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Kansas Memory image production standards for non-KSHS collections

Persons and institutions interested in scanning cultural heritage materials for inclusion on Kansas Memory may use the following standards to guide the scanning of their materials. The attached chart shows the scanning standards for different sizes and types of materials. The submission of digital images of materials does not guarantee their inclusion on Kansas Memory.

A. Scanner settings

1. Printed text
 - a. 400 ppi, 8-bit greyscale, TIFF, uncompressed
 - b. 600 ppi, bitonal, TIFF, uncompressed (for more recent, high-quality printing)
2. Photographs and pictorial materials
 - a. 8-bit greyscale, TIFF, uncompressed for black and white prints and negatives
 - b. 24-bit RGB (color), TIFF, uncompressed for color prints and negatives
 - c. See chart for appropriate scanning resolution (ppi)
3. Oversize (maps and graphic materials)
 - a. Use same standards as for photographs and pictorial materials
4. Manuscripts
 - a. 400 ppi, 8-bit greyscale or 24-bit RGB (color), TIFF, uncompressed
5. Simple graphic (blueprints or other line art)
 - a. 400 ppi, bitonal, TIFF, uncompressed

B. Scanning procedure

1. Scan the front and back of each photograph or document.
2. Cropping
 - a. Scan the entire photograph or document with ¼ inch background border zone. Avoid cropping to within the item's boundaries. Items cropped down to the image or text may not be accepted.
3. Background
 - a. Use of white, off-white, or black paper as a background may improve the scanning results for some materials. If uncertain, try scanning the item with a white and black background.
4. Skewed image
 - a. If the image is skewed, try using the scanning software or an image editor (like Photoshop) to deskew, or square, the image within the image frame.

MASTER FILES

Transparent SCANS

(Slides & Negatives)

35 mm	4000 PPI
2.25 in	2200 PPI
4 by 5 in	1020 PPI
5 by 7 in	900 PPI
8 by 10 in	600 PPI

Document SCANS

Manuscripts	400 grayscale (or color)
Printed Text	400 grayscale (or 600 bitonal)
Blueprints	400 bitonal

All files are saved in uncompressed tiff format. Color scans taken at 24 bit, Grayscale at 8 bit.

Reflective SCANS

(Photos, Maps, & Graphic Material)

	Length of longest side in inches	Target size for full-size print (px)	Scanning PPI
1		5100	1500
2		2550	
3		1700	
4		1275	
5		1020	800
6		850	
7		728	
8		637	600
9		560	
10		510	
11		463	400
12		425	
13		392	
14		362	
15		340	
16		318	300
17		300	
∨-Over			