

## Digital Imaging Guidelines by Source Type\*

### Minimum Recommendations

| <b>Text</b>               |  |  |  |
|---------------------------|--|--|--|
|                           | <b>Master</b>                                    | <b>Access</b>                                    | <b>Thumbnail</b>                                 |
| <b>File Format</b>        | TIFF   | JPEG or PNG                                      | JPEG or GIF                                      |
| <b>Bit Depth</b>          | 1 bit bitonal<br>8 bit grayscale<br>24 bit color | 1 bit bitonal<br>8 bit grayscale<br>24 bit color | 1 bit bitonal<br>8 bit grayscale<br>24 bit color |
| <b>Spatial Resolution</b> | 300—600 dpi                                      | 150 dpi  | 96 dpi   |
| <b>Spatial Dimensions</b> | 100% of original                                 | 600 pixels across<br>the long dimension          | 150—200 pixels across<br>the long dimension      |

| <b>Photographs</b>        |   |   |   |
|---------------------------|---|---|---|
|                           | <b>Master</b>                                       | <b>Access</b>                           | <b>Thumbnail</b>                            |
| <b>File Format</b>        | TIFF  | JPEG or PNG                             | JPEG or GIF                                 |
| <b>Bit Depth</b>          | 8 bit grayscale<br>24 bit color                     | 8 bit grayscale<br>24 bit color         | 8 bit grayscale<br>24 bit color             |
| <b>Spatial Resolution</b> | 3000 to 5000 pixels<br>across the<br>long dimension | 150 dpi                                 | 96 dpi                                      |
| <b>Spatial Dimensions</b> | 100% of original                                    | 600 pixels across<br>the long dimension | 150—200 pixels across<br>the long dimension |

| <b>Maps</b>               |  |   |   |
|---------------------------|--|---|---|
|                           | <b>Master</b>                            | <b>Access</b>                           | <b>Thumbnail</b>                            |
| <b>File Format</b>        | TIFF                                     | JPEG or PNG                             | JPEG or GIF                                 |
| <b>Bit Depth</b>          | 8 bit grayscale<br>24 bit color          | 8 bit grayscale<br>24 bit color         | 8 bit grayscale<br>24 bit color             |
| <b>Spatial Resolution</b> | 3000 pixels across<br>the long dimension | 150 dpi                                 | 96 dpi                                      |
| <b>Spatial Dimensions</b> | 100% of original                         | 600 pixels across<br>the long dimension | 150—200 pixels across<br>the long dimension |

| <b>Graphic Materials</b>  |  |   |   |
|---------------------------|--|---|---|
|                           | <b>Master</b>                            | <b>Access</b>                           | <b>Thumbnail</b>                            |
| <b>File Format</b>        | TIFF                                     | JPEG or PNG                             | JPEG or GIF                                 |
| <b>Bit Depth</b>          | 8 bit grayscale<br>24 bit color          | 8 bit grayscale<br>24 bit color         | 8 bit grayscale<br>24 bit color             |
| <b>Spatial Resolution</b> | 3000 pixels across<br>the long dimension | 150 dpi                                 | 96 dpi                                      |
| <b>Spatial Dimensions</b> | 100% of original                         | 600 pixels across<br>the long dimension | 150—200 pixels across<br>the long dimension |

A few words about the **purpose** in having different **categories** of digital image files:

### **Master**

- Represents as closely as possible the information contained in the original
- Uncompressed
- Unedited
- Serves as long term source for derivative files
- Can serve as surrogate for the original
- High quality
- Very large file size
- Used for creating high quality print reproductions
- Usually stored in the TIFF file format

### **Access**

- Used in place of master image for general web access
- Generally fits within viewing area of average monitor
- Reasonable file size for fast download; does not require a fast network connection
- Acceptable quality for general research
- Compressed for speed of access
- Usually stored in JPEG file format

### **Thumbnail**

- A very small image usually presented with the bibliographic record
- Designed to display quickly online; allows user to determine whether they want to view access image
- Usually stored in JPEG or GIF file formats
- Not always suitable for images consisting primarily of text, musical scores, etc.; user cannot tell what content is at so small a scale

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\*The information in this document was taken from **The Collaborative Digitization Program's** (Colorado/Western States) *Digital Imaging Best Practices* document (created 1/2003), Version 2.0 June 2008. ( <http://www.bcr.org/dps/cdp/best/digital-imaging-bp.pdf> accessed 6/2010)..