

# Digital Processing Standards At A Glance

Rev. APP20121108

## Color Space:

Always scan in Color in the Adobe RGB 1998 Colorspace.

## Resolutions:

Photographs, medium and large format negatives, and glass lantern slides:

Bigger than 8x10: 800 dpi

8x10 and smaller: 1000 dpi

Text based materials:

Bigger than 8x10: 600 dpi

8x10 and smaller: 800 dpi

Small format negatives and slides (ex. 35mm)

2400 dpi

## Formats:

Scanned Photographs and images (text, art, pamphlets etc.): Preservation: TIFF/JPEG2000

Display: TIFF, JPEG2000, JPEG

Audio: Preservation: WAVE, AIFF, Broadcast WAVE Display: WAVE, AIFF, Broadcast WAVE, MP3, MP4

Video: Preservation: MPEG4 Display: MPEG4

Born Digital Text (word processing documents, spreadsheets etc.): Preservation: PDF, PDF/A, Original format (ex. Word Document)

Machine Readable Texts: Preservation: XML, DTD

Born Digital Images: Preservation: TIFF, Digital Negative, JPEG2000

## File Naming Examples:

Archival Collections:

Collection number\_box number\_file number\_item number (MS1\_01\_01\_001)(add a or b for front and back if needed)

Personal Papers:

Lastname and first initial\_Journal or event\_citation or date (DoeJ\_ALAPoster\_Midwinter 2012, DoeJ\_JAMA\_Vol1No1Pg100)

Lastname and first initial\_shortened title\_date (DoeJ\_DigitalStandards\_20121108, DoeJ\_DigitalStandards\_201211, DoeJ\_DigitalStandards\_Fall2012)

**Cataloged Items:**

Use call numbers in the system.

**Cropping:**

Make items square and crop close to the edge but let the entire item be in view to show that nothing has been removed.

Square center image for uneven cut items and crop to outer edge of the paper still.

Crop book pages to opposite side of gutter to show the entire page.

**Quality Control:**

Review all materials to make sure they are accurate to the original and there is not any debris on the image. Check that all standards for project are met.

**Storage:**

Back up all files to external hard drives or other stable storage device. Do not rely on computer hard drive alone.

**Scanning Sheet:**

Document the scanning process for technical, descriptive, and preservation metadata and future conservation of the item.