Digitization Resources for Ohio History Fund Applicants

General Digitization Standards and Best Practices

- Cornell Digital Imaging Tutorial: http://preservationtutorial.library.cornell.edu/tutorial/contents.html
- Federal Agencies Digital Guidelines Initiative (FADGI): http://www.digitizationguidelines.gov/guidelines/
- Institute for Museum and Library Services (IMLS)/National Information Standards Organization (NISO): http://www.niso.org/publications/rp/framework3.pdf
- Library of Congress Digital Preservation: http://www.digitalpreservation.gov/

Audiovisual Standards

- AVP (formerly Audio Visual Preservation Solutions): https://www.weareavp.com/
- Library of Congress Digital Preservation: http://www.digitalpreservation.gov/formats/index.shtml
- National Film Preservation Foundation: http://www.filmpreservation.org/
- U.S. National Archives and Records Administration: https://www.archives.gov/preservation/formats/audio-video-resources

Newspaper Standards

- Library of Congress/National Digital Newspaper Program: http://www.loc.gov/ndnp/guidelines/
- Newspaper Digitization Interest Group: https://sites.google.com/site/digitalnewspaperspractices/home

Metadata

- Understanding Metadata (NISO): http://www.niso.org/publications/press/UnderstandingMetadata.pdf

Common metadata schemas for digital projects:

- Dublin Core: http://dublincore.org/
- VRA Core (Visual Resources Association): http://www.loc.gov/standards/vracore/

Quick Reference: Best Practices in Digital Preservation	
Resolution	600 dpi as a general rule Larger items without fine detail can occasionally be scanned at 300 dpi Smaller items (slides, negatives, etc.,) may need scanned at 1200 dpi or greater to capture detail
Color and Bit Depth	Text, manuscript and photographic materials should be scanned in 24-bit color depth
File Format and Compression	All materials should be scanned at 100% of original size and saved as uncompressed TIFF (Tagged Image File Format) files
Metadata	Identify an appropriate metadata standard based on your collection type