University of Tartu Library Digitisation Principles

The aim of digitisation is to ensure widespread use and free access to information and to reduce the risk from use to fragile or rare originals.

The implementation of the principles takes into account the technical capabilities of the University of Tartu Library and international best practice.

Preservation copies will be made of publications for which physical preservation in unaltered form is not guaranteed. The digitisation of a preservation copy is based on the authentic representation of the original. The digitisation of a working copy shall be based on a complete representation of the set of media. Service copies are processed as necessary to improve their quality, e.g. sharpening, edge trimming, etc.

1. The best copy from the collections is selected for digitisation. The selection will take into account the integrity and overall condition of the item.
2. The object normally will not be dismantled for digitisation. If it is not possible to obtain a high quality digital copy of the volume without dismantling it, where possible, an additional copy shall be obtained from another. If this is not possible, the volume is not digitised.
3. The curator of the collections assesses the state of the object before it is digitised. Before digitisation, the condition of the item is also assessed by a specialist in digital collections and/or a digitiser according to scanning requirements and, if necessary, the item is sent for restoration. Digitisation is not carried out if it would damage the object.
4. The object will not be digitised if the same item is digitised and freely accessible in another repository.
5. The object is digitised once.
6. The information is digitised in its entirety, excluding blank pages. If there are more than two consecutive pages with only a page number, the following such pages may be leave undigitised.
7. When digitising a working copy, pages from different copies are combined where necessary to maximise the integrity of the information.
8. Digitisation parameters depend on the nature and condition of the original and are not uniquely applicable to all objects.
9. If the object is not previously described in the library's information system, metadata will be created before digitisation.
10. Where possible, digitised objects will be subject to optical character recognition (OCR).
11. The digitiser shall ensure the integrity and conformity of the digital copy with the original and shall carry out the verification immediately after the digitisation of the object.
12. The positioning of scanner workstations and luminaires takes into account the blocking of reflected light and daylight. The walls of the work areas are in neutral tones.
13. No diacritics, special symbols or capital letters are used when naming files. Spaces and hyphens are represented by underscores.
14. Preservation copies of the art collection, the photographic collection, the graphics collection and the map collection are stored in the UT digital archive DSpace ADA, together with access copies. Preservation copies of manuscripts and publications are stored on disk arrays.
15. Access copies are stored in the UT digital archive DSpace ADA.
16. Digital preservation copies shall be associated with a corresponding usage copy and a description that conforms to the latest Dublin Core metadata element standard. Digital access copies are described according to the Dublin Core metadata elements standard.
17. Digital copies under copyright will not be made publicly available.
18. Once the digital copy has been made available in the digital archive, a permanent link will be added to the e-catalogue ESTER.

Form	Dpi	Colour depth	Format	Notes
Graphic arts	Original >=210x297mm 400dpi. Original <210x297mm 600dpi.	24bit	TIFF; pdf; jpg	The scan leaves a border of a few millimetres around the image. A color target is added to the image. The color target may be removed on the access copy.
Exlibris	600dpi	24bit	TIFF; jpg	The scan leaves a border of a few millimetres around the image. A color target + ruler is added to the frame. The color target may be removed on the access copy.
Map	Original >=210x297mm 400dpi. Original <210x297mm 600dpi.	24bit	TIFF; pdf;jpg	The scan leaves a border of a few millimetres around the image where relevant. A color target is added to the image. The color target may be removed on the access copy.
Photo	600dpi	24bit	TIFF; jpg	The scan leaves a border of a few millimetres around the image.
Manuscript	400-600dpi	24bit	TIFF; pdf	The scan leaves a border of a few millimetres around the image. A color target + ruler is added to the frame where relevant. Both pages are always digitised in one frame. The color target may be removed on the access copy.
Publication	400-600dpi	24bit	TIFF; pdf	The scan leaves a border of a few millimetres around the image where relevant. The material will be digitised either in its entirety in a single frame or pages in separate frames, depending on the material. A color target is added to the image where relevant.