It is the Free Library of Philadelphia's intention to create archival objects as base components for it's digital collection. These objects should be of a quality and character that will allow them to be stored, refreshed and migrated to new media or formats as technology and need dictate. The following stipulations specify the minimal qualities for an archival digital file for the digital collection of the Free Library of Philadelphia.

Digitization Specifications and Information

- Digital images should be captured, at a minimum, in 48bit color and saved in TIFF format for archival purposes.
- Archival TIFF images will not be compressed, sharpened or processed in any way.
- Archival TIFF images will be saved to a media that will make them freely accessible to the Library as needed by the Library
- Archival TIFFs spatial dimension should be at least 100 percent of the original.
- Technical metadata will be captured as part of the TIFF file structure
- The nature of the original object will be the primary guide for the final bit and spatial resolutions of the archival TIFF. All resolution qualities of maps, textual documents and the like should strive to make the smallest unit of meaning on the object as readable as it is on the original object.
- The quality of archival TIFF images will be evaluated by the library

Evaluation criteria

As the original TIFF images are created they will be examined at 100 percent for:
- Size
- Color mode
- Clarity (not pixilated, sharpened, or dull)
- Brightness and contrast
- Color balance.

They will also be checked to ensure that the images have not been skewed or cropped, that they were captured at the correct resolution, that there has been no loss of detail in highlight or shadows.

Web display work flow

Images that are of the quality necessary will be converted to JPEGs at the resolutions needed for web display. Different digital projects may require different sized display JPEGs.
Color correction or sharpening of the display image only will occur as needed for reasonable viewing on the Web as part of the conversion process.

Thumbnails for web display will be created in JPEG format as well. The specification for the size of the thumbnail is 144 pixels on the longest side depending on the orientation of the original object.