

Recommended Standards for Digital Capture

PHOTOGRAPHS			
	Master/Preservation	Access	Thumbnail
File Format	TIFF	JPEG	JPEG
Bit Depth	16 bit grayscale 48 bit color	8 bit grayscale 24 bit color	8 bit grayscale 24 bit color
Spatial Resolution	400 to 800 PPI	150 to 200 PPI	144 PPI
Spatial Dimensions	4000 to 8000 pixels across the long dimension, excluding mounts and borders	600 pixels across the long dimension	150 to 200 pixels across the long dimension
ARTWORK/3-DIMENSIONAL OBJECTS			
	Master/Preservation	Access	Thumbnail
File Format	TIFF	JPEG	JPEG
Bit Depth	48 bit color	24 bit color	24 bit color
Spatial Resolution	Device Maximum	300 PPI	144 PPI
Spatial Dimensions	100% of original	600 pixels across the long dimension	150-200 pixels across the long dimension
TEXT			
	Master/Preservation	Access	Thumbnail
File Format	TIFF	JPEG	JPEG
Bit Depth	1 bit bitonal 8 to 16 bit grayscale 48 bit color	8 bit grayscale 24 bit color	8 bit grayscale 24 bit color
Spatial Resolution	Adjust scan resolution to produce a minimum pixel measurement across the long dimension of 6,000 lines for 1 bit files and 4,000 lines for 8 to 16 bit files.	150 to 200 PPI	144 PPI
Spatial Dimension	4000 to 6000 pixels across the long dimension	600 pixels across the long dimension	150 to 200 pixels across the long dimension

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ORAL HISTORIES Record as uncompressed Wav files at a minimum quality setting of 16-bit/44.1KHz.			
	Master/Preservation	Access	
File Format	Wav	MP3	

Adapted from [BCR best practices](#)