



Journal of The Indian Medical Association (JIMA)

An Official Publication of IMA

SCOPE OF WORK

[Restricted Document: To be shared with interested bidder only on enquiry]

Ref. No. 2022/FEB/JIMA-1

“DIGITIZATION OF PHYSICAL JOURNALS OF IMA FROM 1930 ONWARDS TO PRINT-READY PDF, CREATION OF METADATA AND UPLOADING THE SAME IN THE PORTAL OF NATIONAL DIGITAL LIBRARY OF INDIA”

1. Scanning & Digitization of Journals

a. Pre-Scanning:

Preparation of inventory of all issues of JIMA starting from 1930 including page count (excluding non-relevant pages), article count and the format in which they're available, i.e., in bound format, single copy or loose sheets.

Bound journals cannot be ripped.

b. Scanning:

The original journals are fragile and extremely valuable documents. Hence, scanning must be done very carefully ensuring no damage to the copies of the journals. The scanners to be employed must be commensurate with the condition of the journal.

Scanning must be done within the premises of JIMA located at 53, Dr Nilratan Sarkar Road (Creek Row) Kolkata.

c. Conversion to Print Ready PDF:

The journals need to be recreated in similar style and format as the original. In cases where exact font of the original journal is not available, near identical font should be used. The images/photos in journal articles must be cleaned as far as possible for reuse in the recreated output. Tables, as far as possible, must be recreated and not captured as image. Output must be single searchable PDF for each issue of the journal.

Workflow:

Text extraction -> Validation (L1-L2) -> Pagination -> Validation & QC -> PDF

d. Metadata Coding:

As per guidelines of National Digital Library of India, to be shared at appropriate time. And also in the line with guidelines followed by Pubmed Central

e. Portal Upload:

All journal issues in PDF format needs to be uploaded to National Digital Library of India, and all necessary co-ordination and actual uploading must be provided by vendor

2. Physical Stocking

Return of Source Journals: All journals must be returned to JIMA appointed coordinator and sign-off taken. If advised, the journals must be rearranged in the library.

3. Digital Stocking

The raw dump of the scanned journals and the final print-ready PDF copy must be stored in folders in following hierarchy: Publication Year – Publication Month. Appropriate storage space / media will be provided by JIMA.