

Image Quality Control and Preservation Metadata Checklist

Digital Stewardship Curriculum

1. File Management and Storage (check within folder structure for files)

- Verify that preservation, access, and derivative copies are present.
- Make sure the filenames adhere to file naming convention and correspond with content.
- Make sure the organization of files adheres to directory structure.
- Check that file size and count is as expected.
- If you see a problem with one file, check the surrounding files.

2. Technical Specifications (right click and select Properties to view embedded technical metadata)

- Check that technical information matches the project's standards (file format, bit depth, color mode, pixels per inch), for both preservation master and access copies.

3. Visual Inspection (check one or two files, open in Photoshop or similar image editing program)

- For images:
 - o Images should be inspected while viewing at a 1:1 pixel ratio or at 100% magnification or higher.
 - o Check that the image is not rotated sideways or backwards.
 - o Check that the image is not skewed or off-centered.
 - o Check that the image has clean edges, clear contrast.
 - o Check that the image has no broken figures (illustrations, maps, etc.).
 - o Check that the image has no moiré patterns (wavy lines or swirls usually found in areas where there are repeated patterns).
 - o Check that the image has no unwanted materials (sticky notes, paperclips, dust, rubber bands etc.) included in the scan.
 - o Check that the image has no digital artifacts (such as very regular, straight lines across picture, unexpected patches/lines of color, pixelation, or missing content).
 - o Check that the image is not pixelated.
 - o Check that the image is not too light or too dark.
 - o Check that the image has no loss of detail in highlights or shadows.
 - o If available, use a target to check images. In Photoshop, hover over

the gray scale target areas - you would record these readings and be able to compare successive images to make sure your equipment is consistent and functioning correctly.

- o Check that the master digital image is a faithful representation of the original (if that is the goal).
- For text:
 - o Check completeness, check for any text that is cut off (including page numbers.)
 - o Check contrast, legibility, text density, character size, line widths, and letter clarity

4. Metadata (open the descriptive metadata spreadsheet)

- Check that metadata exists and is stored in the correct format and location.
- Check that the content of metadata is accurate, complete, and valid.
 - o Check file name and accuracy of descriptions as you do your inspection.
 - o Check spelling and grammar.
 - o Spot-check title, subjects, narrative descriptions against actual content.
- Preservation Metadata - compare the preservation metadata list below with our descriptive metadata spreadsheet.
 - Check off which are already noted on the spreadsheet
 - Write down what field from the spreadsheet covers each one
 - If not noted on the spreadsheet, is this information recorded somewhere else (like embedded metadata?)
 - Which ones would you include if you were redesigning the metadata spreadsheet?

Bit depth

Checksum

Collection Source

Color Space

Compression degree

Compression type

Creation hardware

Creation software

Digital creation date

Digital creator

Digital Object ID

Extent

File format

File location

Local repository ID

Original Object ID

Resolution

Revision date

Revision history

Rights Statement

Security
