

Standards for Archival and Presentation Images

Oviatt Library Digital Collections

Revised 2/4/07 (summary)

Archival Images:

- Items with text (except large poster type): 600 DPI/PPI (CDL standard)
- Images and other items 5 x 7 in. or larger: 300 DPI/PPI (CDL standard)
- Images and other items smaller than 5 x 7 in.: 600 DPI/PPI (CDL standard)
- 35 mm. slides and negatives: 2400 DPI/PPI (Getty suggested standard)

A note on large images: If you need to scan a large item in two parts, save each part as a separate TIFF file at the appropriate DPI and place them in a folder called W:\[COLLNAME]_TIFFstomerge (ask Mary to create the folder if it doesn't already exist)/

Presentation Images (images accessed through the Internet):

- Items with text (except large poster type): 300 DPI/PPI
- Images and other items 5 x 7 in. or larger: 100 DPI/PPI (CDL standard)
- Images and other items smaller than 5 x 7: *300 DPI/ PPI
- 35 mm. slides and negatives: *450 DPI/PPI

Presentation images created before ContentDM Version 4 (2006): If dimensions were greater than 800 px by 1200 px, supplementary high-density GIFs were created if absolutely necessary (e.g.: archives/details/).

Naming Saved Files:

See [Workflow](http://digital-library.csun.edu/workflow.html) (<http://digital-library.csun.edu/workflow.html>)