

REPORT ON THE INSTALLATION OF THE ATIZ BOOKPRO SCANNER AT THE COLLEGE OF HEALTH SCIENCES (CHS) LIBRARY

2nd February 2015

Implementation Team

INTRODUCTION

Following the supply of one (1) ATIZ Book scanner and accessories to the College by the Chinese Phase II Project and the subsequent submission of Action Plan for its installation to Management we present the report on Task #1 as follows:

INSTALLATION

The installation was performed by SATCONSULT LTD with assistance from College IT staff under the supervision of the Mr. Barfi-Adomako Owusu, Head of Academic Computing Unit, Mr. Solomon Sulemani and Mr. Samuel Bentil Aggrey of the College Library.

The installation of the hardware and the setup of the scanner involved the unpacking of the parts of the scanner from their boxes and assembling them on the specially made table. The assembled parts included the main base, standing frames, adjustable camera holders, and the transparent glass book holders. After these were done, the lights and two digital cameras were installed. The final hardware installed was the computer which would be used to manage the scanner.

After the hardware installation had finished. The system was booted and various software configurations were performed on the PC. The camera and the other hardware were configured using the software tools (*BookDrive Capture and BookDrive Editor*) provided with the Book Scanner. The software configuration was successful and this led to the testing phase.

Testing of the installed unit involved scanning of pages of a book. This enabled us to evaluate the performance of the hardware and the software. We also had the opportunity to adjust the various components to make the scanner perform well.

CONCLUSION

The book scanner installation has been a success and it is ready to digitize records in the library and documents from other departments in the CHS to ensure these documents are preserved and easily accessible. This would have a great impact on preserving the College of Health Sciences and University of Ghana Heritage and research outputs.

This marks the end of Task #1 of Action Plan for the Installation of ATIZ Book Scanner and the setting up of the Digitisation Unit at the College Library. The outstanding items to be provided under this Task #1 are 2-TB External Hard drive (1), DVDs 8Gb for master files (40) and Standard Lab. Stool Chair (1) for operators.

Task #2, Task #3 and Task #4 should be initiated and completed as planned to make the facility operational.

