

Still image

Definition

Resources predominantly visual in nature, such as two-dimensional visual arts (drawing, painting, graphics, photographic prints and negatives, plans), manuscript books and archival documents, early printed books, or books printed in alphabets or fonts for which Optical Character Recognition (OCR) is cannot be implemented.

External Resources

[Minimum Digitization Capture Recommendations](#) [1](Association for Library Collections & Technical Services, June 2013)

[DFG Practical Guidelines on Digitisation](#) [2](Deutsche Forschungsgemeinschaft, February 2013)

[Technical Guidelines for Digitizing Cultural Heritage Materials: Creation of Raster Image Master Files](#) [3] (Federal Agencies Digitization Guidelines Initiative, August 2010)

Minimum Specifications

	Master	Processed	Access	OCR source	Text	Thumbnail	Print source??
File type	TIFF	TIFF	JPEG	n/a	n/a	JPEG	n/a
Resolution	400 PPI*						
Pixel array	4000 pixels on the long side						
Bit depth	24-bit RGB**						
Color space	eciRGBv2 or Adobe RGB 1998						
Retention	Permanent	Permanent	Create on ingest			Create on ingest	
Ratio	1:1						

* The resolution should be calculated from the dimensions of the object. See [Samples](#) for more information and example images.

** Whenever possible, capture at 48-bit RGB (for color, monochrome, objects with stains or marks) and save at 24-bit RGB.



Samples

The best practice is to have at least 4000 pixels on the longest edge. However, when the original object is small, as is Fig. 1, the project manager should weigh the relative benefits, considering such factors as the maximum optical

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resolution of the equipment, file size, and server space.

 An ornate, rectangular bookplate with a decorative border. The central image shows an open book with a quill pen resting on it. Above the book, the text 'W.F. HOPSON' is visible. The border is filled with intricate scrollwork and small vignettes. At the bottom, there is a small, empty oval space labeled 'No.'.	<p>Resolution (PPI) and the resulting pixel array:</p> <p>300 PPI = 922 x 1201</p> <p>600 PPI = 1786 x 2366</p> <p>800 PPI = 2467 x 3303</p> <p>Fig. 1. [Ex Libris W.F. Hopson, New Haven] by William Fowler Hopson, 1891, 10.5 x 7.0 cm. Collection of Bookplates by William Fowler Hopson, Call # BK</p>
 A rectangular bookplate with a simple border. The central image is a landscape scene with a man standing in the foreground, holding a staff. The text 'EX-LIBRIS' is printed in large, bold letters across the middle, and 'DR. LUCIAN PFLEGER' is printed in smaller letters below it. The background shows a body of water and distant hills.	<p>Resolution (PPI) and the resulting pixel array:</p> <p>300 PPI = 3554 x 3785</p> <p>400 PPI = 4739 x 5047</p> <p>600 PPI = 7061 x 7522</p> <p>[Ex Libris Dr. Lucian Pfeleger] by Eug. Moßgraber, 1907, 30.8 x 29 cm. Collection of Original Artwork for Bookplate Designs, Call # BKP 131.</p>

Source URL: <https://web.library.yale.edu/digital-initiatives/digitization-standards-and-guidelines/still-image>

Links

[1] <http://www.ala.org/alcts/resources/preserv/minimum-digitization-capture-recommendations> [2]
http://www.dfg.de/formulare/12_151/12_151_en.pdf [3]
http://www.digitizationguidelines.gov/guidelines/FADGI_Still_Image-Tech_Guidelines_2010-08-24.pdf