

Hagley Museum and Library
AVD Department

Media Type Preservation Plan

Media Type	Preferred	Acceptable	Preservation	Access
Plain text	ASCII, UTF-8; XML; PDF/A	PDF, RTF, HTML, SGML, ODT, DOCX, CSS, DTD	PDF/A	PDF
E-mail	PST, MBOX	EML	MBOX	PDF
Still Image	TIFF, JPEG2000	PNG, BMP, JPEG, GIF	TIFF	JPEG
Vector Graphic	SVG	AI, CGM, SWF	SVG	PDF
Moving Image	MOV, AVI	MPEG-4	MOV, AVI	MPEG-4
Audio	WAV, AIFF	MP3, MP4, FLAC, OGG, MIDI, AAC, WMA	BWF	MP3
Spreadsheet/ Database	CSV, TXT, XML	MDB, ODS/SXC, XLS, SQL	Original format	PDF
Presentation	PPTX, ODP	PPT	PDF/A	PDF

**Preferred/preservation file formats ideally should be lossless, uncompressed.