



Image standards

This document contains the digital image standards of the Monasterium.net virtual archive.

Technical specifications

Image resolution	400 dpi
Colour depth	24 Bit RGB
File format	Uncompressed TIF
Image storage	In folder on SATA hard disk
File naming	See below
Metadata in file	none
Filters or Image processing	none

File naming

Due to the need to import the images into the Monasterium.net database, the filenames need to meet certain requirements:

A proper filename consists of several fields separated from each other by an underscore (“_”). These fields are: Abbreviation of the *archive name (abbr)*, *date*, *signature* and *page number (number)*, followed by the file extension.

“abbr_date_signature_number.TIF”

If the charter belongs to a certain archival collection, the name of this collection is added after the *archive name*, separated by a hyphen.

The *date* has to be entered according to the archive’s custom. So has the *signature*. Depending on the type of the charter (simple sheet of paper or parchment, libellus, book...) the *page number* fields contents needs to be entered as follows:

- If the charter consists of just a front side as well as a back side, the resulting two filenames’ *page number* field needs to be either “r” or “v” for recto (front side) or verso (reverse side).

If it is required to take more than just one picture of either side (e.g. the charter is too big to fit on one single image) the filename’s *page number* field has to read “r-1”, “r-2” and so on.



- If the charter consists of more than one sheet or page, the *page number* field simply equals the number of the digitized page (01, 02, 03... 10, 11). The numbers should contain leading zeros.

As previously stated, if it is necessary to take more than one picture of one page, the *page number* field should refer to the individual images (01-1, 01-2...).

Examples:

Archive name	Date	Signature	Page	Resulting Filename
Stiftsarchiv Kremsmünster	1583-07-27	none	recto	StAK_15830727_r.TIF
Stiftsarchiv Kremsmünster	1583-07-27	none	verso	StAK_15830727_v.TIF
Národní archive - Maltézští rytíři	1314-08-27	1702	recto	NA-RM_13140827_1702_r.TIF
Národní archiv - Maltézští rytíři	1314-08-27	1702	verso	NA-RM_13140827_1702_v.TIF
Klosterarchiv Einsiedeln	1279-06-02	02-1-a	1	KAE_12970602_02-1-a_1.TIF
Klosterarchiv Einsiedeln	1279-06-02	02-1-a	2	KAE_12970602_02-1-a_2.TIF
Klosterarchiv Einsiedeln	1279-06-02	02-1-a	3	KAE_12970602_02-1-a_3.TIF
Archiv des Bistums Passau	1412-09-23	138a	recto	ABP_14120923_138a_r.TIF
Archiv des Bistums Passau	1412-09-23	138a	verso	ABP_14120923_138a_v.TIF

Image structure

The individual image has to be composed of the charter, lying right next to a “Kodak Colour Separation Guide Q13”. It is important that everything on the charter is visible. Special care must be taken of writings or marks under the ‘plica’ (the folded part of some charters, where the seal is hanging from).

Image Examples



Example 1 - "StAK_15830727_r.TIF"



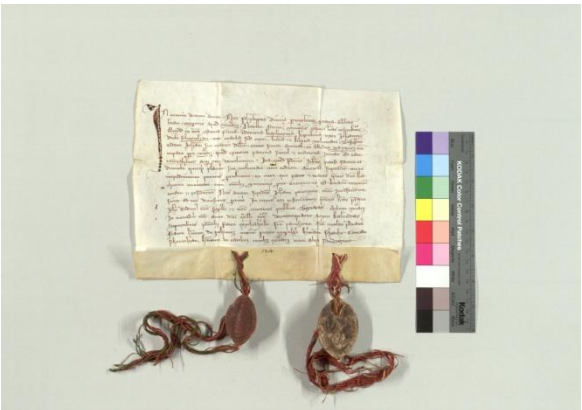
Example 2 - "StAK_15830727_v.TIF"



Example 3 - "StAR_14620921_1006_r.TIF"



Example 4 - "StAR_14620921_1006_v.TIF"



Example 5 - "NA-RM_13140827_1702_r.TIF"



Example 6 - "NA-RM_13140827_1702_v.TIF"