



Digitisation guidelines for manuscripts and maps

Digitisation guidelines. These guidelines apply to every manuscript, map and photograph captured by the studio. They follow the FADGI three-star target for cultural heritage and the Metamorfoze guidelines for colour accuracy.

Deviations must be recorded in the capture log with the reason.

Capture. Manuscripts are captured at four hundred pixels per inch at the original size, maps at six hundred. Every session begins with a colour target and a scale bar. Bound volumes are supported in a book cradle opened to no more than one hundred and twenty degrees to protect the spine.

File naming and formats. The master file is an uncompressed TIFF in Adobe RGB. The name is the identifier, the folio or sheet number and the side, for example AF-2201_f012r. Access copies are made as JPEG at quality ninety and as a searchable PDF for text-bearing documents.

Checks. Before a file enters the repository its checksum is calculated with SHA-256 and its format is identified against PRONOM. A second person checks focus, colour and completeness against the page count of the original. Rejected captures are deleted the same day.

Preservation. Masters are kept on two storage systems in different buildings and checked for integrity every month. Any checksum mismatch raises an alert to the preservation manager, and the file is restored from the second copy before the cause is investigated.