

Scanning Specifications

Material Type	Examples	Output (Preservation Copy)	Output (Access Copy)	Dimensions	File Size
Paper based materials: unbound	<ul style="list-style-type: none"> • Manuscripts • Flyers 	TIF	JPG	Up to 29" x 20.5"	600 DPI
Paper based materials: bound materials	<ul style="list-style-type: none"> • Books • Ledgers • Journals • Diaries • Scrapbooks 	TIF	JPG	Up to 29" x 20.5"	600 DPI
Paper based materials: Oversized	<ul style="list-style-type: none"> • Maps • Newspapers • Posters 	TIF	JPG	Up to 42" wide and up to 6" thick	600 DPI
Photographic materials: Negatives	<ul style="list-style-type: none"> • Black and white negatives • Film strips • Transparencies • Glass plate negatives 	TIF	JPG	Up to 11.2" x 17.2"	600 DPI or greater based on the size of the negative
Photographic materials: Slides	<ul style="list-style-type: none"> • Colored slides • Transparencies 	TIF	JPG	Up to 11.2" x 17.2"	600 DPI or greater or based on the size of the slides
Photographic materials: Prints	<ul style="list-style-type: none"> • Black and white photographic prints 	TIF	JPG	Up to 29" x 20.5"	600 DPI or greater based on the size of the print

	<ul style="list-style-type: none"> • Tintypes • Stereographs • Postcards 				
Material Type	Examples	Output (Preservation Copy)	Output (Access Copy)	Dimensions	File Size
Audiovisual materials: Film based	<ul style="list-style-type: none"> • Low density polyethylene film • Cellulose acetate film 	1920 x 1080 (or native aspect ratio if different) High-Definition HD AVI File (uncompressed)	MP4 (compressed)	<ul style="list-style-type: none"> • 8mm • Super 8mm • 16mm • 35mm 	1920 X 1080
Audiovisual materials: video	<ul style="list-style-type: none"> • Beta tapes • VHS tapes • U-Matic tapes 	720 x 480 (or native aspect ratio if different) Standard Definition SD AVI File (uncompressed)	MP4 (compressed)	<ul style="list-style-type: none"> • ¾" U-Matic Tapes • VHS Tapes • 1" Reel-to-Reel Videotape 	720 X 480
Audiovisual materials: audio	<ul style="list-style-type: none"> • Cassette tapes • Records • Transcription discs • CD's 	WAV	MP3 (compressed)	<ul style="list-style-type: none"> • Cassette tapes • Audio reel-to-reel • Records • Transcription discs • CD's 	
Microfilm	<ul style="list-style-type: none"> • 35mm film • 16mm film 	PDF	PDF	<ul style="list-style-type: none"> • 16mm • 35mm 	600 DPI