

**If the item fails one or more of the following, QA fails!
All failures must be fixed and pass re-QA to be complete.**

"In general, it makes sense to do it once, and do it right; it's safer for the object, it's more efficient, and it's simpler."

All Projects	PASS	FAIL
Image naming (including page numbering) is correct for the request or project		
Correct number of images were scanned, and all pages are present		
Scanned images match requested images		
Image color, brightness, and contrast match the original (unless otherwise required)		
Brightness/exposure is uniform across the image (no large shadows, glare, or light drop-off)		
File type is correct		
PPI is correct		
Image focus is clear		
Crop does not cut off any of the item or page		
Crop is very close to the edges of the item		
Corners are all unfolded		
Applicable tracking form is filled out by everyone who did the work		
Bound Items (mainly BC100)	PASS	FAIL
Color Target and LCC are scanned and labeled at the beginning of each folder (BC100 and major projects only)		
Text in the gutter is as visible as possible		
Exposure (brightness) between left and right pages is the same		
Left and right pages are the same size, unless they are physically different in the original (Pixel dimensions may vary by less than 25% of the dpi, ex. less than 100 pixels difference in a 400 dpi image)		
Crop is beyond the gutter, showing that all available content is visible (bound items only)		
Crops are a consistent size between spreads		
Large Items (Foldout)	PASS	FAIL
Color throughout image matches original		
Exposure (brightness) is uniform throughout image		
Item was stitched correctly, with all lines matching up when viewed at 100% in Photoshop		
Preservation Projects		
<i>Originals</i>	PASS	FAIL
Image type is TIFF		
Images are 16-bit		
Manuscript images are 400 ppi		
Photographs are 600 ppi for 4.5 in+, or higher as prescribed by our sizing standards for photographic media for smaller sizes		
Image color profile is Adobe RGB (1998)		
Golden Thread Color Target was scanned at the beginning of each folder, or more frequently if scanned over multiple days or on multiple scanners		
<i>Scans</i>	PASS	FAIL
Image type is JPG		
Images are 8-bit		
All images are 200 ppi		
All images were resized correctly (Resolution should be smaller, but image dimensions in inches should be the same as Originals. This will result in a much smaller size by pixel count)		
Image color profile is Adobe RGB (1998)		
Print Projects	PASS	FAIL
Image type is TIFF		
Image dpi is at least 300 ppi		
Image color profile is sRGB IEC61966-2.1		
Correct printer profile for the paper is applied at printing		