



Guidelines for Preparing Digital Collective Archive Materials

Image & Media Specification

Our main goal is to achieve high quality digitised images suitable to be featured on our digital Collective Archive, as well as reproducing these images with permission for our physical archive library at Ubah Rumah Residency's living studio on Nikoi Island.

The specifications outlined below represent a minimum quality and resolution standard for the different types of images listed. If you are not able to provide your file in any of the following recommended file formats, we will assess the submissions based on readability and content.

We understand that you may not have access to the tools necessary for archiving your materials, hence we are open to receiving digital images suitable for the following 2 purposes:

1. Solely Digital

- Received in suitable web resolution
- To be featured in the digital Collective Archive

2. High Quality Digital and Print Reproduction

- Received in high quality resolution that is suitable for print reproduction
- To be featured in the digital Collective Archive
- Possible inclusion in the physical archive at Ubah Rumah Residency's living studio on Nikoi Island.

1. Acceptable image file formats for digitisation

Any compression applied to an image shall be lossless and shall be encoded in one of the file formats described below:

- **Joint Photographic Expert Group 2000 (JPEG2000, JP2)**
- **Tagged Image File Format (TIFF, TIF)**

Documents with text or graphics or artworks

Resolution: 300 ppi Type of image:

Colour Bit-depth: 24-bit

Colour management: Embedded ICC Colour Profile

Compression: Lossless

Black and White / Colour Photographs

Resolution: 600 ppi

Type of image: Colour

Bit-depth: 24-bit

Colour management: Embedded ICC Colour Profile

Compression: Lossless

Black and white / Colour Photographic Transparencies (Slides / Negatives)

Resolution: 2400 ppi

Type of image: colour

Bit-depth: 24-bit

Colour management: Embedded ICC Colour Profile

Compression: Lossless

If you are unable to scan your images and materials in high resolution, you may send us your files in the following minimum format:

Resolution: 72 ppi

Type of image: colour

Bit-depth: 8-bit

Colour management: Embedded ICC Colour Profile

Compression: JPG, JPEG2000, PNG, TIFF

2. Acceptable media file formats for digitisation

We accept the following formats:

Videos

- .mov
- Mp4

Audio Recordings, Sound works

- wav
- mp3

Thank you for your kind contribution!

Contact us: ubahrumah@gmail.com