

Quality Control Recommendations for Digitization Projects

Overview

Quality Control (QC) includes procedures and techniques to verify the quality, accuracy, and consistency of digital files during the digitization and post-digitization process.

In addition to the technical guidelines provided in the table below, there are considerations for quality control measures one can take on the larger project level, including:

- Training and orientation of staff/volunteers
- Established project management and task tracking mechanisms
- Stable control numbers across the original media format and their digital derivatives (i.e. the digitized files).

Further Resources

- [UCLA Library: Digitization Quality Control Workflow](#)
- [Sustainable Heritage Network: Guide to Quality Control and Quality Checklists](#)
- [Federal Agencies Digital Guidelines Initiative: Technical Guidelines for Digitizing Cultural Heritage Materials](#)

Quality Control Checklist and Recommendations

Information in this section of the Recommendation Document is primarily adapted from [UCLA Library's Digitization Quality Control Workflow](#) document.

Point of Quality Control	To Be Completed By	Checklist
Primary QC Check	If digitization is in-house: Digitization assistant or technician, supervisor (interval checks) If digitization is outsourced: Third-party vendor.	• Check filenames ◦ <i>Are filenames consistent and describe the correct pages in the correct order?</i> ◦ <i>Are there any missing?</i> • Check image orientation ◦ <i>Do images meet standards for digital quality? Are images oriented correctly?</i> • Check image completeness/cropping ◦ <i>Are images whole and complete - no cropping of information?</i> • Check page numbers/page count ◦ <i>Does the total number of pages</i>

		<i>digitized match the total number of newspaper pages?</i> • Check page order ◦ <i>Are digitized pages in the correct order?</i> • Check page sizing ◦ <i>Are images the same size?</i> • Check readability ◦ <i>Are images legible and complete?</i> • Check resolution ◦ <i>Are images being taken at the appropriate resolution?</i>
Secondary QC Check	If in-house: Digitization assistant or technician, supervisor (interval checks) If outsourced: Institution after file delivery by third-party vendor (e.g. digitization assistants, technician, supervisor)	• If work was outsourced, institution should review and perform their own Primary QC Check, using the above questions as checklist • Check for duplicates or missing files ◦ <i>Are any files missing or duplicated?</i> • Check lighting ◦ <i>Are images lit consistently?</i> • Check amount of detail, contrast, uneven tones ◦ <i>Do images appear uniform in level of detail, amount of contrast, and tones present?</i> • Check for missing scan lines or dropped pixels ◦ <i>Are there any anomalies (i.e. missing sections of images)?</i> • Check for sharpness, excessive noise, scanner artifacts (i.e. speckles) ◦ <i>Are there any anomalies (i.e. unexpected speckles or dots)?</i>
Pre-Upload QC Check	If in-house or outsourced: Institution prior to upload/ingest (e.g. digitization assistant, processing assistant, technician, and supervisor)	• Ensure file size, format, and embedded metadata of full-resolution TIFF files are accurate and the collection is complete and in the correct order • Ensure the correct types of derivatives (i.e. JPG files for access) have been created, and that their file size, format, and embedded metadata are accurate and consistent • Confirm metadata for digitized collection is consistent and adheres to standards

Post-Upload QC Check	If in-house or outsourced: Institution after upload/ingest (e.g. digitization assistant, processing assistant, technician, and supervisor)	• Are all the items loaded in the repository or digital platform? • Are the images appropriately displayed in the repository or platform? (Check a sample set of 10%) • Is the upload complete? • Is the collection searchable? Is the metadata comprehensive and does it adhere to standards?
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