

NKPHTS DIGITAL IMAGING PROGRAM

Member Submission Policy & Procedure

OBJECTIVE:

To preserve, in digital format, information, data, photos, and other important images relating to the Nickel Plate Road and its constituent and affiliated railroads.

SUBMISSION POLICY:

Submissions to the Digital Imaging Program may be created by NKPHTS members, or other independent parties interested in the preservation of historical material and the objectives of the Program.

Scans of original material in the form of documents, drawings, plans, maps, publications, photos, postcards, and other ephemera related to the objectives of the program that meet the program's Submission Specifications may be submitted to the Project Coordinator with prior notice.

The cost of shipping and appropriate insurance coverage shall be the responsibility of the individual making the submission.

Original material digitized by members or other independent parties may be accepted for inclusion to the Digital Imaging Program Archive if such submissions meet the program criteria. Such submissions will be reviewed and approved by the Project Coordinator(s) prior to inclusion to ensure that all policy and submission standards are met. The Development Director, in association with the Publications Director, shall be the final arbiter(s) of the qualification standards of any questionable submission for inclusion in the Program.

All submissions will be accepted on a non-restricted basis only.

SUBMISSION SPECIFICATIONS:

The following specifications are recommended to be followed for all submissions to the NKPHTS Digital Imaging Program, and must be followed by all third-party participants wishing to submit media containing scanned images for inclusion in the Digital Imaging Program Library.

- All black & white images should be scanned in grayscale; color images should be scanned in CMYK color format.
- Photos: 1200 dpi up to 4x6 size; 800 dpi for 5x7 and 8x10.
- Negatives: same resolution as photos, but images must be submitted in positive format via reverse scanning process.
- Slides: minimum 3600 dpi.
- Postcards: minimum 600 dpi utilizing de-screening software during the scanning process.
- Printed images: manuscripts, documents and other printed material should be scanned at a minimum of 400 dpi (screened or half-tone images must be scanned with de-screening software).
- No modification or re-touching of images is required.
- All scans of photos and other similar images should be saved as .tif files without compression.
- Scans of documents, manuscripts, etc., may be saved as .pdf files if the original image is of high enough quality for good reproduction; otherwise .tif format should be used.
- All images should be burned to either a CD or DVD using open architecture software.

- Each image should be labeled or coded for easy identification.
- All digital media submitted to the Digital Imaging Program should have a corresponding inventory of images. Image labeling or coding should correspond with the image identification on the digital media.
- Identification of the source of the images is required.
- Images from copyrighted books and other publications must include titles, authors, publishers, etc.
- The photographer's name must be submitted for all scanned photographic material, and copyright assignments and/or waivers should be included if at all possible. In the absence of an assignment or waiver of copyright, a citation must accompany the images, such as: Collection of John Smith, Photos Courtesy of John Smith Collection, etc.

For further information or to provide notification of a proposed submission, please contact:
George Berghoff, Project Coordinator