

## Minimum Scanning Recommendations

**Important Note:** The following chart provides resolution information for *master/archival* images saved as TIFF files. You will not be uploading the TIFFs to CDLC's CONTENTdm server, rather a quality JPEG derived from the TIFF, or else a JPEG image file created by the scan itself.

CONTENTdm software has the capability and option to generate a thumbnail version of the file at the time of upload.

Ideally, all materials would be scanned at the highest resolution possible. The higher the resolution, the more flexible, stable, and useful the scan will be. However, higher resolution also means more labor, time, and storage costs. Documents that might require scanning at a higher resolution include those with very small characters or fine print, and those that are rare and/or fragile, such as a one-of-a-kind brittle manuscript. Each institution will need to balance the cost versus benefits when choosing a resolution for their master images.

The resolutions listed below are the MINIMUM recommended by CDLC Digital Collections.

Type of Original	Minimum Resolution and Bit Depth
Published text and line art	300 dpi (dots per inch) bitonal or grayscale TIFF.
Hand-written materials	400 dpi, 8 bit grayscale or 24 bit color TIFF.
35 mm negative and slide film	600 dpi, 8 bit grayscale or 24 bit color TIFF.
Photographic Prints	Minimum 300 dpi, 24-bit color or 8 bit grayscale, depending on the source. Scanning from negatives may be preferable.
Artwork	When scanning photo surrogates, such as 35-mm negative or slide film or 4 x 5-inch transparencies, the guidelines for photographic prints apply.
Oversized items or museum objects	It may be better to re-photograph the work or to capture the work with a high-end digital camera.