



Scanning Options at the MSU Libraries

The **Main Library, Engineering Library and Gast Business Library** each have scanning services available. Service hours for each location are available at lib.msu.edu. If you have further questions ask at the nearest public service desk.

| | BookScan Station | HP T1200 Large Format Scanner |
|--------------------------|---|---|
| Location | Main Library Copy Center (2-West) Engineering Library Gast Business Library | Main Library Copy Center, 2-West |
| Cost | 5¢ per scan | \$1.00 per scan |
| NetID Required | No | No |
| Sheet Feed | Yes. Also "bookedge". | Yes |
| Color | 600 dpi 48bits input 24bits output | 600 dpi optical and 2400 ppi (enhanced from three cameras) |
| Grayscale | 300 ppi 16bits input 8bits output | 600 dpi** |
| Black & White | Yes | Yes |
| Max. Scan size | 11.8" x 17" | 42" wide and 0.6" thick |
| FAX Available at scanner | Yes US & Canada: 50¢ per page International: \$1.00 per page | No |
| Output file types | PDF, Searchable PDF, JPG, TIFF, Word DOC | PDF, TIFF, JPG |
| Save to Options | Save to USB, Email & Google Docs | Save To USB |

** Up to 600ppi available. Request assistance to change settings—file size much larger.

* Flash drives are available for purchase at the Main Library Copy Center, 2-West.

You may also want to try: **MARS—the MSU Article Retrieval Service**

MARS is a free document delivery service for MSU faculty, staff, and graduate students.

This service provides scanned copies of non-electronic journal articles and individual book chapters that the MSU Libraries own to MSU faculty, staff, and graduate students for personal research. Documents will be made available through your library account.

To learn more, check out the MARS page: <http://www.lib.msu.edu/about/ils/photodup.jsp>

About Google Docs file size limits and storage capacity:

- Basic (student/staff/faculty) Google Docs account is limited to 5 Gb of free storage. (Paid Google Drive accounts offer additional storage capacity.)
- Files uploaded and converted to Google Documents — 2 mb file size limit.
- Spreadsheets uploaded and converted to Google Spreadsheet format — 20 mb file size limit.
- Drawings (Images), no specified file size limitation.
- Other files, anything uploaded and not converted to Google Docs, Sheets or Slides format can be up to 10 Gb in size, but will require additional storage capacity.

MICHIGAN STATE UNIVERSITY LIBRARIES
East Lansing, Michigan 48824