

Step 1: When a Contributor brings born-digital or previously digitized Items on an external device, connect the device to the Copying Station laptop computer (plug in a thumb drive, insert a CD, etc.).

Step 2: Verify with the Contributor which Item(s) on their device they would like to contribute.

Step 3: Copy the Item(s) from the Contributor's device and paste them into a folder on your computer.

Step 4: Rename each image with the **Item ID Number** from the corresponding **Descriptive Information Form** (e.g. 75-97-2).

- If there are multiple pages of an Item, rename each page of the file with a letter after the **Item ID Number**. (e.g. 75-97-2a, 75-97-2b, 75-97-2c, etc.)

Step 5: Eject and unplug the device and return it to the Contributor.

Step 6: The Item Copier should note that the Item was copied from a device in the "For Project Team Use Only" section of the **Descriptive Information Form**.

Step 7: At this point, the Item Copier should store the completed **Descriptive Information Form** in the provided document envelope.

*Note: Under no circumstances should you rotate, crop, or otherwise edit an image or Item file after it's been saved.
All image editing and processing will be carried out by the Digital Preservation Specialist.*