

Recommendations for archival scanning standards

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A concise set guidelines for creating archival collections.

Minimum resolution:

600 to 1000 ppi, 8Bit (B&W), 24 Bit (Color), 3,000 pixels on the longest side (at least)

Filetype:

TIFF (derivative images* can be created later for web use at a smaller resolution/filetype...e.g., jpeg. The TIFF is your archival image.)

*Derivative Images include thumbnails, images ideal for full screens, and images ideal for projection. Typical standards for those are:

Thumb – 72 ppi, 150 pixels longest side, jpeg format

Screen – 72 ppi, 500 longest side, jpeg format

Projection – 72 ppi, 1280 longest side, jpeg format

Filename:

- Each filename should be **unique**, which means that you want to eliminate chances for duplicating numbers. A good way to do this is to use a numerical or alphanumerical schema that is consecutive with each file that is added to your image collection. You may want to start with a number that identifies the fiscal year in which the image was acquired/added, and the order in which it was acquired/added.
 - E.g. 201100001, 201100002, etc...