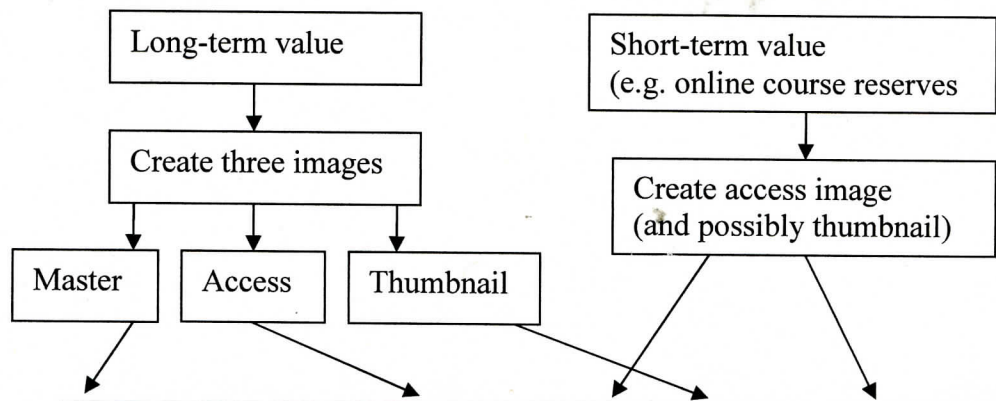


## Digitization Decision Tree

Once it has been decided that material should be digitized ...

If project is large (i.e.  $\geq$  to X hours)  $\rightarrow$  Outsource; If project is small (i.e.  $\leq$  to X hours)  $\rightarrow$  In-house



	Master ↓	Access ↓	Thumbnail ↓
<b>TEXT</b>			
<b>File Format</b>	Uncompressed TIFF	JPEG	JPEG or GIF
<b>Bit Depth</b> b/w printed text & line art Handwritten manuscripts, engravings, grayscale ill. Color ill., photographs, art on paper	1 bit bitonal 8 bit grayscale 24 bit color	1 bit bitonal 8 bit grayscale 24 bit color	1 bit bitonal 8 bit grayscale 8 bit indexed color (GIF) 24 bit color
<b>Spatial Resolution</b>	600 dpi	150 dpi	72 dpi
<b>Spatial dimensions</b>	100% of original	600 pixels across the long dimension	150 – 200 pixels across the long dimension
<b>PHOTOGRAPHS</b>			
<b>File Format</b>	TIFF	JPEG	JPEG or GIF
<b>Bit Depth</b>	8 bit grayscale 24 bit color	8 bit grayscale 24 bit color	8 bit grayscale 8 bit indexed color (GIF) 24 bit color
<b>Spatial Resolution</b>	3000 to 5000 pixels Across the long dimension	150 dpi	72 dpi
<b>Spatial Dimensions</b>	100% of original	600 pixels across the long dimension	150-200 pixels across the long dimension
<b>SLIDES/NEGATIVES</b>			
<b>Bit Depth</b>	24 bit color	24 bit color	8 bit indexed color (GF) 24 bit color
<b>Spatial Resolution</b>	5000-6144 pixels along long edge		
<b>MAPS</b>			
<b>File Format</b>	TIFF	JPEG	JPEG or GIF
<b>Bit Depth</b>	8 bit grayscale 24 bit color	8 bit grayscale 24 bit color	8 bit grayscale 8 bit indexed color (GIF) 24 bit color
<b>Spatial Resolution</b>	3000 pixels across the long dimension	150 dpi	72 dpi
<b>Spatial Dimensions</b>	100% of original	600 pixels across the long dimension	150-200 pixels across the long dimension
<b>GRAPHIC MATERIALS</b>			
<b>File Format</b>	TIFF	JPEG	JPEG or GIF
<b>Bit Depth</b>	8 bit grayscale 24 bit color	8 bit grayscale 24 bit color	8 bit grayscale 8 bit indexed color (GIF) 24 bit color
<b>Spatial Resolution</b>	3000 pixels across the long dimension	150 dpi	72 dpi
<b>Spatial Dimensions</b>	100% of original	600 pixels across the long dimension	150-200 pixels across the long dimension