documents will be scanned using a large-scale scanner that Schoodic Institute owns.

A.6. How to make the document searchable and ensure that orientation is correct

- Open the PDF in Adobe Acrobat Pro.
- Click on “enhance scans.” Then, click on “recognize text” and “in this file.”
- Next, quickly scan through the document and make sure that the pages are all oriented correctly. Usually the text recognition function orients the pages correctly. If any of them are

not, rotate them so they are oriented correctly. All of the pages can be rotated by right-clicking on a page and selecting “rotate clockwise.” There are more options (rotate counterclockwise or rotate a single or a set of pages) by going to “organize pages” and clicking on the appropriate button.

B. Processes for adding documents to the correct places

B.1. How to add a document to the Reference Library

- Print a copy of the document on regular paper, double-sided, and in color (if necessary).
- Make a folder for the document:
 - Use a red folder.
 - In pencil, write the title on the top center with the authors name centered underneath (Last name, First name). If there are more than two authors, write the primary author et al. Underneath the author, (or to the right side if there is not enough room), write the date published.
 - Place the document in the folder.
- Add the document to the spreadsheet on the Google Drive folder “Digitizing Acadia’s Archives” entitled “Reference Library.”
- Place the folder in the Reference Library. The folders are arranged alphabetically by author’s last name. The Reference Library is located in top drawer of the file cabinet located just inside the door of the William Otis Sawtelle Research Center.

B.2. How to add a document to Park Records (NPS Created or Research Permits)

- Print a copy of the document on archival paper, double-sided, and in color (if necessary).
- Give the document to the Curator and tell them whether the document is park created or a product of a research permit. They will then add the document to Park Records.

B.3. How to add a document to the RM Bibliography Archive

- Print a copy of the document on archival paper, double-sided, and in color (if necessary).
- Make a folder to place in the RM Bibliography Archive
 - Use a cream colored archival folder.
 - In pencil, write the title on the top center with the author's name centered underneath (Last name, First name). If there are more than two authors, write the primary author et al. Underneath the author, (or to the right side if there is not enough room), write the date published. On the far left, write the IRMA Reference Code (IRMA Ref Code: XXXXXXXX).
 - Place the document in the folder.
- Add the document in the correct box in the RM Bibliography Archive. The documents are organized alphabetically by author’s last name.

B.4. How to add documents to the RM Bibliography External Hard Drive

Note: The RM Bibliography External Hard Drive refers to the folder entitled “Resource Management Bibliography Scans” on the external hard drive entitled “Bibliography Hard Drive 1.” The first folder in this folder is entitled “SOP Related Stuff.” This folder contains old versions of the SOP (only the SOP on how to add documents to the IRMA Data Store). The next folders are folders for each letter of the alphabet. Documents are sorted into folders according to the first letter of the author's last name. In each of these folders, there is a spreadsheet entitled “Documents in Folder...” that lists all of the documents in the corresponding folder and information about each document (such as location, copyright status...). There is also a folder

entitled “For Reference Library.” This folder contains documents that are uploaded on IRMA but are only in the Reference Library. The folder entitled “Needs Physical Copies” contains documents that still need to be printed out. The hard drive also includes a spreadsheet entitled “All Documents” that is a compilation of all of the spreadsheets in each individual folder to make a massive list of all documents on the hard drive and therefore on the IRMA Data Store.

- Open the PDF of the document.
- Click “Save As” and save it using the following:
 - The naming protocol of the document is explained through the examples below. The three components of the file name (author, title, and date) should each be separated by a “space dash space.” If the document has two authors, list both authors in the order on the document. If the document has three or more authors, list the first author with et al (see example below). If the title is long, it can be shortened; use the first 5 or so words in the title then an ellipsis (...). If “Acadia National Park” is in the title, shorten it to “ANP.”

Author’s last name, author’s first name and initials if given - Title - Date

Examples:

Weather Bureau - Climatological Observations - 1927

Doe, J. - Deer Transect Report - 1962

Connery, J.H. et al - National Park Service Earthwatch Ecological Inventory of Offshore Islands ANP - 1992

- If a document is separated into several folders, and the folders are labeled Folder 1 of 2, etc., put the folder number in parentheses at the end of the file name:

Example:

Doe, J. - Deer Browsing Surveys - 1971 (folder 2 of 3)

- After the document has been added to the correct folder on the RM Bibliography External Hard Drive, add it to the spreadsheet in the same folder:
 - Open the spreadsheet from the appropriate folder.
 - Find the correct row for the new file and add a row for this file. This can be done by right clicking on the row below and selecting “Insert.” If the file is a folder with several documents in it, the folder goes at the top of the spreadsheet with (Folder) at the end.
 - Fill in the correct letter in the “Folder” column.
 - Paste the file name into the “File Name” column.
 - Add any other appropriate information (Reference Number, Copyright Status/Permission...).
 - Save the spreadsheet. Do not change the name of the spreadsheet because each spreadsheet is linked to the giant spreadsheet so that information from each individual spreadsheet is imported into the giant spreadsheet.
 - Update the giant spreadsheet “All Folders” by opening that spreadsheet, clicking on the “Data” tab, and selecting “Refresh All.”

Note: This is only a temporary name for the PDF. When the IRMA record for the document is complete, the file name will be changed to the IRMA citation.