

Policy & Procedure
Bernardsville Public Library
Digitization

Adopted August 15, 2006

Responsibility for Selection

As for all collection formats, collection development and materials selection authority for digital material is delegated by the Library Board of Trustees to the Executive Director in accordance with the library's Collection Development Policy.

Maintenance of Electronic Files

Bernardsville Public Library will maintain an archival master and presentation copy of all digitized materials.

1. The archival master will be a very high-resolution, detailed image that captures as many details of the original as possible. This version will be preserved in its original condition.
2. The presentation copy is the copy that the general public may access. It will be of a lower resolution, with a small enough file size to be easily downloaded.

Digitization Procedure

1. Scan an original or first generation (i.e., negative rather than print) of the source material.
2. Scan at the highest color depth, image density and resolution appropriate to the nature of the source material. (See **Standards** section below.) Scan at an appropriate level of quality to avoid rescanning and re-handling of the originals in the future.
3. Create and store a master image file that can be used to produce derivative image files and serve a variety of current and future user needs – currently TIF image file format for archival copy. See **Naming Scheme** below.
4. Create and store a presentation image that may be used by patrons:
 - a. JPEG - best quality for use copies, photographs and other continuous-tone images (jpg2000 newest standard).
 - b. GIF – for text documents.See **Naming Scheme** below.
5. Create meaningful metadata for image files or collections.
6. Check the final product for:
 - c. Legibility
 - d. Searchability
 - e. Accuracy
7. Create backup copies of all files on a stable medium. Both the archival master and presentation copy must be maintained on a hard drive and a CD. The CDs are maintained in an offsite storage location.
8. Store media in an appropriate environment.
9. Monitor and recopy data as necessary.
10. Anticipate and plan for future technological developments.

Naming Scheme

Save files utilizing designated naming scheme:

Generating Entity followed by date (in year-mo-day format) followed by type of item
(i.e., BLA.20030821.minutes.pdf)

Borough Naming Convention – for Borough documents, use the following two-letter prefix, the date, and a limited set of document identifiers as a starting point.

BA: Board of Adjustment
BC: Borough Council
BH: Board of Health
EC: Environmental Commission
HP: Historic Preservation Committee

LB: Library Board of Trustees
OS: Open Space Committee
PB: Planning Board
RC: Recreation Committee
ST: Shade Tree Committee

Standards

Color photos and documents:

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. LZW compression is acceptable.

Black and white documents with gray tones, or black and white photos:

Should be scanned at a minimum of 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. LZW compression is acceptable because it is "lossless," or does not compromise image quality to reduce file size.

Black and white documents with pure text:

Should be scanned at a minimum of 600 dpi.
Color space should be 2-bit color (black and white), but should be converted to grayscale if the documents are to be digitally resized.
TIFF format for archived images.

Additional Considerations

Scan at resolutions much higher than 600 dpi may be needed if the document is small in physical size, and an enlargement of the document will be desired. When documents are digitally enlarged, their resolution will decrease. For example: if your original document is 2"x3" in size, a 600 dpi scan will render a 600 dpi 2"x3" print. However, an 1800 dpi (600 dpi multiplied by 3) scan of the 2"x3" original will render a 600 dpi 6"x9" print (a 3x enlargement).

If necessary, use worksheet at <http://www.nyu.edu/its/humanities/tools/dicalc/> to calculate the proper resolution and file size.