

Selected Guidelines to Digitizing Image Collections

Consult these resources as examples of methods to define project conversion requirements accounting for variables such as community best practices, local infrastructure, minimum quality standards, and available time and budget.

California Digital Library, [CDL Guidelines for Digital Images](#), Version 2.0, November, 2005.

Guidelines “primarily define approaches for creating digital master files to facilitate affordable reprocessing.” Specifications for digital formats and baseline imaging specifications provided for range of transmissive and reflective photographic formats.

D'Amato, Donald, Ph.D., and Rex C. Klopfenstein, Mitretek Systems, Inc.
[“Requirements and Options for the Digitization of the Illustration Collections of the National Museum of Natural History.”](#) March 1996.

Findings from an investigation to digitize prints from the Smithsonian NMNH collections, with the objective to produce publication-quality reprints. Good overview of methodology to develop a scanning specification based upon output requirements rather than the attributes of the source materials.

Grout, Catherine, Phill Purdy, Janine Rymer, et al. *Creating Digital Resources for the Visual Arts: Standards and Good Practice*. See, [“Section 3.7 Image digitisation process: work flow, procedures and good practices,”](#) University of Bristol: Visual Arts Data Service, Technical Advisory Service for Images, January, 2000.

Guideline stresses value of maintaining an inventory of materials, and includes detailed information about preparing items for digitisation. Approach to scanning based upon subjective assessments of image quality. Quality control recommendation: inspect 15% random sample of all images, with access to the originals for comparison

Harvard University Library. [Guide to Image Digitization](#). October, 2001.

Guide developed “to assist Harvard curators and collection managers in identifying an appropriate strategy for image digitization and delivery, using the integrated set of systems and services developed as part of [Harvard's] Library Digital Initiative.”

Puglia, Steven, Jeffrey Reed, and Erin Rhodes. [Technical Guidelines for Digitizing Archival Materials for Electronic Access: Creation of Production Master Files - Raster Images](#).... National Archives and Records Administration, June, 2004.

Comprehensive handbook (87 pp.) documenting NARA's approaches for creating digital surrogates facilitating access and reproduction, not preservation replacements for source materials. Guidelines provide technical foundation for imaging, metadata production, storage, and delivery.

_____. "[Common Imaging Problems](#)," *The Library in Bits and Bytes*, University of Maryland Libraries, 2005.

A proposed vocabulary for problems commonly encountered in digitizing images.

Süsstrunk, Sabine. "[Imaging Production Systems at Corbis Corporation](#)." *RLG DigiNews*, Vol. 2, No. 4, August 15, 1998.

Guidelines developed by Corbis, with "acceptable compromises," to establish a commercial archive of 1.3 million digitized pictorial images; specifications are flexible, with file sizes of 24-bit archival images ranging between 24 and 60 Mb.

Available from <http://preserve.harvard.edu>
<http://preserve.harvard.edu/bibliographies/imagescanning.pdf>
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