**Digital Master Standards**

Created January 2010, updated January 2011

**Scanned Digital Master**

**Color photos, maps, documents, etc.:**

* Should be scanned at minimum **600 dpi** for archival purposes.
* Color space should be sRGB, at least 24 bit **truecolor**. 8 bits per channel is preferred.
* Archival files should be in **TIFF format**, encoded with no compression or (where available) a lossless compression algorithm.

**Grayscale documents, maps, photos (ie, black and white photos), etc.:**

* Should be scanned at a **600 dpi**.
* Color space should be **grayscale**. RGB is acceptable, but contributes nothing to pure grayscale images and only increases file size.
* Archival files should be in **TIFF format**, encoded with no compression or (where available) a lossless compression algorithm.

**Black and white documents with pure/typed text:**

* Should be scanned at **400 dpi**.
* Color space should be 2 bit color (**black and white).**
* **TIFF format** for archived images.

\*It may be necessary to scan some items at University Library Digitization Lab rather than onsite. We have the ability to scan large items and photography 3D objects.

**Audio Recording Digital Master**

Format: Broadcast WAV if possible, WMA alternatively

Sample Rate: 48 kHz

Bit Depth: 24

Channel (Stereo/Mono): Stereo

**Video Recording Digital Master**

Format:Uncompressed, Full Frame Video (AVI file format)

OR, highest quality you can get on device you are using.