Born-digital photographs:
Specifications and guidelines

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NEW SOUTH WALES

This document outlines the State Library of New South Wales (SLNSW) specifications and guidelines for born-digital, photographic collections commissioned or on offer by professional photographers.

Where suitable, the Library prefers born-digital photographs in a camera raw format as follows:

- **Preferred: Digital Negative (DNG)**
  Proprietary raw files can be converted to DNG using Adobe Camera Raw, Lightroom or Adobe DNG Converter
- Accepted: Proprietary camera raw (eg, CR2, NEF etc)

Where the camera raw format is not suitable, the following specifications relate to images derived from camera raw files.

General Technical Characteristics:

- Highest pixel dimensions available, not scaled or interpolated
- Highest bit depth available
- Embedded colour profile and specified colour space
- Uncompressed
- Unlayered

Specifications:

- Uncompressed Tagged Image File Format (TIFF)
- Resolution: 300ppi
- Bit Depth: 16 bits per channel
- Colour Mode: RGB
- Colour Profile: Adobe RGB (1998)

Embedded Metadata:

- Camera Data (EXIF)
- *Descriptive (IPTC core) optional*

Under some circumstances SLNSW may accept Joint Photographic Experts Group (JPEG) images if the preferred format is not available. In this situation, please discuss with the Library and do not convert to TIFF.

Preferred File and Folder Naming Conventions and Structure

Please ensure that only the following characters are used in file and folder names:

- lowercase letters
- uppercase letters
- numbers
- underscores

Please ensure that you avoid using any of the following characters in file and folder names:

- diacritics (e.g. accents such as é, umlauts such as ü etc.)
- illegal characters (e.g. \ / : * ? “ < > | etc.)
- spaces

Example file name: 20180726_Portrait01.dng

Please also use consistent file and folder naming practices including:

- file extensions should be present (e.g. .tif, .jpg, .dng etc.)
- avoid excessively long file names
- avoid m-dashes and n-dashes if possible

Preferred Folder Structures
Please ensure the above information has been considered. Additionally, please also avoid excessively deep folder hierarchies

Preferred Method of Delivery

Please provide born-digital content in one of the following ways:

- USB flash drive (eg USB thumb drive, USB stick)
- External hard disk drive

Optical media, such as CD-ROMs and DVD-ROMs, are only acceptable when providing legacy material.

Any physical media used to deliver digital assets will be retained by SLNSW for five years. Where possible, please ensure that you only include the selected files and completed metadata spreadsheet in your delivery.