



***NOTE: PLEASE FORWARD THIS DOCUMENT TO ANYONE IN YOUR ORGANIZATION INVOLVED IN THE PREPARATION OF APPLICATIONS FOR CERTIFICATION TO THE CANADIAN CULTURAL PROPERTY EXPORT REVIEW BOARD.***

### PROTOCOL FOR DIGITAL IMAGES

As indicated in previous emails to all institutions and public authorities designated under the terms of the *Cultural Property Export and Import Act*, the following is the protocol for providing digital images, wherever possible, with applications for certification, for **all future meetings** of the Canadian Cultural Property Export Review Board:

1. Provide image(s) on a separate CD-ROM for each application for certification.
2. Label each CD-ROM with the name of your institution and the name of the donor.
3. Images must be in **jpeg format, 1800 x 1500 pixel range, with a file size in the 500 to 700 K range**.  
Tip: if using Adobe Photoshop, an 1800x1500 pixel image saved in Medium JPEG compression should create a file in the 500K range.
4. Where there is more than one object in your application, provide the images on the CD-ROM in the same order that you have described the objects in your application for certification.
5. As part of your hard copy description of each object, include the name you have given to JPEG image at the end of the description, as follows: "***Name.jpg***" You are free to use the naming convention of your choice. For example:  
  
Greg Curnoe  
*Bicycle Wheel*, 1967  
mixed media on paper, 45" x 55"  
signed LR  
*curnoe\_bicyclewheel.jpg*
6. In the case of large collections where you are providing a representative sample of images, indicate under the description when an image has not been provided with: "***No image provided***".
7. In the case of fonds, where material is often grouped together, provide a hard-copy list, describing the image samples provided, again in the order that they appear on the CD-ROM. As a general rule, you should limit your samples to no more than 20 images unless you judge this not to be sufficiently representative.

If you have any questions about the above, please feel free to communicate with the Review Board Secretariat at: [revboard\\_sec@pch.gc.ca](mailto:revboard_sec@pch.gc.ca) or by telephone at (819) 997-7761 or toll-free at 1-866-999-2494. Thank you for your collaboration.