

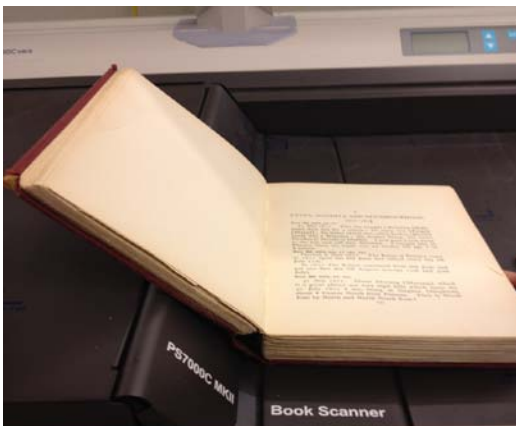
Scanning Safely Using the Konica Minolta PS7000C MKII Book Scanner  
Yale University Library, Preservation Department



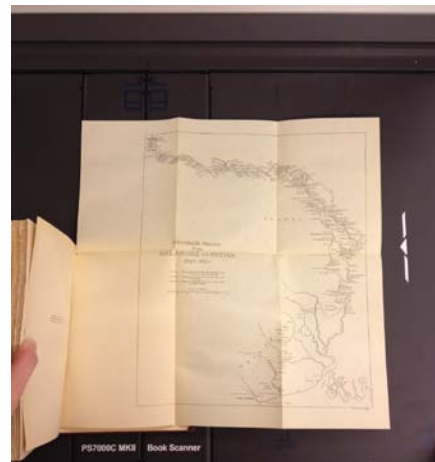
**Before lowering the platen, ask yourself:**

- Is the paper brittle?
- Is the binding intact or damaged?
- Does the volume open flat (180 degrees) without much effort?
- Are there pages starting to detach?
- Are there foldouts or overlapping elements?

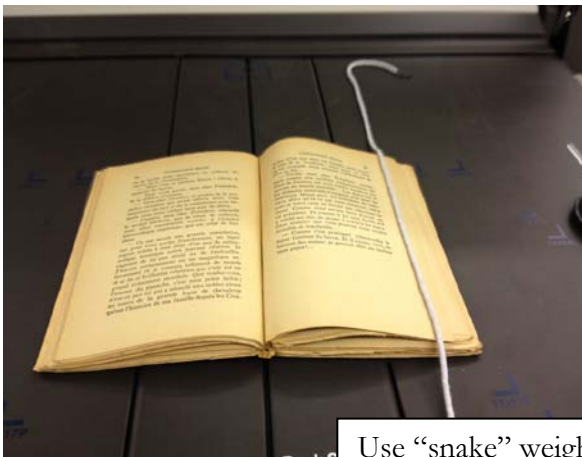
**If the book does not lie flat and you cannot use the platen, consider the following options:**



Use the book cradle to support the book, especially if the book is difficult to open.



Support the book while foldouts are being scanned.



Use "snake" weight or polyethylene strap weight to keep pages lying flat.

