PACSCL Digital Diaries Project Digitization Specifications

[Based on the Penn Libraries' digitization preferences – May 2015]

The goal of the PACSCL diaries project digitization program is to represent the original physical item accurately. How an item is digitized will affect how successfully it does represent the original. The difficulty is that important elements may vary depending on several factors. The preferences listed below are defaults. Any particular project may vary.

Resolution (all 24-bit color):
- Manuscripts – device maximum up to 600 ppi
- Oversize items – 400 ppi whenever possible

Rationale:
> Color images are preferred. There may be limited cases where **it is determined** that grayscale images will suffice sacrificing color for smaller images. The resolutions chosen are in line with peer institutions, but on the higher end of that scale. **Participating members scanning items on behalf of their own or other institutions** may not currently own equipment that can image all items at 600 ppi. In these cases, items will be imaged at the device maximum.

Reference Targets:
Every imaging session should include a reference target for color correction and size reference. This is usually made by laying the target over the first image, then removing the target and imaging again. The target can alternatively be placed within the image area if necessary. Multiple reference shots may be necessary if an item is imaged in multiple sessions.

Cropping:
- In general, all similar shaped parts of an object will have the same crop dimensions. Different sized portions, like foldout or spines, may be different (see relevant sections below).
- Manuscripts and non-modern printed books will be cropped outside of the page such that the book edges are visible.
- [removed item about printed books]

Rationale:
> Scholars commonly need to see the structure of manuscripts and non-modern printed books

Image Page Display:
- Indic items will be displayed two-up (two pages in one image).
- All other items will be displayed one-up (single page per image).

Rationale:
> In limited cases, some items will initially be shot two-up if the physical item is robust to withstand it. For most materials, these images will be split during cropping so that users can view, manipulate or reorder individual pages. Indic materials do not have this same requirement and can be displayed two pages at a time.

Foldouts:
- All iterations of foldouts will be imaged regardless of whether there is content on them or not. It is not required that they are all displayed. These shots may include:

- o The foldout while folded (recto and verso)
  - o The foldout unfolded (recto and verso)
- The crop size may be different from the rest of the item.
- Large foldouts may be imaged in sections that are digitally stitched together. The original images will be retained, but may not be displayed by default to the user.
- The pages facing a foldout will have duplicate images made so each image has the correct page opposing it. This practice may change in the future to utilize technology that will allow the user to see the same page facing different images.

Rationale:
> It can be difficult for a camera operator to know what shots are important and what shots can be skipped. It is more timely to them to shoot all iterations than to accidently miss one and have to reshoot it later. The flexibility to stitch foldouts will achieve consistent resolution for all images in an object.

Inserts:
- Inserted material will be imaged by themselves (not on top of the object).
- The crop will be different than the rest of the item, larger or smaller depending on the size of the inserted material.

Rationale:
> Inserted material are generally foreign to the host object. It is not necessary for a user to see it on the host item, but rather where it was found.

Spines and Edges:
- All spines will be imaged.
- The head, tail and foredge of manuscripts and non-modern printed books will be imaged.
- **[removed reference to printed books]**

[rationale removed as it related only to printed books]

Clasps, Chains and Other Hardware:
- Clasps, chains and other hardware should be visible fully visible in the front and back images. These shots will be larger than the rest of the codex.
- Clasps should also be fully visible in the inside cover shots. These shots will be larger than the rest of the codex.
- Every attempt will be made to keep the hardware in focus in the relevant images.
- They may be cropped out all other shots.

Rationale:
> Hardware is an essential part of the object, but negating focus problems and decreasing file size outweigh the advantages of having the hardware visible in every image. Including them in a limited amount of shots should suffice for most items.

General Nuances
- Attached bookmarks, generally made out of cloth, will be removed from the original location and imaged in the front and back shots close to the spine of the book.
- Tissue plate protectors will not be imaged.
- All blank pages, even large sections of them, will be shot even though they may not be presented to the user by default.
- Master images will not be touched up. This includes removing dust and scratches from outside of the content area in an image.
- Framed items will all come with instructions of whether to shoot in the frame or to have them removed from the frame.