Lewis University Institutional Repository File Format Policy

The Lewis University Institutional Repository will accept files in the following formats. Please ensure these are saved as uncompressed, lossless versions if the file format supports both lossy compression and lossless compression codecs:

1. **Audio** – WAV (Waveform Audio File Format; 96kHz 24bit PCM preferred)
2. **Video –** MKV (Matroska; FFV1 codec preferred but can use any lossless format), MP4 (with AVC/H.264 codec), AVI (Audio Video Interleave; native uncompressed or JPEG2000)
3. **Images** – PNG (Portable Network Graphics), TIFF (Tagged Image File Format)
4. **Text Documents –** PDF/A (Portable Document Format Archival)
5. **Code and Data** – TXT (Text) UTF-8 encoded
6. **Spreadsheets** – CSV (Comma Separated Values)
7. **Vector Graphics** – EPS (Encapsulated PostScript), SVG (Scalable Vector Graphics)
8. **Virtual Reality and 3D Graphics** – X3D (Extensible 3D)

It is the responsibility of the work's creator to save work as these file types or to convert them. Most works can be saved as these formats from the original file's "Save As" menu or during the export or bounce process. Otherwise, online software such as CloudConvert can be used as a backup option. Reach out to the administrator if you need assistance with conversion or in saving your work in any of these formats.

Exceptions may be granted on a case-by-case basis, particularly if you are working with a program that does not work with these file formats or requires a special format to fully encompass all aspects of the work.

Exceptions can also be granted for older works that were never saved in one of these formats and currently exist in a lossy format or otherwise cannot be converted to one of the above listed formats. Please do not convert lossy formats (MP3s, JPEG images, H.265, AV1 lossy, etc.) to lossless formats. If you need assistance in confirming whether your files are encoded as lossy or lossless, please reach out to the administrator.

This policy is subject to change in order to better address the needs of the Lewis University community. New file types may be added to the list as they become more commonly utilized within the community.

Revisions and Change Log

V1.0 of Lewis University Institutional Repository File Format Policy drafted by Jason Smith, Scholarly Communications Instruction Librarian, on March 12, 2025. Creation of policy.