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MALTA

Document Scanning Policy and Guidelines

Dear user,

As part of our commitment to simplify and improve the experience at the National Archives of Malta, we are giving our researchers the opportunity to digitize themselves the documents they are interested in, through a specialized scanner and without any charge. This policy, in conjunction with the digital camera usage in the Reading Room, will effectively give our clients a wider choice on how to obtain copies of documents they are interested in.

Conditions for use:

- Researchers wishing to make use of the self-scanning facilities must inform the Officer in Charge of the Reading Room;
- This service is available on a first come first served basis, no pre-booking is required;
- Documents too large to be digitized through the scanner, must be ordered at the Front Desk and the normal rate for digital documents applies;
- The document should be digitized in all its entirety, skipping no pages and including the front cover;
- The digital copy of the document will be sent to your email via We Transfer. USB sticks and other external memory devices cannot be used;
- It is the responsibility of the researcher to keep complete and accurate citations. All images obtained cannot be used commercially;
- A digital copy of the document will be retained by the National Archives;
- The National Archives of Malta reserves to right to refuse or limit such digitization in view of physical condition considerations, copyright issues and other factors.

Step by step instructions for use

Step 1

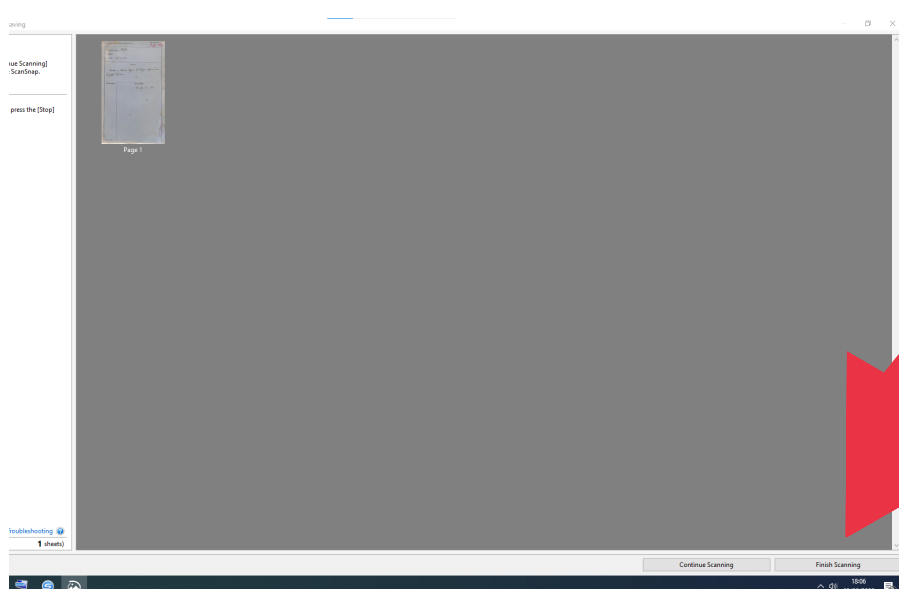Place the document at the centre of the black backdrop sheet.
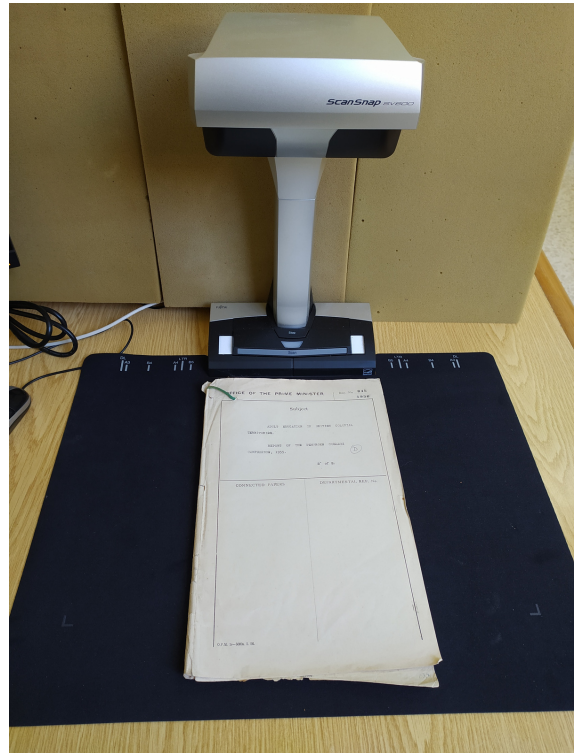
Step 2

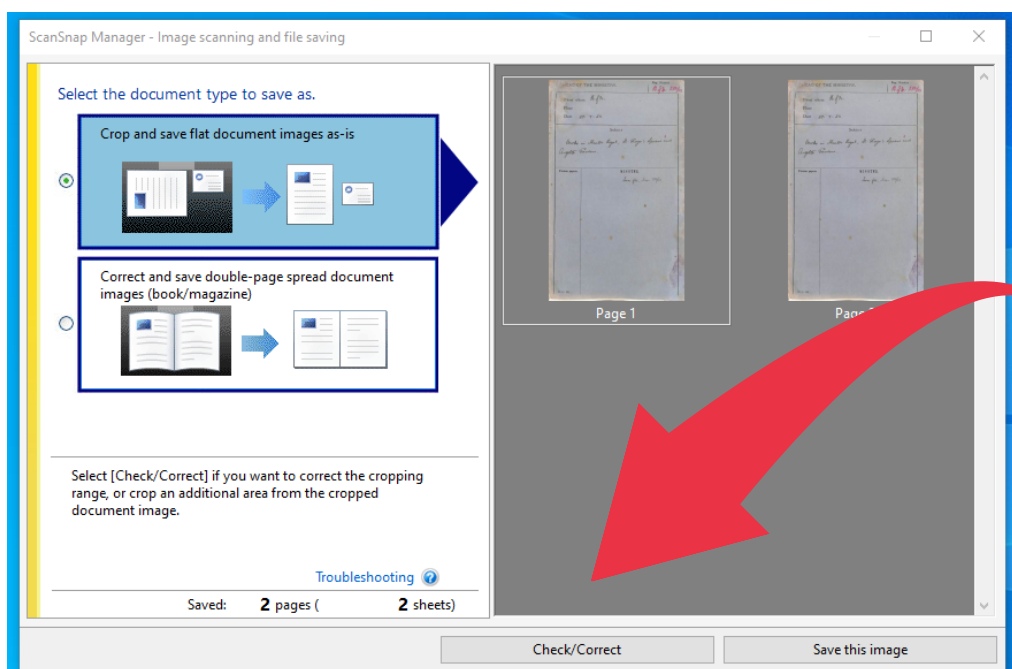Press the Scan button at the centre of the scanner. Repeat this process for each page of the document.

Step 3

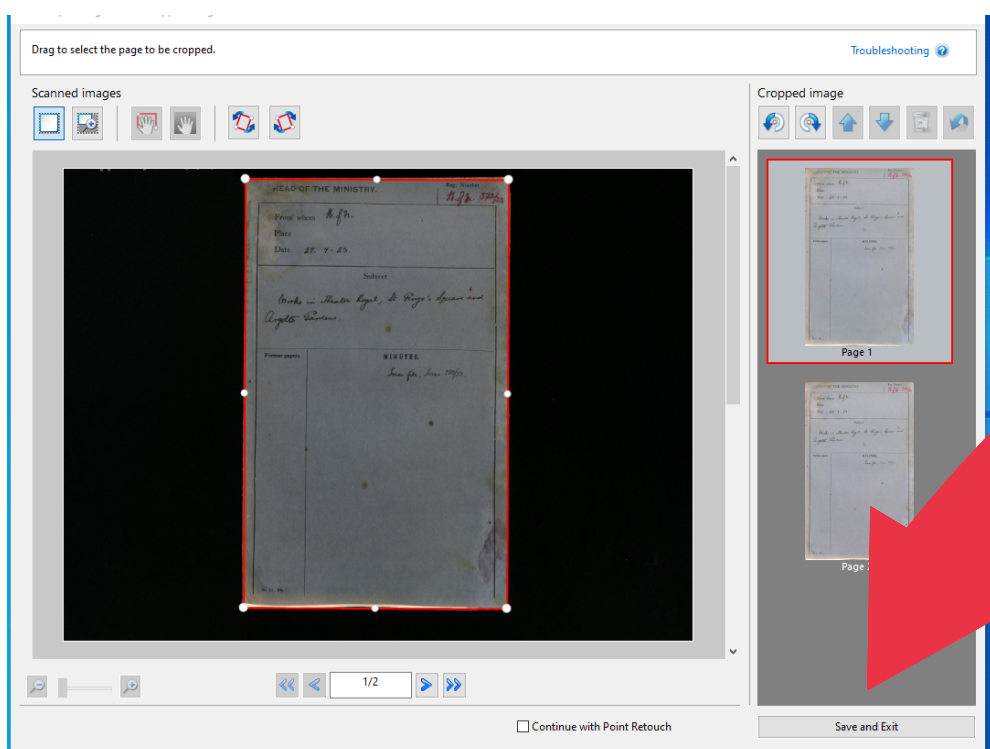Once all the document has been scanned, click on the **Finish Scanning** icon at the bottom right side of the screen.

Step 4

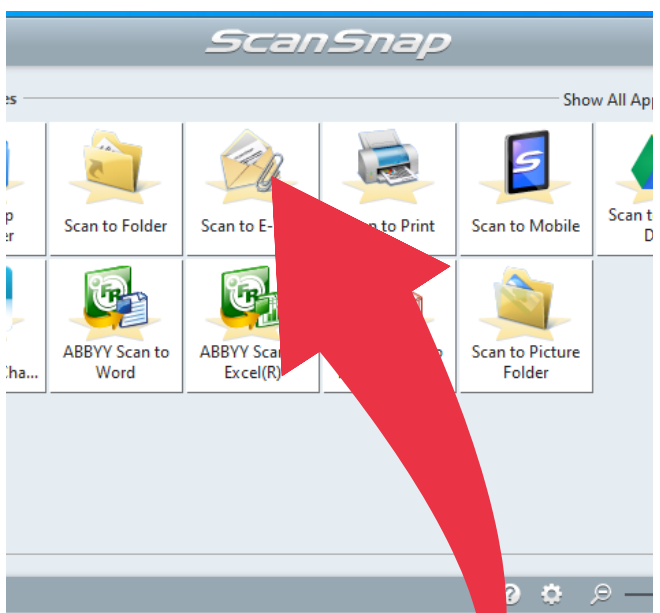At this point you have to click on the **Check and Correct** icon to edit and crop the digital images where necessary.

Step 5

Once all the images have been checked and edited according;y, now you have to **Save and Exit.**


Step 6

The next step you will be asked what to do with the images. At this point click on Select Folder.

Step 7

At this stage you will be asked to re-name the document. Naming of documents should always be in this format: ***1920_NAM_CSG 01_444***. In case of doubt ask the officers at the Reading Room. After the re-naming, make sure the location where the document will be saved is set as C:\user\user\Desktop\Researcher Scans.
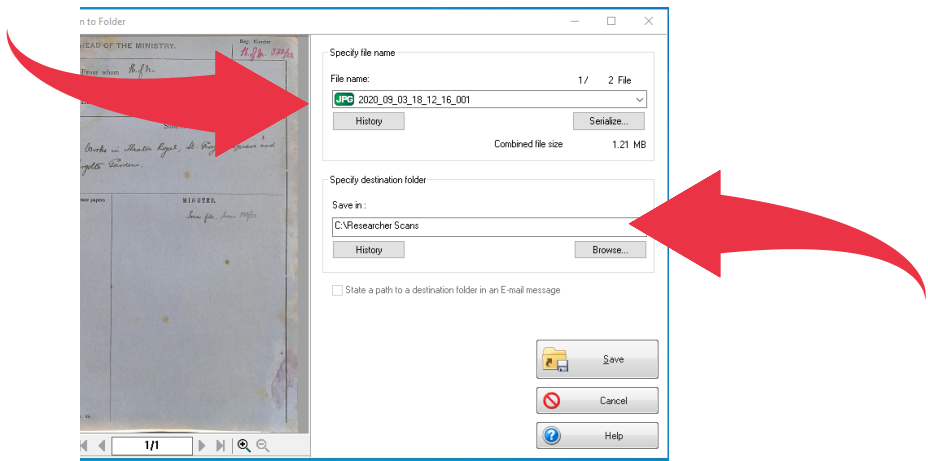
If the document has more than one page, you will have to add the image number at the end. This is done automatically by clicking on the ***Serialize*** and press ***OK.***
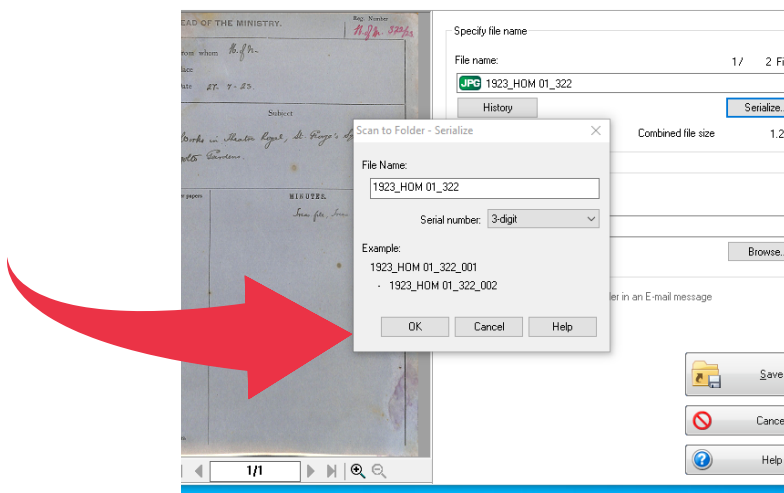
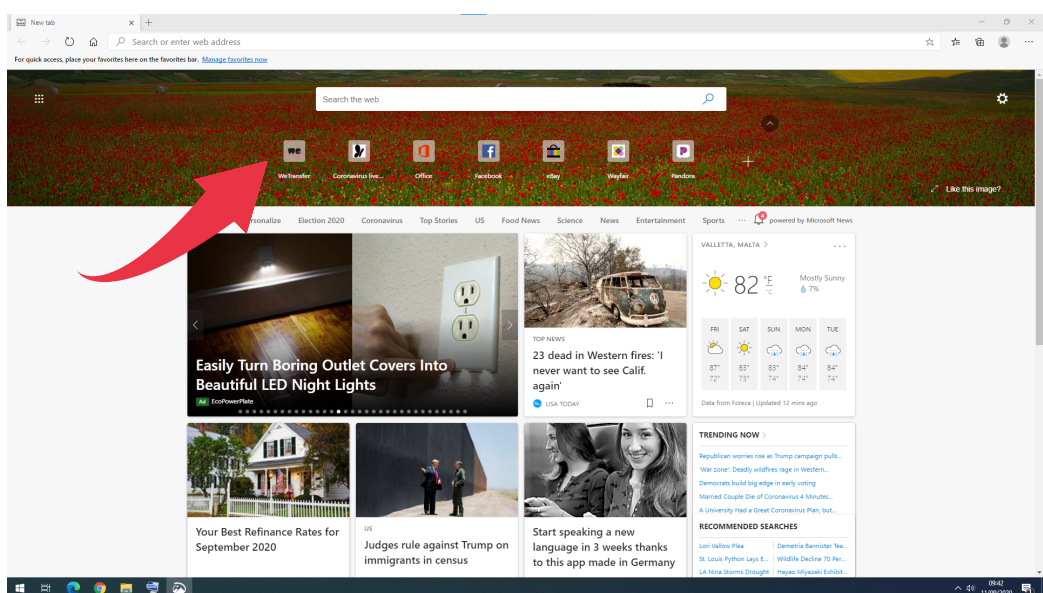To finish this process, you need to save and click finally click on the OK icon.
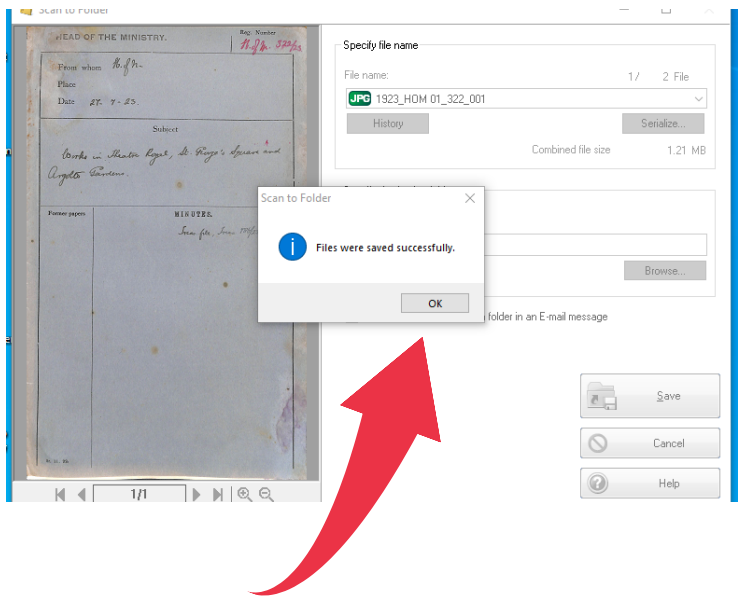
How to use We Transfer

Once you have saved the images in the Researcher's Scans folder, now it is time to send the images via We Transfer to your email account.
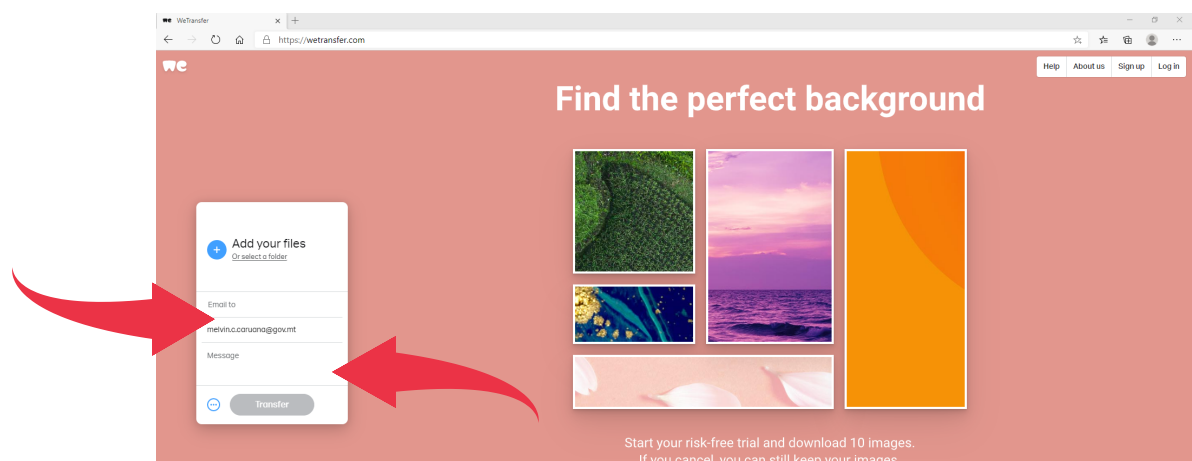
Step 1

From the Microsoft Edge Browser on the desktop, click on the We Transfer icon.
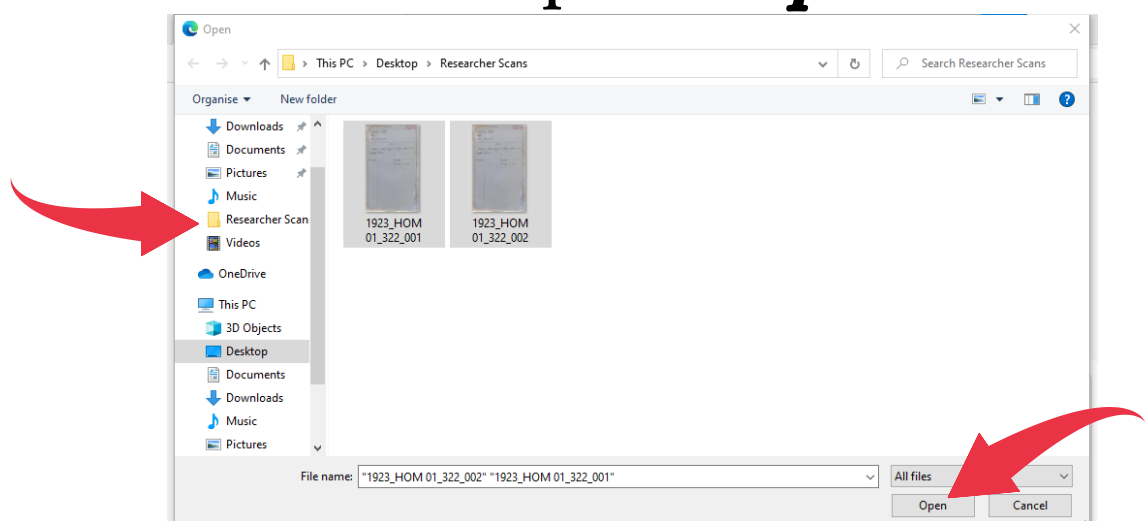

Step 2

Insert your email address in the appropriate field and add any message you wish.
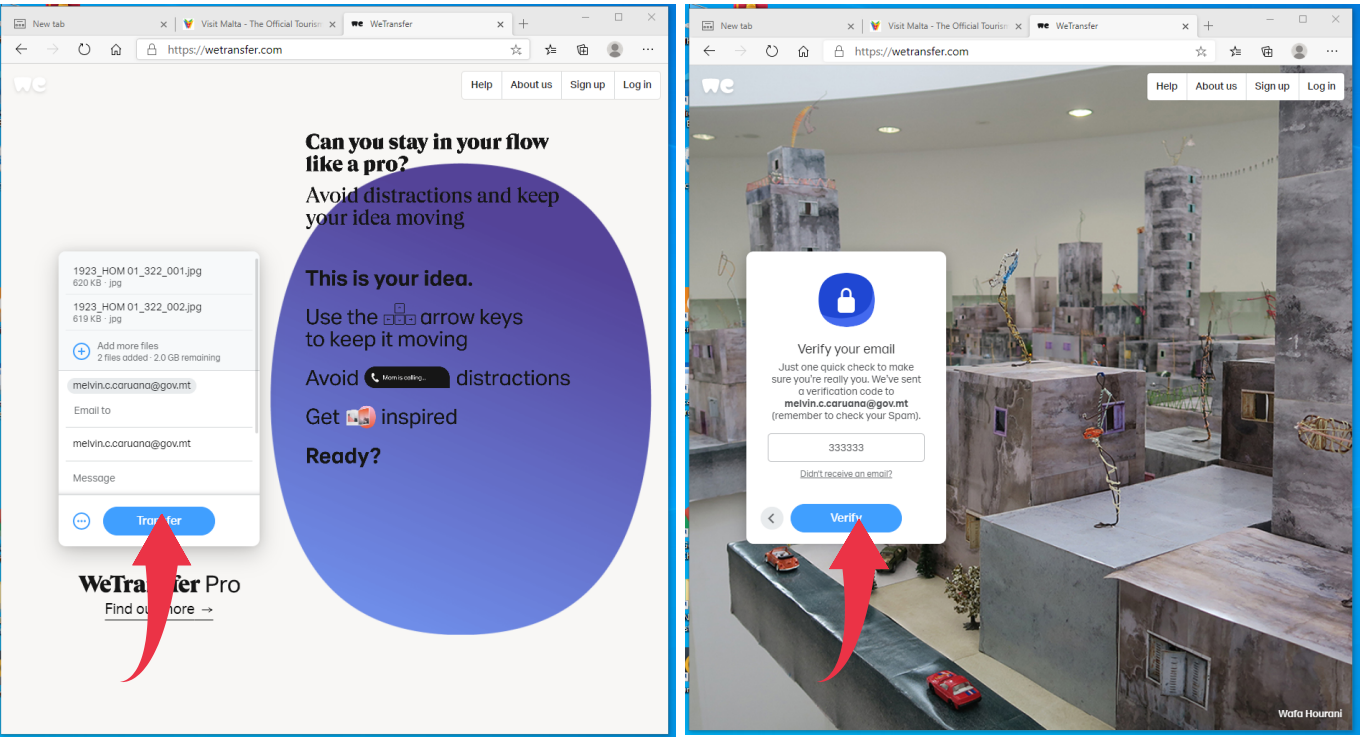

Step 3

After clicking on the **Add your files** icon, select the images that you have scanned from the Researchers Scans Folder and press **Open**.

Once all the selected images has been uploaded on the We Transfer site, choose **Transfer.** At this point you will be required to enter a Code, which would have been sent to the email address inputted earlier on.

After entering this code, chose Verify and the files will be sent to your email.