State Library of South Australia
Specification for Master Digital Image Files

Image files should be captured / delivered as high-quality masters rather than web surrogates. SLSA Web Services can produce web surrogate files as required by automated processes; it is not necessary to supply these.

Format:	TIFF, uncompressed.
Mode:	24-bit RGB colour
Resolution:	minimum 300 dpi
Size:	100% output size with a minimum of 5000 pixels on the longest side. If the longest side is less than 5000 pixels then the resolution is increased to increase the number of pixels on the longest side to 5000. The exception to this is panoramic photos which can be a minimum of 1800 pixels on the shortest side. Resultant file size: Minimum 50 MB
File name:	Avoid the following characters in file names: space, colon, forward slash, back slash, and most other punctuation characters. Two exceptions: the underscore and hyphen characters can be used. Avoid more than 31 characters. TIFF file names should end with the extension .tif (lower case preferred).

Delivery

Master image files can be delivered by the following methods.
1. On removable media of these types, either Macintosh or Windows formatted: CD-ROM, DVD-ROM, USB flash drive, external hard drive.

2. Upload to an FTP server with anonymous ftp access, and send an e-mail message to the client advising the file's URL.

Principles

Each scanned image has sharpening and colour correction applied to match the original item at time of scanning.
Corrections that are undertaken are to eliminate introduced degradations like colour cast from scanning equipment.
The exception to this is when an original has flat tonal range. The image will then be optimised to re-create what the quality of the original item would have been like when it was first produced.

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