

## Tools of History Imaging Best Practices

**Purpose:** This chart offers digital imaging guidelines to use when planning your participation in SCRLC's *Tools of History* online digitizing program using ContentDM. The recommendations offered are broad in order to apply to a variety of institutions and collections. Each repository should review its long term needs for its master images; these guidelines apply to derivative images only.

<p><b>File format</b>          Since image files can be large, most will need to be in a format that employs some form of compression - <i>altering or removing information</i></p>	<p>JPEG          JPEG provides full 24 bit color enabling it to accurately render a photograph's subtleties with an economical file size. Most viewers will not see noticeable differences between the original and a JPEG file using <i>lossy compression</i> to permanently remove some information.</p>
	<p>JPEG 2000  <i>to be updated</i></p>
<p><b>TEXT</b></p>	<p>1 bit bi-tonal</p>
<p><b>Photos, Maps, Graphic Materials          B &amp; W</b></p>	<p>8 bit grayscale</p>
<p><b>Photos, Maps, Graphic Materials          Color</b>          An image's color depth can range from one bit (b&amp;w) to 24 bits. The more colors an image contains, the larger the file size.</p>	<p>24-bit</p>
<p><b>Color model</b></p>	<p>RGB</p>
<p><b>Resolution</b></p>	<p>150 dpi</p>
<p><b>Dimensions</b></p>	<p>600-700 pixels on long dimension</p>

### References for Technical Specifications:

- [Library of Congress](#)
- [National Archives](#)
- [Western States Digital Standards Group Imaging Best Practices](#)
- [Research at the Getty](#)
- [Cornell University](#)
- [Hudson River Valley Heritage](#)