

## 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??
<b>File type</b>	TIFF	TIFF	JPEG	n/a	n/a	JPEG	n/a
<b>Resolution</b>	400 PPI*						
<b>Pixel array</b>	4000 pixels on the long side						
<b>Bit depth</b>	24-bit RGB**						
<b>Color space</b>	eciRGBv2 or Adobe RGB 1998						
<b>Retention</b>	Permanent	Permanent	Create on ingest			Create on ingest	
<b>Ratio</b>	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 central illustration of an open book. The text 'W.F. HOPSON' is at the top, 'NEW HAVEN' is on the right, and '1891' is at the bottom. The left side features a vertical banner with 'EX-LIBRIS'. The entire design is framed by intricate scrollwork and floral patterns.	<p><b>Resolution (PPI) and the resulting pixel array:</b></p> <p>300 PPI = 922 x 1201</p> <p>600 PPI = 1786 x 2366</p> <p>800 PPI = 2467 x 3303</p> <p><b>Fig. 1.</b> [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 central illustration of a man in a suit standing next to a large tree. The text 'EX-LIBRIS' is at the top, and 'DR. LUCIAN PFLEGER' is at the bottom. The background shows a landscape with hills and a body of water.	<p><b>Resolution (PPI) and the resulting pixel array:</b></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. C 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](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](http://www.digitizationguidelines.gov/guidelines/FADGI_Still_Image-Tech_Guidelines_2010-08-24.pdf)