Quick Reference:
Recommended Digitization Standards for the New Hampshire History Network
Prepared by New Hampshire Historical Society, September 2015

Purpose

To create an image that represents the information contained in the original that can be used to provide for various needs and applications.

Definitions

Pixel- a minute area of illumination on a display screen, an image is composed of many pixels

PPI (Pixels per inch) – the number of pixels per line per inch in a digital photo

Bitonal, Grayscale, and Color – options of modes in which to scan items. Bitonal is two tones (black and white) and is rarely used. Grayscale is typically used for black and white photographs or negatives. Color is used for most items.

Image Resolution

All digital images should have a minimum of 3,000 pixels along their longest dimension, and a minimum resolution of 400 ppi. Items should never be scanned at less than 400 ppi, even it the longest dimension is greater than 10 inches. Calculations should reflect the dimensions of the actual item to be scanned, not its matting or support.

Examples:

Item Size (not including mat or support)	Minimum scanning resolution
2" x 3"	1000 ppi
4" x 5"	600 ppi
8" x 10"	400 ppi
10" x 14"	400 ppi

The following list contains recommendations based on the medium of the item. Sometimes it may be necessary to go to a higher resolution based on the content and detail of the item being digitized.

Objects

5184 pixels x 3456 pixels = 18 megapixels

(Minimum standard using technology currently available to the New Hampshire Historical Society. Individual institutions are advised to capture the highest size/quality possible for the camera used to capture the image.)

Textual Records Image Resolution

400 to 600 ppi for 1-bit bitonal mode
400 ppi for 8-bit grayscale
400 to 600 ppi for 24-bit color

Photographs
3000 to 5000 pixels (across long dimension) for 8-bit grayscale
3000 to 5000 pixels (across long dimension) for 24-bit color

Maps/Broadsides/Oversize
400 ppi for 8-bit grayscale
400 ppi for 24-bit color