Best practice

Indexing

Image storage

Digitization technical requirement

7. Definition

Bitonal: picture elements(pixels) that are only one bit. A bitonal image has tow intensity values, 0 and 1, corresponding to black and white.

Compression: is the process that reduces the number of bits in an electronic image file

De-speckle: is the process of removing specks or marks from images

De-skew : is the process of realigning titled images

Raster data: data specifying the values of pixels in an image formed by a set of pixel s arranged in a grid pattern, called a bitmap

Dots per inch (DPI): is a measure of output device resolution and quality

Greyscale: is the capability to display varying levels of grey and usually represented as a number such as 16 levels of grey

Pixel Density or Pixels Per Inch (PPI): is the measurement of how a monitor display an image. Also referred as display resolution, refers to the number of picture elements(pixels) per inch

Portable Document Format (PDF): a file format which captures formatting information from a variety of applications and makes it possible to transmit and display documents in an identical way.

Portable Document Format/Archival(PDF/A): a file format based on a subset of the adobe pdf format that is optimized for the long-term archiving of electronic documents

Tagged image file format or TIFF : describe image data that typically comes from scanners, frame grabbers and paint- or photo-retouching programs

14. image storage

15. Indexing and metadata requirements

16. image capture

Best practices for scanning by Illinois State Library Digital Imaging Program

Archival images

* File saved in uncompressed TIFF format
* Printed black and white text or maps: bitonal, 600 ppi
* Black and white photographs: 8-12 bit grayscale or 24-36 bit color, 300- 600 ppi
* Color photographs, manuscripts: 24-36 bit color, 300- 600 ppi

Access or display images

* File saved in jpeg format, with medium quality compression
* 150 ppi
* 1024 pixels in length

Thumbnail images:

* File saved in Compuserve gif format
* 72 ppi
* 150-200 pixels in length

<https://www.carli.illinois.edu/sites/files/digital_collections/documentation/guidelines_for_audio.pdf>

<http://memory.loc.gov/ammem/formats.html>

<http://indigitization-toolkit.sites.olt.ubc.ca/files/2012/04/SECTION-C-1.pdf>