
APPENDIX 5. LYRISIS DIGITIZATION COLLABORATIVE TECHNICAL SPECIFICATIONS

PHOTOGRAPHIC PRINTS

- All photographic prints will be scanned in 24-bit color, unless 8-bit grayscale is specifically requested by the member. Prints will be digitized at 400dpi true optical resolution. Full-color TIFFs will be converted to the Adobe 1998 RGB ICC profile upon output. For each scan, the following files will be created:
 - 400dpi archival master TIFF (24-bit color or 8-bit grayscale, uncompressed, lossless)
 - JPEG2000 derivative, lossy, compressed to 1/8 the size of the TIFF master file
- Images will be cropped to the edge of the print (retaining the visible edge of the paper) and deskewed.
- By default, the Service Provider will only scan the front (image side) of each print. The Service Provider will also scan the back of each print if such service is requested. Prints requiring recto / verso scanning must be clearly designated by the Customer. For purposes of compensation, the Service Provider will count the back of the print as an additional scan.

NON-MICROFILM TRANSMISSIVE FILM

- All non-microfilm transmissive materials will be scanned in 48-bit color unless a lower color depth is requested by the Customer. Film will be digitized at the following resolutions:
 - 35mm mounted slides and negatives: 5,000 dpi true optical resolution
 - 60mm (medium format) negatives / transparencies: 3,200 dpi true optical resolution
 - 4x5 negatives / transparencies: 2,040 dpi true optical resolution
 - 5x7 & 8x10 negatives / transparencies: 2,000 dpi true optical resolution
- TIFF master files will be converted to the Adobe 1998 RGB ICC profile upon output. For each scan, the following files will be created:
 - Archival master TIFF (resolution as above, 48-bit color, uncompressed, lossless)
 - JPEG2000 derivative, lossy, compressed to 1/8 the size of the TIFF master file
- Images will be cropped to the edge of the film frame (retaining the visible edge of the frame) and deskewed. By default, no automated dust / scratch removal algorithms will be used.

MICROFILM BOOKS AND NEWSPAPERS

- Each roll of microfilm will be scanned in 8-bit grayscale at the maximum optical resolution possible, between 300 and 400dpi, relative to the physical dimensions of the original item rather than the microfilm. The following files will be created:
 - 300-400dpi archival master TIFF (8-bit grayscale, uncompressed)
 - JPEG2000 derivative
 - Searchable PDF with hidden text (compatible with Acrobat 5.0, downscaled to 150dpi and using a “Medium” or 40 quality setting)
 - Text file of OCR output

ARCHIVAL DIGITIZATION

(manuscripts, loose items, scrapbooks, maps, oversize bound books/newspapers, fragile books):

- Highest native dpi (300-600 dpi) achievable based on physical size of item and digitization equipment capabilities
- 24-bit color output (bitonal/grayscale can be provided instead upon request)
- 4 formats for deliverables:
 - Tiff
 - JP2 (highest level lossy)
 - PDF w/ OCR
 - OCR to text for printed materials (can be provided for photographs/manuscripts upon request)

REGULAR PRINTED BOOKS

- DPI is relative to size of item
 - 8.75" (21.5cm) x 5.5" (14cm) - 500 PPI or greater
 - 10.75" (27cm) x 8.75" (17cm) - 400 PPI or greater
 - 16" (40cm) x 9.25" (23cm) - 300 PPI or greater
- Largest: 9.25" page width x 16" page height; Smallest: 3" x 3"

OTHER MATERIALS

- Specifications for audio and video are determined on a project basis, but general specifications are available from:
 - American Library Association, Association for Library Collections & Technical Services, *Minimum Digitization Capture Recommendations* (2013). Available from <http://www.ala.org/alcts/resources/preserv/minimum-digitization-capture-recommendations>
 - Federal Agencies Digitization Guidelines Initiative, Audio Visual Working Group. Draft guidelines (under development as of September 2013) available from <http://digitizationguidelines.gov/guidelines/>

Digitization Collaborative

Digitize your archival materials and save

There has never been a better time to carefully and affordably digitize your manuscripts, archives, photographs, maps and large format materials. LYRASIS also offers preservation-quality microfiche scanning services to members.

Let Us Do the Work

Our LYRASIS experts guide you through the entire process and your collections are carefully digitized by a trained staff member from our expert service provider partners.

High-Quality Digitization

Materials are digitized in high quality and full color, optimal for zooming in. Printed materials are OCR'd for keyword searching.

Program Benefits

Participating in the Collaborative saves time and money. LYRASIS member support and economies of scale enable the collaborative to provide these important benefits to participants:

- ◆ Centralized Coordination: staff facilitates all phases of digital projects including selection, shipping and digitization.
- ◆ Digital files: Contributors may receive a variety of file formats:
 - TIFF Uncompressed
 - JPEG2000 derivative
 - Searchable pdf
 - Text file of OCR output
- ◆ Ease of Billing: Members can use their funds deposited with their My LYRASIS account or be invoiced.
- ◆ Members have exclusive control over how they make their content available.



Alabamian Oct 1938, image courtesy of the Milner Archives, University of Montevallo

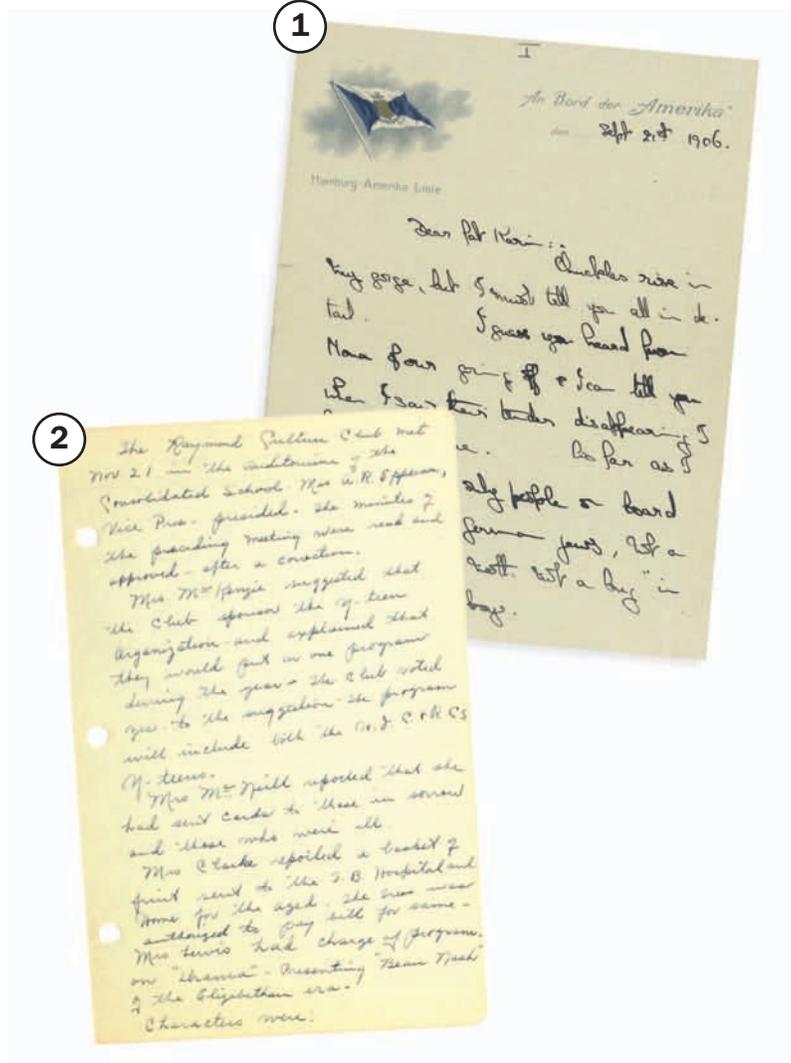
“Partnering with LYRASIS’ Digitization efforts, we (University of Montevallo) were able to scan three decades worth of college newspapers efficiently and affordably. Previously lacking any index or access point, this resource has been transformed, overnight, from a researcher’s headache to a valuable tool for exploring our campus.”

Carey W. Heatherly
Assistant Professor
Reference Librarian and Archivist
Carmichael Library
University of Montevallo



To learn more about the Digitization Collaborative use your QR Reader app.

To learn more about the LYRASIS Digitization Collaborative and digitizing archival collections, visit www.lyrasis.org/digitize or contact Laurie Gemmill Arp at laurie.arp@lyrasis.org, or **800.999.8558 x 2908**.



(1) Scanned page of a letter from the collection of Mary Whitall Worthington, 1906, image courtesy of Bryn Mawr College Special Collections

(2) Raymond Culture Club minutes, image courtesy of Raymond Culture Club and Hinds Community College

Visit www.lyrasis.org/diginfo to register for free info sessions.

Learn more about the LYRASIS Digitization Collaborative by using the keywords to the right at www.lyrasis.org.

digitization collaborative



Digitization Collaborative

Digitization is now EASY and AFFORDABLE

There has never been a better time to digitize

Let Us Do the Work

Our experts guide you through the entire process and your collections are carefully digitized by a trained staff.

Pricing

The Collaborative makes digitization more affordable for all sizes of projects and offers member and non-member pricing.

High-Quality Digitization

Books are digitized cover to cover in full color, optimal for zooming in. Books and microfilm are OCR'd for keyword searching.

Fast Turnaround Time

In many cases your collections are scanned and available on the Internet Archive in a few weeks. This is especially important for sharing results with stakeholders and funding sources.

Share Your Collections with the World

Your valuable content is hosted, preserved, and available in multiple formats through a partnership with the Internet Archive. With a comprehensive and user-friendly interface, the Archive lets you share your library's collections with historians, researchers, and the general public from across the globe.



(1) Scanned page from The Dart 1932, image courtesy of Lycoming College, Snowden Library

(2) Scanned page from Dominici Macri Melitensis Hierolexicon, image courtesy of the Gumberg Library, Duquesne University

(3) Scanned page from North Georgia College Undergraduate Bulletin, image courtesy of the North Georgia College & State University, Library Technology Center

(4) Scanned page from The Triangle 1939, image courtesy of the Southern Adventist University McKee Library

(5,6) Scanned pages from Magee's Illustrated Guide of Philadelphia

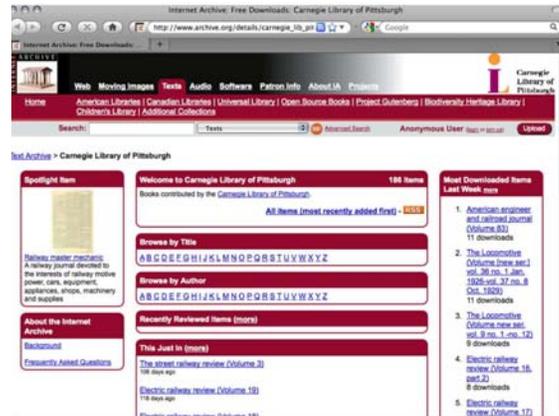
(7) Scanned page from Memoirs Illustrative of the Art of Glass-Painting, images courtesy of the Philadelphia Museum of Art Library

Program Benefits

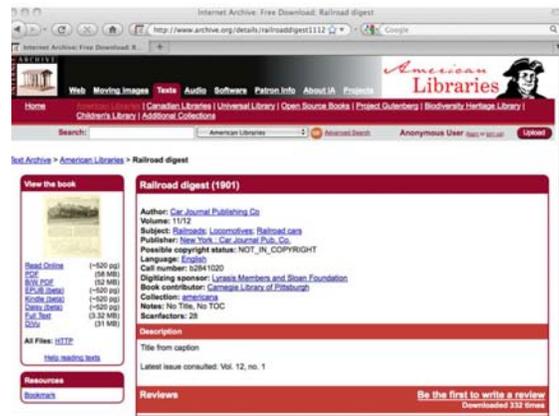
Participating in the Collaborative saves time and money. LYRASIS project management support and negotiated pricing from partners enables the Collaborative to provide these important benefits to participants:

- ◆ **Centralized Coordination:** Staff facilitates all phases of digital projects including selection, shipping, and digitization.
- ◆ **Visibility:** A separate collection is available on the Internet Archive website.
- ◆ **Digitization:** Internet Archive and Creekside Digital perform the digitization of content.
- ◆ **Preservation:** If content is loaded into the Internet Archive after digitization, files are backed up and migrated as necessary to ensure bit preservation and accessibility.
- ◆ **Digital Files:** Contributors download copies of the digital files.
- ◆ **Ease of Billing:** Members can use funds deposited with their My LYRASIS Account.

Sample Contributor Landing Page



Item Metadata and View Options



Services/benefits for each project include:

- ◆ Project coordination
- ◆ Selection assistance
- ◆ Deposit accounts for ease of billing
- ◆ Full online functionality: including digitization, OCR, file hosting, bit preservation, and tools

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Visit our website at:
www.lyrasis.org/digitize

Sign up for a free online information session at:
www.lyrasis.org/diginfo

See collection online at:
www.archive.org/details/lyrasis

Learn more about the LYRASIS Digitization Collaborative by using the keyword to the right at www.lyrasis.org.

digitization collaborative

