

Culture in Transit Institution Scanning Equipment List

Scanning Kit

Item	Cost per Item	Place of purchase
Scanner: Epson Perfection V600 Photo Scanner	\$209	B&H
Silverfast license (scanner software for V600)	\$49	Epson
Case for V600 scanner: Pelican iM2720 Storm Trak Case with Foam (Black)	\$193.95	B&H
Lock for cases: Ruggard 3-Dial TSA Combination Lock	\$12.95	B&H
Glass cleaning kit: Kinetronics Digital Scanner Glass Cleaning Kit	\$9.95	B&H
Total Cost (prices correct as of July & Oct 2015)	\$474.85	

Copy Stand Kit

Item	Cost per Item	Place of purchase
Camera: Canon EOS Rebel T5 DSLR Camera with 18-55mm Lens (& battery)	\$399	B&H
Protection plan for Canon camera	\$73.99 (3 year plan)	SquareTrade
Canon EF-S 60mm f/2.8 Macro USM Lens	\$399	B&H
Watson – LP-E10 Lithium-Ion Battery Pack (2)	\$24.95	B&H
Case: Pelican iM2620 Storm Trak Case with Foam (Black)	\$171.83	B&H
Lock for cases: Ruggard 3-Dial TSA Combination Lock	\$12.95	B&H
Genaray SpectroLED Outfit 500 Daylight LED Light (2)	\$419.95	B&H
Smith-Victor Tabletop or Background Light Stand (18") (2)	\$21.95	B&H
Oben AT-3461 Aluminum Tripod With BA-117T Ball Head	\$159.95	B&H

Porta-Trace / Gagne 1012-2 Stainless Steel LED Light Box (10 x 12")	\$75.95	B&H
Backdrop: ePhotoInc 10 x 10 ft Solid Grey Muslin Backdrop Studio Background 1010GREY	\$27.99	Amazon
Clamps for backdrop: Heavy Duty Muslin Clamps 4 1/2 inch 6 Pack	\$8.49	Amazon
Lens filter kit: 58MM Professional Lens Filter Accessory Kit for CANON EOS Rebel	\$14.99	Amazon
Extension cable for plugging camera into laptop for remote shooting: AmazonBasics USB 2.0 Extension Cable	\$5.49	Amazon
Remote switch for camera: Vello RS-C1II Wired Remote Switch for Camera	\$7.50	B&H
Small spirit level	\$5.35	Amazon
Color and grey scales: Kodak Color Separation Guide and Gray Scale (Q-13, 8" Long)	\$44.95	B&H

Color balance cards: DGK Color Tools Optek Premium Reference White Balance Card Set- 3 & Card Set- 3 Card Digital Color Correction Tool	\$8.99	Amazon
Book cradle: Gaylord® Acrylic Book Cradle 8 1/4 x 5 1/4	\$37.29	Gaylord
Archival polyester book strips (1" x 500" Long Roll)	\$29.10	Hollinger
pH neutral tape (3/4 x 72 Yds)	\$43.40	Hollinger
½ lb. weight bag (4)	\$17.95	Hollinger
Total Cost (prices correct as of July & Oct 2015)	\$2,477.86	

Ancillary items

Item	Cost per Item	Place of purchase
Laptop: Dell Precision Mobile Workstation M2800	\$1951 (includes support service/protection plan)	Dell
Extra hard drive for laptop (256GB SSD)	\$292.49	Dell

Adobe Creative Cloud license (Photoshop, Lightroom, Bridge and Acrobat) through TechSoup	\$260.00 (for 1st year)	TechSoup
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External hard drive: Western Digital My Passport Ultra 2TB Portable Hard Drive	\$84.46	Amazon
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Hard drive case: Case Logic Compact Portable Hard Drive Case	\$12.99	B&H
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4-Port USB 2.0 Hub for laptop	\$6.99	Amazon
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Multi outlet power cord: Belkin 6-Outlet Home/Office Surge Protector with 2.5 feet Cord & Straight Plug	\$6.51	Amazon
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Ruler	\$5.64	Amazon
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Flash drives (Pack of 3 16GB drives) (4)	\$15.95	B&H
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Archival gloves: Archival Methods White Nylon Gloves Small, Package of 12	\$14.36	Amazon
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Air blaster	\$9.75	Amazon
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Microfiber cloth	\$9.44	Amazon
Spray adhesive for gluing foam layers in transportation cases	\$10.99	Local NYC art supply shop
Backpack: Case Logic Berkeley Deluxe 15.6" Laptop & Tablet Backpack	\$35.50	B&H
Dropbox business account (cloud based storage solution)	\$525 (one year subscription)	Dropbox
Total Cost (prices correct as of July & Oct 2015)	\$3,241.07	

Notes:

Since the initial list was produced in July, a few items have been added to the kit and some items have been swapped. Items are listed below along with the rationale for the addition or swap.

Items added:

- Another spare battery for the camera.
 - Using the camera remotely through the computer, drains the battery very quickly (within an hour). It was necessary to add another battery to the copystand kit, to ensure there's enough battery power for long periods of copystand use.
- Extra hard-drive space for the laptop.
 - The laptops came with a 120GB solid state hard drive. However, once all the programs and software were installed, there was only 30GB of spare space. Generally, scanning at institutions creates between 15-20GB of image files, hence the need for more space. A 256GB solid state hard drive was purchased to add to the laptop.
- USB hub for laptop.

- The laptop only has 3 USB outlets. As the scanner and copystand need connecting via USB as does the external hard drive, there was no flexibility for anything else. So this USB hub affords greater flexibility if needed.
- pH neutral tape
 - Added to the kit if book strips were needed to be taped to secure an item for copy stand work.
- Weight bags (4)
 - This, along with the clear book strips is a mobile alternative to flattening an item with plexiglass. Clear book strips would run along the top and bottom of an item, with the weight bags holding the item in place.
- Lightbox
 - This was added to allow us the flexibility to digitize lantern slides and glass plate negatives that are too large to be digitized with our Epson V600 scanner.
- Macro Lens for camera
 - Added to give more solutions when digitizing with the copy stand.

Items swapped:

- Tripod
 - The rationale for the purchase of the original tripod (the Beike BK-555 Foldable Tripod Monopod with Ball Head, which Brooklyn & Queens still have), was because it was very lightweight and it inverted - two essentials needed. However, it is incredibly lightweight, meaning it is not as sturdy as it could be. We decided to experiment with purchasing another tripod; after speaking online with a rep from [B&H](#) and asking them what their best tripod was that was lightweight and inverted, we bought the Oben AT-3461 Aluminum Tripod With BA-117T Ball Head. Slightly heavier than the original tripod and with longer legs, it does not fit into the backpack, however; because it is heavier and has longer legs, it feels sturdier and more robust than the original purchase.
- Lights
 - The lights originally bought (CowboyStudio Photography Table Top Photo Studio Lighting Kit) have been swapped for LED daylight lamps (note: only for the institution kit so far as the community copystand kit doesn't get used as heavily). The main rationale for the swap was we all felt the original lights were too bright, even though they are daylight balance bulbs. Another option is to explore alternative bulbs for our original lighting kit, however we also decided to experiment with LED lighting, so we can give conclusions on LED vs. fluorescent lighting for digitization work.
- Clear book strips
 - The original book strips purchased were too thin to be of effective use to hold larger items in place for copy stand work, so were swapped for strips that were wider.