Pacific Manuscripts Bureau
DIGITISATION STANDARDS FOR DIGITAL MASTER AND DERIVATIVE FILES

Table 1: Image capture standards for digital master files

The following table contains the recommended specifications for digitising various types of original material to create digital master files.

	Manuscripts	Manuscripts digitised from Microfilm	Pictorial Materials (Colour)	Pictorial Materials (Black and White)	Printed text
Examples of formats	Letters, diaries, journals, notebooks	Letters, diaries, journals, notebooks	Photographic prints and negatives, drawing and prints, ephemera and cartoons	Photographic prints and negatives, drawing and prints, ephemera and cartoons, maps	Newspapers, serials, books and journals
Recommended requirements					
File format	TIFF 6.0 (uncompressed)	TIFF 6.0 (uncompressed)	TIFF 6.0 (uncompressed)	TIFF 6.0 (uncompressed)	TIFF 6.0 (uncompressed)
Capture resolution	A4 and larger = 300ppi A5 to A4 = 600ppi A7 to A6 = 1200ppi Under A7 = 2000ppi	300ppi	Minimum of 5000 pixels on the longest edge. 35mm formats is 4,200 on longest dimension.	A4 and larger = 300ppi A5 to A4 = 600ppi A7 to A6 = 1200ppi Under A7 = 2000ppi	400ppi
Bit depth	RGB 24 bits per pixel	1-bit bitonal	RGB 48 bits per pixel	RGB 24 bits per pixel	RGB 48 bits per pixel, 8 bit greyscale or 16 bits per colour
Colour space ICC profile	Adobe 1998 (colour)	Gray Gamma 2.2 (Greyscale) Adobe 1998 (Colour)	Gray Gamma 2.2 (Greyscale) Adobe 1998 (Colour)	Gray Gamma 2.2 (Greyscale)	Gray Gamma 2.2 (Greyscale) Adobe 1998 (Colour)
Minimum requirements					
File format	TIFF 6.0 (uncompressed)	TIFF 6.0 (uncompressed)	TIFF 6.0 (uncompressed)	TIFF 6.0 (uncompressed)	TIFF 6.0 (uncompressed)
Capture resolution	300ppi	300ppi	Minimum of 3000 pixels on longest dimension	A4 and larger = 300ppi A5 to A4 = 600ppi A7 to A6 = 1200ppi Under A7 = 2000ppi	400ppi
Bit depth	RGB 48 bits per pixel	1-bit bitonal	RGB 24 bits per pixel	8-bit greyscale	1-bit black and white
Colour space ICC profile	Adobe 1998 (colour)	Gray Gamma 2.2 (Greyscale) Adobe 1998 (Colour)	Gray Gamma 2.2 (Greyscale) Adobe 1998 (Colour)	Gray Gamma 2.2 (Greyscale) Adobe 1998 (Colour)	N/A

Table 2: Recommended specifications for derivative files

The following table contains the recommended specifications for digitising various types of original material to create digital derivative files for web delivery.

	Manuscripts	Manuscripts digitised from Microfilm	Pictorial Materials (Colour)	Pictorial Materials (Black and White)	Printed text
Examples of formats	Letters, diaries, journals, notebooks	Letters, diaries, journals, notebooks	Photographic prints and negatives, drawing and prints, ephemera and cartoons	Photographic prints and negatives, drawing and prints, ephemera and cartoons, maps	Newspapers, serials, books and journals
Recommended Guidelines for 'screen images'	JPEG 72dpi 1000 pixels on the longest dimension (or sized to meet legibility requirements) Merge the greyscale JPEGs into a single PDF sized to meet legibility or printing requirements (the preferred size of each PDF is 5MB, the maximum size of PDFs is 20MB)	Greyscale TIFF then convert to JPEG 72dpi Merge the greyscale JPEGs into a single PDF sized to meet legibility or printing requirements (the preferred size of each PDF is 5MB, the maximum size of PDFs is 20MB)	JPEG 600-800 pixels on the longest dimension (or sized to meet legibility requirements) 8 bits per colour Gray Gamma 2.2 (greyscale) Adobe 1998 (colour)	JPEG 600-800 pixels on the longest dimension (or sized to meet legibility requirements) 8 bits per colour Gray Gamma 2.2 (greyscale) Adobe 1998 (colour)	JPEG 72dpi Merge the greyscale JPEGs into a single PDF sized to meet legibility or printing requirements (the preferred size of each PDF is 5MB, the maximum size of PDFs is 20MB)
Recommended Guidelines for 'thumbnails	JPEG, GIF 150 pixels on the longest dimension. 8 bits per colour 8 bit indexed colour (GIF)	JPEG, GIF 150 pixels on the longest dimension. 8 bits per colour 8 bit indexed colour (GIF)	JPEG, GIF 150 pixels on the longest dimension. 8 bits per colour 8 bit indexed colour (GIF)	JPEG, GIF 150 pixels on the longest dimension. 8 bits per colour 8 bit indexed colour (GIF)	JPEG, GIF 150 pixels on the longest dimension. 8 bits per colour 8 bit indexed colour (GIF)

Document Sizes

A4 = 21cm x 29cm (8.26in x 11.42in)
A5 = 21cm x 14.8cm (8.26in x 5.83in)
A6 = 10.5cm x 14.8cm (4.13in x 5.83in)
A7 = 10.5cm x 7.4cm (4.13in x 2.91in)

RGB - The *RGB* colour model is an additive colour model in which red, green, and blue light are added together in various ways to reproduce a broad array of colours.