

**NLS Details to Work-off**

Thursday, May 20, 2010 9:01 AM

From: "MB Toth"**To:** "Dr. Adrian S. Wisnicki"**Cc:** "Ken Boydston", "Bill Christens-Barry", "Roger L. Easton"

Adrian,

Based on previous experience, the success of our imaging work at NLS is dependent on the following, which we need to work off in advance:

1. Room Availability -- The availability of the needed imaging room for personnel access and dedicated equipment operation throughout our imaging effort, with functioning HVAC and the ability to turn off all lights, including on Saturdays. Also access to the processing room during this period for laptops, hard drives and personnel.
2. Personnel Access -- Badges or escorted access for all program personnel to enter and exit the building each day, including on Saturdays, and move between the imaging and processing areas.
3. Manuscript availability -- Access to the manuscripts and personnel to handle them throughout our imaging.
4. Equipment Access -- Getting the equipment into and out of the building (this may require a property pass and list of equipment, which we need to know in advance). Bill will transit EDI on Friday, 18 June, and it would probably be worthwhile for him to assess the room and drop the gear off. Then we will need immediate access on 24 June and thereafter, including Saturdays.
5. Support Equipment -- Commitment to availability and further details on the copy stand and light stands by the end of May.
6. Internet Access -- The ability to push large amounts of FTP data through the firewall, especially unattended operation during off hours.
7. Power -- Access to sufficient power plugs in the imaging room (three or four plug should suffice, and we will bring power strips). We don't need much electricity, just sufficient plug space.

Ken, Bill, Roger: Anything else that usually pops up and bites us in these efforts?

Mike