

Standards for Digitized Artifacts

For additional information or more detailed specifications, refer to the California Digital Library's recommendations at [CDL Guidelines for Digital Images](#) .

MASTER FILES

FOR ITEMS THAT ARE STANDARD SIZE (APPROXIMATELY 8.5" x 11"):

Black and white image:

400 dpi, grayscale, 8-bit. Save as TIFF, No Compression

Color images

400 dpi, RGB color, 24-bit. Save as TIFF, No Compressions

Black and white text and image (multi-page items)

400 dpi, grayscale, 8-bit. Save as JPEG, Image Quality: MAXIMUM, Select Baseline "Standard"

Color text and image

400 dpi, RGB color, 24-bit. Save as JPEG, Image Quality: MAXIMUM, Select Baseline "Standard"

FOR ITEMS OF IRREGULAR SIZE, FOLLOW THESE GUIDELINES

Black and white images:

4000 pixels on the long side, 8 bit, grayscale, TIFF, no compression.

Color images that are approximately 8x10 or larger:

4000 pixels on long side, 24 bit, RGB color, TIFF, no compression

Black and white pages from multi-page items (defined as any item with 2 or more pages)

4000 pixels on long side, 8 bit grayscale, JPEG, Image Quality: MAXIMUM, Select Baseline "Standard" (these should be default settings)

Color pages from multi page items (defined as any item with 2 or more pages)

4000 pixels on long side, 24 bit, RGB color, JPEG, Image Quality: MAXIMUM, Select Baseline "Standard" (these should be default settings)

Long side in inches to DPI conversion for 4000 pixels:

1 inch, dpi=4000

2 inches, dpi=2000

3-4 inches, dpi=1000

5-6 inches, dpi=800

7-9 inches, dpi=600

10-13 inches, dpi=400

14-19 inches, dpi=300

20+ inches, dpi=200

40+ inches, dpi=100

Pixel/dpi/inches convertor: <http://www.classical-webdesigns.co.uk/resources/pixelinchconvert.html>

EDITING IMAGES

Do not use photo editing software to make any changes to the image. It is important that all digitized images are scanned and saved using the same settings. Any additional information added through photo editing could adversely effect the long term preservation of the file. The only exception is rotating images to the correct orientation and cropping.

FILE NAMING CONVENTIONS and SAVING FILES

We realize that our partners may already have their own file naming conventions and have no wish to interfere with these. However, where there is a risk of name duplication, or where partners are just beginning to digitize collections, we suggest the following two conventions:

1) If the item being scanned already has a number assigned, use that number preceded by an organizational identifier followed by the accession number or call number. For example, CollectionID_1970200_01487

2) * If the item being scanned does not have a number, use the following convention [Organizational ID][date]_[number sequence]. For example, OrgID20090505_001.

* When scanning multi-page bound items: -- insert author name or part of the title between date and number sequence. For example, OrgID20090505_smith_001 would be first page of one item // OrgID20090505_smith_002 would be the first page of the second item, etc. The middle part of the number should be unique per item.

(NOTE: The numbering conventions are flexible **as long as we ensure that the numbers being assigned to digital files are unique**. Please use the above as a guideline but make modifications as needed.)

CAPTURING METADATA

When scanning items from a collection, it is essential that any metadata related to the image is documented at the time of scanning (ie: text on back of image, folder title, location within the collection). Preferably items will be uploaded during or after the scanning process but metadata should be recorded in a spreadsheet if they are not immediately being uploaded as part of the scanned item. Consider using a spreadsheet like the Excel file "Digitization Generic Template" to capture metadata. The spreadsheet should then be saved in the same folder as the scanned items.

TRACKING / MARKING ORIGINALS THAT HAVE BEEN SCANNED

It is important that some indication be given on or near original item when an item has been scanned. This is especially important when only selected items are scanned from a collection as opposed to comprehensive scanning of an entire collection. When an item is scanned, write lightly in photo pencil "scan" followed by the digital file number on the back of the image or on its housing (i.e.: scan70200_12345.) If you cannot write on the item or its housing, please note items that have been scanned on the folder or on an acid free paper adjacent to the item. Please write "scanned" with the image number on the folder or paper, to indicate which items have been scanned. If an entire box is scanned, it may be desirable to leave a single sheet in the front of the box with details about the scanned files (i.e.: digital files names, etc.).

SCANNING BACKS OF IMAGES / TWO SIDED ITEMS

Backs of images should only be scanned if the information on the back can not be transcribed in the Description field of the metadata. This would include images with lengthy descriptions or secondary sources (news clippings) on the back. If it is deemed necessary to scan both sides of an item, it should be imported into as a compound object or postcard, where possible.

SCANNING MULTI-PAGE ITEMS

Items with 2 or more pages that will be uploaded as a compound object. They will be scanned and saved using the settings for multi-page items above. All pages should be saved as JPEGs (Image Quality: Maximum). Your organization may want to store such items in their own folder and number pages. If you do so, be sure to number items in numerical order so they import correctly. For example, the cover should be numbered OrgID20090102_001, OrgID20090102_002, OrgID20090102_003, etc.

SCANNING IMAGE BORDERS

Images will be scanned with borders if the border has informational value. Otherwise, images can be scanned without borders. This will ensure proper image contrast.