

The *Livingstone Online* Enrichment and Access Project
Imaging Notes

TIFF images. 8 bit, 600 dpi, 6.0 TIFF specification. Use base file name (see below) plus “.tif” suffix. Example: liv_000012_0004.tif

Auto-generated JPEG images. 1800 pixels on longest edge, 300 dpi. Use base file (see below) name plus “.jpg” suffix. Example: liv_000012_0004.jpg

Auto-generated metadata. Metadata generated through the capture process (for instance, IPTC metadata) should be provided to us in a separate .txt file. Use base file name (see below) plus “.tif.txt” suffix. Example:
liv_000012_0004.tif.txt

MODS Metadata. We will provide you with a MODS metadata spreadsheet. You need not make any changes or additions to this spreadsheet, but please review for accuracy as relevant. After you deliver the images to us, we will ourselves add the MODS metadata to the images, **so metadata input during the capture process is no longer needed from you.**

File numbering. The MODS spreadsheet will include the base file name for each item. This base file name will be the same as the first image name in a sequence for an item. Each subsequent image for the given item should be auto-incremented by one. Example:

Base file name: liv_000012_0001
First TIFF image: liv_000012_0001.tif
Second TIFF image: liv_000012_0002.tif

List of items for imaging / shot list. The MODS spreadsheet will also serve as a list of all items to be imaged. However, we ask that you provide us with a separate shot list at the conclusion of the imaging.

Do not crop images. All four edges of the manuscript page should be visible in the image.

One image per one manuscript page. If a two page spread could be done as one image, we would prefer to have it done as two separate images with the color chart and ruler (see below) in each.

Blank pages. The recto and verso of each manuscript page should be imaged, even if it is blank. However, there will be cases where we will not image a

long sequence of blank pages in a given document. We will identify these cases to you individually.

Black background. Whenever possible photograph images against a black background.

Color chart and ruler. Please place a color chart and ruler alongside each manuscript page so that these items appear in the image. The items should be placed near the manuscript page but not so near as to cast a shadow onto the page.