

Donor Guidelines for Electronic Formats

Norwick Center for Digital Solutions Responsibilities

- Provide a file inventory for materials including filenames, size, and formats upon the completion of processing.
- Complete collection check to look for corrupted files or sensitive material.
- Provide access of the processed collections through electronic records terminal, email archive, or catalog discovery system (depending on access level of the collection).

Donor Responsibilities

- Read the Checklist for Potential Donors
- Follow the guidelines for recommended file formats (see below).
- Provide, as best possible, description and documentation for items being donated.
 - What type of information is contained in the items?
 - What are the date ranges of the items?
 - What special software was used to create and use the items?
- Complete Deed of Gift and/or Submission Agreement (from respective Special Collections) transferring physical and intellectual ownership to Southern Methodist University Libraries.

Recommended File Formats

Below are listed the preferred file formats for certain media types that can be accepted by Southern Methodist University Libraries. If the preferred format cannot be obtained, then certain access copies can be accepted.

Note: File formats not listed below can be accepted on a case by case and will require coordination with Southern Methodist University Libraries staff.

Recommended File Formats Reference Chart

| Type | Preferred Master | Access | Note |
|---------------------------|---|--|---|
| Text | Plain Text (US-ASCII, UTF-8 (*.txt) XML(*.xml) | Acrobat PDF/A (.pdf) Open Office Formats (*.sxw/*.odt) | <i>SMU Libraries will accept Microsoft Word Documents, but it is not preferred due to proprietary issues. Files will require migration to a preferred format.</i> |
| Images | TIFF (uncompressed) (*.tif) | JPEG/JFIF (*.jpg) JPEG2000 (lossy) (*.jp2) GIF (*.gif) BMP (*.bmp) PNG (*.png) | <i>If possible provide any accompanying editing files if original master are no longer available.</i> |
| Video | Motion JPEG2000 (*.mj2) AVI(uncompressed) (*.avi) MOV (*.mov) | MP4 (*.mp4) | <i>If possible, provide any accompanying editing files if original masters are no longer available.</i> |
| Audio | WAVE (*.wav) | MP3 (*.mp3) | <i>If possible, provide any accompanying editing files if original masters are no longer available.</i> |
| Spreadsheet/ Databases | Comma Separated Values (*.csv) | Delimited Text (*.txt) Excel (*.xls) DBF (*.dbf) OpenOffice (*.sxc/*.ods) | |
| Presentations | OpenDocument Presentation Format (*.odp) Acrobat PDF/A (.pdf) | - PowerPoint (*.ppt) - PDF (*.pdf) (embedded fonts) and OCR'd | |
| Email | XML (*.xml) | PST (*.pst) Mbox (*.mbox) | |

| | | | |
|-----------------------------|---|--|---|
| Geospatial | SHP (*.shp) DBF (*.shx) GeoTIFF NetCDF (*.nc) | | |
| Statistics | ASCII (*.asc) DTA (.dta) POR (*.por) SAS (*.sas) SAV (.sav) | | |
| Containers | TAR (*.tar) GZIP (*.gzip) ZIP (*.zip) | | <i>Donor must provide passwords or encryption before being accepted by SMU Libraries if applicable.</i> |
| Web Archive | WARC | | |
| Social Media | Twitter (*.zip) Facebook (*.zip) Instagram (*.csv) Blog (WARC) YouTube (*.avi) | | <i>Twitter and Facebook allow users to download an archive of their profile. Collecting from other social media sites will involve working with SMU Libraries staff. Donor must provide username and password before being accepted by SMU Libraries if applicable.</i> |
| Computer Aided Design (CAD) | Extensible 3D (X3D) (*.x3d) Standard for the Exchange of Product Model Data (STEP)(*.step) | | |

Resources:

<https://guides.library.stanford.edu/data-best-practices/format-files>

<https://digitalriceprojects.pbworks.com/w/page/58487493/Recommended%20file%20formats>

http://www.digitalpreservation.gov/formats/fdd/browse_list.shtml

<https://www.archives.gov/records-mgmt/policy/transfer-guidance-tables.html#digitalphotographs>