

Scanning Quality Control Checklist

		File	File	File	File	File
1	<i>Image is correct size/resolution in long dimension:</i>					
	Archive (uncompressed) file = Barbers 4K; Deane 5K					
	Service file = 4K					
	Reference (or access) file = 640 pixels					
	Thumbnail file = 160 pixels; look for moiré patterns					
2	<i>File name is correct</i>					
	Archive (uncompressed) file = u.tif					
	Service file = s.jpg					
	Reference (or access) file = r.jpg					
	Thumbnail file = t.jpg					
3	<i>File format is correct</i>					
	Archive file = tif					
	Service, reference and thumbnail = jpg					
	Check the following against originals!					
4	<i>Image is in correct mode</i> (i.e., 8bit grayscale) See: file, properties, details					
5	<i>Image is cropped properly</i> (maximize image to judge)					
6	<i>Image is not rotated or backwards</i>					
7	<i>Image is not skewed or not centered</i>					
8	<i>Lack of sharpness/excessive sharpening</i>					
9	<i>Moiré patterns</i> (wavy lines or swirls, usually found in areas where there are repeated patterns)					
10	<i>Presence of digital artifacts</i> (such as very regular, straight lines across picture)					
11	<i>Pixellated</i>					
	<i>Tonal and other quality:</i>					
12	Overall too light or too dark					
13	Image dull or no tonal variation					
14	Uneven tonal values or flare					
15	Loss of detail in highlight or shadows					
16	Excessive noise especially in dark areas or shadows					
17	Clipping black and white values (Check histogram!!!)					
	Comments:					

Quality control by: _____ Date: _____