

Scanning Guidelines

Format	Archival	Access
TEXT (originating electronic form, ex. finding aids)	PDF; 300 dpi	PDF; 300 dpi
TEXT (scanned printed text: books; typed letters; newspapers)	TIFF; 1-bit bitonal = 600 dpi 8-bit grayscale = 400 dpi 24-bit color = 400 dpi	JPEG or PDF; 1-bit bitonal = 300 dpi 8-bit grayscale = 300 dpi 24-bit color = 200 dpi
MANUSCRIPTS (handwritten material, etc.)	TIFF; 8-bit grayscale 24-bit color 600 dpi; minimum 3,000 pixels on long side	JPEG or PDF; 8-bit grayscale 24-bit color 200-300 dpi
BLACK & WHITE PHOTOGRAPHS	TIFF; 8-16 bit grayscale 600*-800 dpi 6000* to 8000 pixels across the long dimension, depending on size of original	JPEG; 8-bit grayscale 300 dpi medium quality compression
COLOR PHOTOGRAPHS	TIFF; 24-48 bit color 600 dpi 6000* to 8000 pixels across the long dimension, depending on size of original	JPEG; 24-bit color 300 dpi medium quality compression
GRAPHIC MATERIALS (posters, line art, graphs, diagrams, illustrations, technical drawings)	TIFF; 16 bit grayscale 24-48 bit color 600-800 dpi 6000 to 8000 pixels across the long dimension, excluding mounts and borders	JPEG; 8 bit grayscale 24-bit color 300 dpi

MAPS	TIFF; 8-16 bit grayscale 24-48 bit color 600 dpi 300-400 dpi for larger maps	JPEG; 8 bit grayscale 24-bit color 200 dpi
AUDIO	WAV; 96,000 kHz minimum resolution 24-bit minimum bit depth	MP3
VIDEO	AVI/MOV (MP4 acceptable) 10-bit minimum bit depth	MP4
35-MM NEGATIVE AND SLIDE FILM	TIFF; 8 bit grayscale 24 bit color 600 dpi	JPEG 8 bit grayscale 24 bit color 300 dpi

OVERSIZED ITEMS OR MUSEUM OBJECTS: It may be better to capture the work with a high-end digital camera.

*Developed based on guidelines and best practices by the following:

ALA - <http://www.ala.org/alcts/resources/preserv/minimum-digitization-capture-recommendations>

DPLA - https://dpla.wpengine.com/wp-content/uploads/2018/01/PLPP_Digital-Reformatting_FINAL.pdf

- https://mwdl.org/docs/digital-imaging-bp_2.0.pdf
- <http://www digitizationguidelines.gov/guidelines/digitize-technical.html>

NARA - <https://www.archives.gov/records-mgmt/policy/transfer-guidance-tables.html>

LOC - <https://www.loc.gov/preservation/digital/formats/>