

## Scan Title Submission Standards

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**Submitting Titles for Scanning** – Hardcopy original books in good condition may be submitted for scanning and setup into the LSI digital library. Upon receipt by LSI, the book is unbound and disassembled. The back of the book block is cut to produce single sheets of paper. Note: Original book parts will not be returned to the publisher unless the publisher specifically requests return of the materials. LSI will return originals within 90 days of completion via UPS shipping at the publisher's expense.

Scan titles will be readjusted to the paperback or hardcover trim sizes specified by the publisher when submitting the book. The adjustment is made by increasing or decreasing the gutter and margins and not by resizing text and halftones. All text and halftones will be reproduced at 100% of the original input.

Specifications for scanned books are described below. **Note: Scanned reproduction quality of halftone images or pictures may vary significantly from the original. LSI recommends that all publishers review proof copies of all books with halftone content.**

### Acceptable Scan Books

Scan books submitted to LSI are classified into one of three specific LSI categories. Books are determined to be Standard, Custom or Non-compliant for scanning. Standards books are set up for the standard pricing described in Attachment A – Rate Schedule, and have the following attributes:

- Original hardcopy book to be in good condition
- Black or dark ink only in the text block
- Halftone count is 20 halftones or less
- Replacement pages are limited to minor changes detailed below
- Cover Type is 9pt or larger, with no drop shadow text design
- Cover image repair is limited to folds on spine & cloning of background for bleed
- No foil, embossing, or metallic inks on the cover
- Original cover must be proportional to final trim size of printed book

Books that **do not** meet the above standards are classified as Custom Books, and require a custom quote of time/cost to complete set up of the book. Factors that may influence this include:

- More than 20 halftones or complex halftones
- Replacement of pages other than copyright/front matter within the text block
- Text is in poor condition
- Text requiring resizing or scaling up to 125% (textblocks containing halftones currently cannot be resized or scaled)
- Colored inks – note that some colored inks cannot be reproduced

- Yellow, dried, or brittle pages
- Hand applied text, logos, or images
- Minimal typesetting of front matter pages (e.g. correction/addition of ISBN on copyright page)
- Covers in poor condition
- Mechanical paste-up boards on the cover
- Broken (pinched) or fine type on the cover
- Complex designs, patterns, gradients, or intricate backgrounds on the cover (see Custom Cover examples on our Book Designers Page)
- Heavily damaged covers
- Non-traditional paper stock, including foil, linen, laid, or holographic paper
- Casebound covers that will not lay flat for scanning

Books that do not meet LSI Custom Standards are generally not good candidates for print-on-demand and cannot be scanned for set up. LSI will reject books in the following condition:

- Paper stock of less than 40# uncoated text
- Paper other than white or crème
- Torn, stained, wrinkled, brittle, or excessively damaged pages
- Text or images printed in any pastel color
- Book block size smaller than 4 x 6

Scanned image defects that result from defective original books will not be corrected unless requested by the publisher. Requested corrections will be charged custom service rates as described in the LSI Operating Manual Attachment A – Rate Schedule. LSI will confirm all extra processing charges with the publisher prior to executing the work. Contact an LSI Client Services contact with any questions.

**Submitting Miscellaneous Updates for Scan Books** – LSI will perform minor changes as part of the standard set up fee for hardcopy scan titles at the time of title submission. Minor changes include replacement of title or copyright pages, removal/replacement of up to 5 text pages, removal or replacement of logos on the cover, and removal of minor text on front matter pages. LSI will perform up to 5 minor changes on a title at no extra charge at the time of title submission. Complex changes or more than five (5) will be charged additional fees as determined by LSI. LSI will contact the publisher, provide a price, and obtain permission before proceeding with any non-standard work.

Page replacements may be submitted in print-ready hard copy format, or LSI will print and scan pages submitted via a digital file in PDF format. Print ready pages with an appropriate 100% sized footprint centered on an 8.5x11” page with no crop marks are acceptable. The publisher must identify and provide new copy for any changes at the time the original book/file is submitted. Pricing for custom work or revisions added after LSI has produced a proof is subject to a second set

up charge or custom manipulation fees of \$80.00 per hour. Digital file changes should be performed by the publisher and submitted with the entire file to LSI.

**Submitting Titles with Both Digital Files and Scan Content** – Publisher circumstances may require a digital file (text or cover) to be submitted with scan content (text or cover). The publisher should submit the digital file as usual on the web and send the physical content to LSI for processing. Upon receipt of the physical content, LSI will check for digital files submitted on the web and match it with the physical content received. Requirements for digital and scan content discussed in their respective sections still apply.