



ARTstor Personal Collection Digitization Guidelines

ARTstor Personal Collections and Institutional Collections, which allow Instructor-Level Users to integrate their own personal images or departmental collections with those in the ARTstor Digital Library, utilize a proprietary file type known as .FPX to facilitate image delivery through the ARTstor website and Offline Image Viewer. .FPX files create large lossless format images that, when accessed in ARTstor or an Offline Image Viewer, allow the user to zoom in on high resolution details, but, when accessed outside ARTstor or the Offline Image Viewer, allow the user only a small low-resolution image at a maximum of 400 pixels on its longest side. This bi-furcated file type was created by ARTstor to protect the rights of both artists and image contributors, so their images might be used solely by authorized institutional users in compliance with fair use licensing and copyright agreements at their individual institutions. Images that the individual user uploads to Personal Collections or contributes to an Institutional Collection will be converted to the .FPX file type by ARTstor. *NOTE: Master images provided by the user are discarded by ARTstor after conversion to .FPX. ARTstor does not archive contributor master files.*

The following are some guidelines for digitizing images for upload to ARTstor Personal Collections and Institutional Collections.

- 1) The master image file type must have a .TIF extension (must be a TIFF file). Other file types look weak or pixilated oddly when converted to .FPX files.
- 2) ARTstor recommends that the image be scanned at a DPI resolution of 2540 with a maximum pixel length on the longest side of 3072 pixels, creating an image that will average between 30 and 40 mb in size. Unfortunately, this DPI resolution is not always achievable with lower end scanners and the large file size is prohibitively large, particularly for uploading to Personal Collections where the individual user is given only **1 GB** of storage for image files.
- 3) To achieve a smaller file size (or lacking a high-end graphics or photographic scanner), ARTstor recommends scanning an image at half their normal size. A benchmark image scanned at 1200 DPI with 1500 pixels on the longest side will average between 8 and 10 mb in size and still provide a reasonably good zoomed detail in ARTstor.
- 4) If an image must be scanned at less than 1200 DPI (for example, if you are using an unsharp mask filter or descreening filter to reduce image texturization on your scanner and therefore can only produce scans at 600 DPI), then, as a general rule of thumb, increase the pixel length of the scanned image up to the 3072 maximum in proportion to an average file size between 8 and 10 mb. What is sacrificed in depth-of-resolution can be made up for somewhat by creating a larger physical image that allows for more zooming in ARTstor (similar to what occurs when a scanned image is re-sized in Photoshop with image resampling unchecked).