



Thank you for donating your digital collection. Below are some guidelines to follow when sending us digital material. These are suggestions that would make it easier for us to upload your material to our website and make it accessible to users. If you cannot meet these standards, LBI will still gladly accept your donation.

File Formats

It is easier for us to store your collections, if you can send us the original master files. We would really appreciate receiving master TIFF files for images. TIFF files should be based on the following specifications:

- Minimum of 400 dpi
- 8-bit Adobe RGB
- LZW compression at a 1:1 ratio
- Estimated file sizes of 20-40 MB
- Cropping should include an additional 10 pixel radius out from the edge of the material to the edge of the frame. This provides a small amount of empty space surrounding the material itself.

While TIFF files are preferred for images and text-based content, JPEG, PNG, and PDF files are also acceptable. JPEG and PNG files should be as high resolution as possible; aiming for a minimum of 400 dpi, as with TIFF files, is optimal. Ideally, PDF files should be no larger than 50 MB each. If necessary, they can always be broken up into various parts to meet the file size constraint.

For photographs, the higher the pixel dimensions, the better. At least 6000 pixels along the long side of the image is a good target, with the understanding that this is not always feasible.

WAV files are preferred for audio, although MP3 files are acceptable as well.

Folder and File Naming

When it comes to organizing the digital files into folders, the digital files should mirror as closely as possible the organization and order of the physical material. Please be descriptive when naming folders and files to provide a clear indication of what they contain.

Our suggestions:

- Use only lowercase letters "a" through "z", numbers "0" through "9", underscores "_", hyphens "-", and periods ".". Avoid using spaces.



- The final four characters of the filename should contain a period followed by the standard three-character lowercase file extension for that particular file format. Examples: “.tif”, “.wav”.
- When multiple digital files are created from a single item, such as a memoir, append the sequence of numbers to the filenames. For example, if a memoir consists of 200 TIFF files, use: “memoir-001.tif” ... “memoir-200.tif”.
- If the physical collection is already organized into numbered boxes and folders, the digital files can be numbered accordingly. Use “b” for box and “f” for folder. For example:
 - Folder: b01-f01
 - Files within: b01-f01-001.tif ... b01-f01-200.tif
 - Folder: b01-f02
 - Files within: b01-f02-001.tif ... b01-f02-200.tif
 - Folder: b02-f01
 - Files within: b02-f01-001.tif ... b02-f01-200.tif
- If an item is double-sided, append “-r” for recto (front) and “-v” for verso (back). For example, “family_photo-r.tif” and “family_photo-v.tif”.
- File naming examples:
 - Please design a lowercase title for your collection, with no spaces and no punctuation other than hyphens“-”, following the letters “la” for archival records or “lo” before art and object records. Example: “la-joe-smith-menorah”.
 - Box: la-joe-smith-collection-b01 – if your collection is small, you will only need to attach “b01” after the collection number. If it is larger, you can expand it to “b02”, “b03”, etc.
 - Folder: la-joe-smith-collection-b01-f01 – the same file naming for boxes applies to folders, so there can be merely “f01” or “f02”, “f03”, etc. for a larger collection.
 - Files: la-joe-smith-collection-b01-f01-001.tif – add “-001”, “-002”, “-003”, etc. for each individual master file.

Thank you for taking these suggested guidelines into consideration. Please contact Miriam Clayton (mclayton@lbi.cjh.org) or Chris Bentley (cbentley@lbi.cjh.org) for technical assistance.

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