

File Format Sub-Group - Scope and Objectives

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File Formats

Scope

The FADGI Still Image Working Group is a cooperative effort to develop common digitization guidelines for still image materials such as textual content, maps, photographic prints and negatives. Until now, the group's work has mainly focused on guidelines related to image quality (e.g., resolution, sharpening, color encoding). As a supplement to these guidelines, the need has been identified to develop a set of recommendations for file encoding standards for archival and derivative renditions of digitized content.

It is generally accepted that there are “de-facto standards” of file formats for digitization output. While these “de-facto standards” have served the digitization community well in the past, the FADGI group has recognized the need to take a fresh look at these guidelines to ensure that recommended file formats for digitization that come out of the FADGI group are in line with current industry best practices, standards, and research in this area.

The intent of this sub-group is to develop guidelines for file formats and associated characteristics or properties for the various objectives and uses for digitized content. The guidelines will be developed through an evidence-based methodology. The recommendations from this group will also result in candidate language that will update existing FADGI Still Image documentation, including: *Content Categories and Objectives*, and *Glossary*.

Objectives

- Agree on common terminology and vocabulary around file encoding
 - Leverage work that has been done in Content and Objectives Sub-Group
 - Define categories of file encoding (e.g., Archival Master, Derivative)
 - Come to common agreement on terms such as: file format, archival master, production master, access derivatives

- Determine and document use cases and business needs for each category
 - Capture key scenarios and use cases for each category
 - Determine what is needed in order for a digitized file to be classified as an archival copy
 - Determine use cases for production masters and access derivatives.

- Determine critical characteristics required to meet use cases and business needs for each category
 - Characteristics for Archival Masters
 - Characteristics for Production Masters
 - Characteristics for Access Derivatives

- Based on research and further evaluation, recommend a set of guidelines for each category
 - For each category, the guidelines will include recommendations on:
 - Image characteristics
 - Image Encoding characteristics
 - Metadata associated with/embedded with image formats
 - The guidelines will also describe how to develop and document preferred file characteristics and profiles when it's necessary to accept "master" files in formats that are not recommended as a "master" file format (e.g., JPEG or PDF).