

**Table 1: Summary of electronic document format characteristics**

<b>Characteristic (including questions to consider)</b>	<b>TIFF</b>	<b>GIF</b>	<b>JPEG</b>	<b>ASCII</b>	<b>RTF</b>	<b>Post- Script</b>	<b>PDF app. output</b>	<b>PDF Image</b>	<b>PDF Image + text</b>	<b>PDF normal</b>	<b>SGML</b>	<b>XML</b>	<b>HTML</b>
<b>Machine-readability</b> Must the contents be searchable in the application? Must the contents be available to the visually impaired? Is there a requirement that scanned material be machine-readable?	No	No	No	Yes	Yes	No	Yes	No	Yes	Yes	Yes	Yes	Yes
<b>Multilingual characters</b> In what languages are the materials? What scripts do they appear in? Does application require the display of non-Latin-based language materials?	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Layout retention</b> Is the layout is important, or is access to only the content sufficient? Must the page layout be retained? Is verisimilitude to the original important for scholarly purposes?	Yes	Yes	Yes	No	Some	Yes	Yes	Yes	Yes	Yes	No, by itself	No, by itself	Some
<b>Editability</b> Must the content be able to be edited?	No	No	No	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes
<b>File size</b> What resources are there for file storage? What is the speed of document server? What is the bandwidth of library's network connection? What is the speed of target users' connections?	Large	Medium	Small	Very small	Very small	Large	Small	Medium	Medium	Medium	Small	Small	Small
<b>Multi-page</b> How the user will want to use the document? Will the user be willing to download and print each page if it is broken up into too many sub-components, or across too many document images?	Possible	Possible	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Structured/non-structured</b> Must the structure be machine-identifiable? Is searching on the full text of a document not sufficient? Is the information in them reused in other documents? Are the documents updated often? Are the materials large, complex documents? Are multiple authors involved?	Non	Non	Non	Non	Non	Non	Not yet	Non	Non	Non	Yes	Yes	Yes
<b>Multimedia</b> Are the materials multimedia? Must they be presented in this way online?	No	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes

**Table 1: Summary of electronic document format characteristics (continued)**

	<b>TIFF</b>	<b>GIF</b>	<b>JPEG</b>	<b>ASCII</b>	<b>RTF</b>	<b>Post-Script</b>	<b>PDF app. output</b>	<b>PDF Image</b>	<b>PDF Image + text</b>	<b>PDF normal</b>	<b>SGML</b>	<b>XML</b>	<b>HTML</b>
<b>Supports links</b> Will the application have to support interactive content? Must the users be able to fill in forms, select among alternatives, browse from document to document?	No	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Screen display</b> Will the document only be displayed?	Poor	Good	Good	Good	Good	Poor	Good	Good	Good	Good	Poor	??	Good
<b>Printing</b> Will the documents be printed?	Good	Good	Good	Good	Good	Good	Good	Good	Good	Good	Good	Good	Adequate
<b>Avail. to Web search engines</b> Must the materials be accessible through Internet search engines? Are the formats under consideration currently indexed by Internet search engines?	No	No	No	Yes	Yes	No	??	No	??	??	No	No	Yes
<b>Resource overhead</b>	Low – Moderate	Low – Moderate	Low – Moderate	Low	Low	Low	Low	Low	Low	Low	High	Moderate	Low
<b>Tool requirements</b> What tools are required to create and manage the document format? What are the underlying infrastructure requirements to support candidate formats?	Low – Moderate	Low – Moderate	Low – Moderate	Low	Low	Low	Low	Low	Low	Low	High	Moderate	Low
<b>Complexity of preparation</b> How complex is the process to put the document in the format?	Low – Moderate	Low – Moderate	Low – Moderate	Low	Low	Low	Low	Low	Low	Low	High	Moderate	Low
<b>Skills/training needed</b> What specialized skills required to create and maintain the format? How well do these skills match with those of your staff? Can staff be trained, or will outside expertise be required?	Low – Moderate	Low – Moderate	Low – Moderate	Low	Low	Low	Low	Low	Low	Low	High	Moderate	Low
<b>Cost</b> What is the overall cost in terms of software, hardware, training and staff time to create and maintain the format? What funds are available for developing and maintaining the application?	Low – Moderate	Low – Moderate	Low – Moderate	Low	Low	Low	Low	Low	Low	Low	High	Moderate	Low
<b>Degree of usage on Internet</b>	Low	High	High	High	Low	Moderate	Growing	Growing	Growing	Growing	Low	Low	High
<b>Degree of usage, other apps</b>	High	High	High	High	High	High	Growing	Growing	Growing	Growing	-	-	-