

## **APPENDIX G: IMAGING STANDARDS**

IMAGING STANDARDS FOR ARCHIVAL MASTERS

IMAGING STANDARDS FOR DERIVATIVE IMAGES

REFERENCES FOR IMAGING STANDARDS

## IMAGING STANDARDS FOR ARCHIVAL MASTERS

- All materials will be captured at 100% original size. The scanner can only be used for items no larger than 8.5" x 14"; this would result in an image 2550 pixels across the shortest dimension. By default, the camera captures images at pixel dimensions of 1312 x 2000.
- By default, materials will be captured at 24-bit depth (RGB—millions of colors). Items with no significant color information may be captured at 8-bit depth (256 shades of gray).
- By default, materials will be captured at 600 dpi to create a digital master.
- Digital master files will be saved in uncompressed TIFF format.
- The goal is to represent the original object as closely as possible. No restoration or other digital enhancements will be performed on digital masters.
- Detailed information about the captured image will be recorded during the scanning process. This information will include identification and size of the original object, along with all camera/scanner settings.
- Digital masters will be stored to DVD, tape, and hard drive.

## IMAGING STANDARDS FOR DERIVATIVE IMAGES

- A derivative image will be produced for screen display and access purposes. Further derivatives may be produced if evaluation of the materials shows the need.
- For most of these access images, 8-bit grayscale will be used, and digital images will be resized to 600 pixels across the shortest dimension, 100-150 dpi, and saved in a JPEG format of quality level 50. For items with significant color information, access images will be presented in 24-bit color.
- Digital “submasters” will be created of badly damaged materials through digital restoration in order to improve the usability of the materials. Materials will be evaluated on a case-by-case basis to determine if restoration is needed.
- In cases where materials are digitally restored, users will also be provided with a non-restored image, in order to give the user some idea of the condition of the original materials.

In limited circumstances (some handwritten manuscripts), HTML-encoded transcriptions will be provided alongside a digital copy of the original.

## REFERENCES FOR IMAGING STANDARDS

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- Colorado Digitization Project Scanning Working Group. *General Guidelines for Scanning*. Colorado Digitization Project, 1999. Retrieved January 30, 2003, from the WWW: [http://www.cdpheritage.org/westertrails/wt\\_bpsscanning.html](http://www.cdpheritage.org/westertrails/wt_bpsscanning.html)
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