

Digital Image Database Standards Checklist

Technical, Functional, Content, & Access Recommendations

The Digital Image Database Standards Checklist (DIDSC) may be used as a guide to determine whether a particular electronic image product is appropriate for your library, campus, museum, or other institution. The DIDSC outlines a number of factors necessary to consider when evaluating digital image products. The criteria represent a variety of technology requirements, recommendations, and “best practices” to support the operability of an image database sufficiently; notable tools to determine flexibility of use, application and management of content for teaching, research and presentation; attributes relevant to the quality and scope of the content; and the type and level of cataloging that define the system's searching, browsing, and sorting capacity.

Although designed to evaluate image databases that are content repositories with asset management and presentation functionalities, portions of the Checklist may be used independently to assess products with fewer capabilities.

Being in electronic format, the DIDSC itself may be modified, expanded, or augmented to accommodate local needs and emerging technologies and standards. Rows and headings may be added or deleted; institutions are encouraged to tailor this document to suit individual application.

This document is a product of the ARLIS/NA Standards Committee and represents an ongoing commitment to quality service to art professionals. Please direct any input or suggestions you have to the committee; current contact information may be found on the ARLIS/NA Web Site at <http://www.arlisna.org/>.

Key Assessment Areas:

[Technical Specifications](#) | [System Interoperability](#) | [Image Quality](#)
[Metadata](#) | [Scope of Content](#) | [Functionality](#) | [Usability](#)
[User Support](#) | [License Parameters](#)

| AREA | YES | NO | NOTES |
|---|------------|-----------|---|
| Technical Specifications | | | Restrictions, versions, examples, limitations, depth of coverage, technical specifications... |
| <i>Software Requirements</i> | | | |
| - Flash | | | |
| - Java | | | |
| - Cookies | | | |
| - Disable Pop-Up Blocker | | | |
| - Compatible with security software, virus protection,... | | | |
| - Functions with firewall | | | |
| | | | |
| <i>Hardware Settings</i> | | | |
| Internet connection: | | | |
| - LAN 100MB+ | | | |
| - T1 | | | |
| - DSL | | | |
| - ISDN | | | |
| - Cable | | | |
| - Dial-Up | | | |
| | | | |
| Remote Access: | | | |
| - Proxy Servers | | | |
| - Virtual Private Networks (VPN) | | | |
| | | | |
| Monitor Resolution: | | | |
| - 1600x1200 pixels compliant | | | |
| - 1152x864 pixels compliant | | | |
| - 1024x786 pixels compliant | | | |
| - 800x600 pixels compliant | | | |
| | | | |
| Memory: | | | |
| - 128MB or higher | | | |
| | | | |
| <i>Platforms</i> | | | |
| - PC | | | |
| - Macintosh | | | |
| - Linux / Unix | | | |
| | | | |
| <i>Operating Systems</i> | | | |
| PC: | | | |
| - Windows 98 | | | |
| - Windows 2000 | | | |
| - Windows NT | | | |

| | | | |
|--|--|--|--|
| - Windows XP | | | |
| - Windows XP Professional | | | |
| - Windows ME | | | |
| | | | |
| Macintosh: | | | |
| - OS 10 | | | |
| - OS 10.1 | | | |
| - OS 10.2 | | | |
| - OS 10.3 | | | |
| - OS 10.4 | | | |
| | | | |
| <i>Web Browsers</i> | | | |
| - Internet Explorer | | | |
| - PWB Public Web Browser | | | |
| - Netscape | | | |
| - Mozilla / Firefox | | | |
| - Opera | | | |
| - Safari | | | |
| | | | |
| <i>Other Characteristics</i> | | | |
| - Persistent URLs | | | |
| - Supports Diacritics | | | |
| - Supports Non-Roman | | | |
| - Z39.50 Compliant | | | |
| - ADA Compliant | | | |
| - Open Archives Initiative (OAI) Compliant | | | |
| | | | |

| AREA | YES | NO | NOTES |
|---|------------|-----------|---|
| System Interoperability | | | Restrictions, versions, examples, limitations, depth of coverage, technical specifications... |
| <i>Presentation Tools</i> | | | |
| - MDID | | | |
| - Luna | | | |
| - Almagest | | | |
| - MS Power Point | | | |
| | | | |
| <i>Management Systems</i> | | | |
| - Image Management Systems | | | |
| - Digital Asset Management Systems | | | |
| - General Content Management Systems | | | |
| - Institutional Repositories | | | |
| | | | |
| <i>Instructional Technology</i> | | | |
| Course Management Systems | | | |
| - WebCT | | | |
| - Blackboard | | | |
| - Sakai | | | |
| - eCollege | | | |
| - Angel | | | |
| - Prometheus | | | |
| | | | |
| <i>Library Systems</i> | | | |
| - Link-resolvers | | | |
| - Electronic Reserve | | | |
| - Federated searching / Metasearching | | | |
| | | | |
| <i>Compatible with Institutional Authentication Systems</i> | | | |
| | | | |

| <i>AREA</i> | <i>YES</i> | <i>NO</i> | <i>NOTES</i> |
|-----------------------------|------------|-----------|---|
| Image Quality | | | Restrictions, versions, examples, limitations, depth of coverage, technical specifications... |
| <i>Resolution</i> | | | |
| - Projection Quality | | | |
| - Print Quality | | | |
| | | | |
| <i>Size</i> | | | |
| - Multiple Sizes Available | | | |
| • Thumbnail | | | |
| • Postcard | | | |
| • Large | | | |
| | | | |
| <i>File Types</i> | | | |
| - TIFF | | | |
| - GIF | | | |
| - JPG | | | |
| - PNG | | | |
| - BMP | | | |
| - Proprietary format | | | |
| | | | |
| <i>Available for Output</i> | | | |
| | | | |

| <i>AREA</i> | <i>YES</i> | <i>NO</i> | <i>NOTES</i> |
|--|------------|-----------|---|
| Metadata | | | Restrictions, versions, examples, limitations, depth of coverage, technical specifications... |
| <i>Metadata Standards</i> | | | |
| - VRA Core | | | |
| - Dublin Core | | | |
| - MARC | | | |
| - EAD | | | |
| - XML | | | |
| | | | |
| <i>Application Guidelines</i> | | | |
| Complies with: | | | |
| - Cataloging Cultural Objects (CCO) | | | |
| | | | |
| <i>Controlled Vocabularies</i> | | | |
| - Getty Vocabularies: | | | |
| ▪ Union List of Artists Names | | | |
| ▪ Thesaurus of Geographic Names | | | |
| ▪ Art & Architecture Thesaurus | | | |
| - Library of Congress Subject Headings | | | |
| - Library of Congress Thesaurus of Graphic Materials | | | |
| - Library of Congress Name Authority File | | | |
| - Iconclass | | | |
| | | | |

| AREA | YES | NO | NOTES |
|------------------------------|------------|-----------|---|
| Scope of Content | | | Restrictions, versions, examples, limitations, depth of coverage, technical specifications... |
| <i>Subject Coverage</i> | | | |
| - Humanities (examples) | | | |
| • Art /Art History | | | |
| • History | | | |
| • Literature | | | |
| | | | |
| - Social Sciences (examples) | | | |
| • Anthropology | | | |
| • Area Studies | | | |
| • Women's Studies | | | |
| | | | |
| - Sciences (examples) | | | |
| • Engineering | | | |
| • Material Science | | | |
| • History of Science | | | |
| | | | |
| <i>Media</i> | | | |
| - Paintings / Works on Paper | | | |
| - Prints / Engravings | | | |
| - Sculpture | | | |
| - Photography | | | |
| - Design | | | |
| - Architecture | | | |
| - Mixed Media | | | |
| - Installation | | | |
| - Book Arts | | | |
| - Decorative Arts | | | |
| - Crafts | | | |
| - Archival Material | | | |
| - Manuscripts | | | |
| - Maps | | | |
| - Historic Documents | | | |
| | | | |

| AREA | YES | NO | NOTES |
|---------------------------|------------|-----------|---|
| Functionality | | | Restrictions, versions, examples, limitations, depth of coverage, technical specifications... |
| <i>Searching</i> | | | |
| - Keyword | | | |
| - Field Searching | | | |
| - Boolean Operators | | | |
| - Proximity Operators | | | |
| - Truncation | | | |
| - Wild Card | | | |
| - Limiting by: | | | |
| • Date | | | |
| • Period | | | |
| • Style | | | |
| • Genre | | | |
| • Medium | | | |
| | | | |
| <i>Browsing</i> | | | |
| Ability to browse by: | | | |
| - Creator | | | |
| - Title | | | |
| - Subject | | | |
| - Geographic Location | | | |
| - Repository | | | |
| - Media | | | |
| | | | |
| <i>Sorting</i> | | | |
| - Cluster Related Objects | | | |
| - By Date | | | |
| - By Medium | | | |
| - By Creator | | | |
| - Custom Sort | | | |
| - Drag & Drop | | | |
| | | | |
| <i>Display</i> | | | |
| - Zoom | | | |
| - Full Image / Details | | | |
| - Save Zoom as Detail | | | |
| - Metadata | | | |
| - Thumbnail | | | |
| - Postcard | | | |
| - Projection Duality | | | |
| - Light Table Display | | | |
| - Pan Image | | | |
| - Resize Images | | | |

| | | | |
|---|--|--|--|
| | | | |
| <i>Presentation Options</i> | | | |
| - Live Viewer | | | |
| - Offline Viewer | | | |
| - Comparison: | | | |
| ▪ 2 images | | | |
| ▪ 3 images | | | |
| ▪ 4 or more | | | |
| - Split screen vertical | | | |
| - Split screen horizontal | | | |
| - Metadata view | | | |
| - Custom field / data display | | | |
| - Custom captions / annotations | | | |
| - Multimedia capacity | | | |
| | | | |
| <i>Output Options</i> | | | |
| Function: | | | |
| - Download | | | |
| - Print | | | |
| - E-mail | | | |
| - Import to other system | | | |
| Quality: | | | |
| - Adequate size | | | |
| - Adequate resolution | | | |
| | | | |
| <i>Input Options</i> | | | |
| Function: | | | |
| - Import local images | | | |
| - Usable with system content | | | |
| - Secure / protected | | | |
| - Permissions system (make available to defined audience) | | | |
| Allows input of: | | | |
| - Adequate size | | | |
| - Adequate resolution | | | |
| | | | |
| <i>Special Features</i> | | | |
| - Customization | | | |
| - Save Image Groups | | | |
| - Color correction | | | |
| - Annotation tools | | | |
| - Temporary image manipulation | | | |
| | | | |
| <i>Overall Reliability</i> | | | |

| | | | |
|--------------------------|--|--|--|
| - Stable | | | |
| - Minimal Outages | | | |
| - Mirror Sites / Back-up | | | |
| | | | |

| <i>AREA</i> | <i>YES</i> | <i>NO</i> | <i>NOTES</i> |
|-----------------------------|------------|-----------|---|
| Usability | | | Restrictions, versions, examples, limitations, depth of coverage, technical specifications... |
| <i>Navigation</i> | | | |
| - Consistent labels | | | |
| - Consistent layout | | | |
| - Logical ordering/grouping | | | |
| | | | |
| <i>Errors</i> | | | |
| - Prevents errors | | | |
| - Allows undo | | | |
| - Clear error messages | | | |
| | | | |
| <i>Accessibility</i> | | | |
| - Legible font sizes | | | |
| - Sufficient color contrast | | | |
| - Timing controlled by user | | | |
| | | | |

| <i>AREA</i> | <i>YES</i> | <i>NO</i> | <i>NOTES</i> |
|--|------------|-----------|---|
| User Support | | | Restrictions, versions, examples, limitations, depth of coverage, technical specifications... |
| <i>Format</i> | | | |
| - Printed Documentation | | | |
| - Online Documentation | | | |
| - FAQs | | | |
| - E-mail Help | | | |
| - Telephone Help Line | | | |
| - Instant Messaging | | | |
| - Electronic Bulletin Board | | | |
| - User Listserv | | | |
| - User Group Meetings | | | |
| - Training Tutorials | | | |
| - Live Training Sessions | | | |
| • In-person | | | |
| • Remotely using technology (e.g. WebEx) | | | |
| <i>Quality</i> | | | |
| - Effective documentation | | | |
| - Good Response Time | | | |
| - Accurate | | | |
| - Effective | | | |
| - Courteous / Accommodating | | | |
| | | | |

| <i>AREA</i> | <i>YES</i> | <i>NO</i> | <i>NOTES</i> |
|-----------------------------------|------------|-----------|---|
| License Parameters | | | Restrictions, versions, examples, limitations, depth of coverage, technical specifications... |
| <i>Contract Type</i> | | | |
| - Subscription | | | |
| - Purchase | | | |
| - Purchase data / access fee | | | |
| | | | |
| <i>Terms of Use</i> | | | |
| - Teaching / In-class use | | | |
| - Lectures / Public presentations | | | |
| - Reproduction for: | | | |
| • Printed publication | | | |
| • Digital publication | | | |
| | | | |
| <i>Access</i> | | | |
| - Requires Log-On | | | |
| - IP Recognition | | | |
| - Multiple campuses | | | |
| - Non-U.S. campuses | | | |
| - Remote authentication | | | |
| | | | |
| <i>Restrictions</i> | | | |
| | | | |
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| | | | |