

Digitization standards for Wabash Valley Visions & Voices

WV3 follows the Proposed Standards for the Indiana Digital Library, available at:
<http://www.statelib.lib.in.us/www/isl/diglibin/Digstandard3-24-04.pdf>

Photographs (from Proposed Standards for the Indiana Digital Library):

Photographic prints are generally not scanned at a fixed resolution but instead at a fixed number of pixels across the long side, resulting in two differently-sized prints from one negative yielding similarly-sized digital files. The appropriate resolution is determined by dividing the desired number of pixels (e.g. 3000) by the number of inches of the long side of the photograph (e.g. 10" for an 8x10 photo). In this case $3000 / 10 = 300$, so an 8x10" print should be scanned at 300ppi.

In general, color photographs should be scanned as 24-bit RGB color and black & white photographs in 8-bit grayscale. There are many cases, however, when black & white photographs would benefit from color scanning, for example, when they are sepia-toned or badly faded.

Pixel dimensions: long side of 3000 pixels. Rarely, photographic prints will contain enough detail for scanning at 4000 pixels on the long side

Scanning resolution: 300 ppi minimum; see following chart

File format: uncompressed TIFF, Intel byte order

Bit depth: 24-bit RGB color or 8-bit grayscale, as appropriate

Text:

Black & white text should be captured with a bitonal scan (black & white). Note that any images will need to be captured in color.

Scanning resolution: 600 ppi

File format: uncompressed TIFF, or CCITT Group 4 compressed TIFF, Intel byte order

Bit depth: bitonal (1-bit)

Archival documents, text with images, and text with faded print and/or yellowing pages should be scanned in color. Documents 10 inches and larger on the long side should be scanned at 300 dpi. Documents smaller than 10 inches should be scanned at a resolution resulting in an image 3000 pixels on the long side.

Scanning resolution: 300 ppi minimum, see following chart

File format: uncompressed TIFF, Intel byte order

Bit depth: 24-bit RGB color or 8-bit grayscale, as appropriate

Scanning resolution chart:

<i>Inches (on the long side)</i>	<i>ppi</i>
Slides	2400
2	1500
3	1000
4	750
5	600
6	500
7	450
8	375
9	340
10	300
Greater than 10	300