



The New York Public Library

Picture Collection Online

Digital Image Quality Control

Hardware

- 2 Dell Precision 420 Workstations, 512 MB RAM, 1.4 GZ PIII, 40 GB hard drive
- 2 21" NEC Multisync LCD 2010X XtrView Flat Screen Monitors with hoods
- 1 HP Deskjet 1220c color printer
- 1 HP Scanjet 7400c Flatbed Scanner C7710A
- 2 Dumb Terminals

Software

ACDSee

Photoshop 6.0

MS Office

Network

Fast Ethernet, 100 mbps

Image Sampling

Every tenth image will be checked for quality. This insures that 10% of the digital images are reviewed.¹

Quality Control Using ACDSee

1. Double-click the ACDSee icon on the desktop to open the program.
2. Using the left-hand explorer on the interface, browse until you find the file folder containing the images to be reviewed. Click on the folder to load the image thumbnails. It may take several minutes for a folder of thumbnails to load over the network.



3. To check an image, double-click on the thumbnail. If the image does not open at 100% size, use the magnifier to increase the image size to 100%. Images should be checked at 100% size.
4. Navigate through the image with the hand icon, checking for focus, color, noise, dust, etc. For smaller images, check the four corners and center of the image. For larger images, begin at the upper right corner, and work from right-to-left. Then, go down to the next unchecked area and work from left-to-right. Keep working in this downward zig-zag manner until the entire image is checked. If necessary, check the original image to verify an imperfection.
5. If any imperfections are found, check the five preceding and five subsequent images for flaws. This is done to determine whether or not a group of images has been digitized improperly. If the same error is found in a group of images, contact the digitizer immediately to avoid continuation of the error.

Color Space Check

The digital image color space is checked using Adobe Photoshop. After opening an image in Photoshop, click on the black triangle at the bottom of the screen and select "Document Profile" from the menu. The image color space will appear near the lower left corner of the frame. This will verify whether the Kodak Pro RGB color space is being used by the digitizer. Check one or two images per working session.

Record Keeping

Record all abnormalities in focus, color, noise, dust, etc., in a quality control log. Staff performing quality control should sign off on work reviewed.

Image and Metadata Link Checking

Check the link between image and metadata to confirm that image and metadata are matched correctly.

1. Kenney, Anne R., Rieger, Oya Y. Moving Theory into Practice: Digital Imaging for Libraries and Archives. Mountain View, California: Research Libraries Group, 2000, p. 63.