

LEAP Digitization Coordination Meeting

16 October, 2013

David Livingstone Center, Blantyre

Manuscript Transfer

- David Livingstone Center (DLC) will clarify insurance and loan documentation
- Manuscript transfer to University of Glasgow should take place before mid-December
 - Need display objects back to DLC by 1 April
- National Trust of Scotland (NTS) Conservator will do condition assessments and:
 - Identify bound manuscripts with handling issues or page issues
 - Leave notes within manuscripts with instructions
 - identify diaries with blank pages and send list to Adrian
 - Remove manuscripts from frames and glass whenever possible
 - Only about 6 manuscripts framed
 - Plan to visit University of Glasgow for further planning and coordination
- Program will provide priorities/filenames in LEAP spreadsheet (Anne's list)
 - Conservator will provide conservation comments in LEAP spreadsheet
- Journals and diaries are top priority and focus of program

Digitization

- University of Glasgow will store manuscripts in Special Collections Department
 - Environmentally controlled archival storage for manuscripts on site
 - Internal transfers only, with manuscripts removed for digitization as needed
 - Conservators support digitization department
 - Will handle fragile manuscripts
- Image with color standard and scale in image as possible
- Image front and back covers, possibly 4 sides with spines and edges
 - Digitize blank pages within text, on verso
 - Digitize specific blank pages identified at end
- **Risk reduction imaging planned for 2 weeks in December**
 - Glasgow decide some harder and some easier manuscripts from DLC List
 - Provide feedback and digitization metrics to Adrian, Mike, Brian
 - **January teleconference** between program and University of Glasgow
 - Followed by imaging through March
 - Discuss lessons learned from initial digitization
- Quality control of image content descriptions responsibility of program
 - Kate will help onsite, Adrian offsite
- Brian will provide filenames in LEAP Spreadsheet

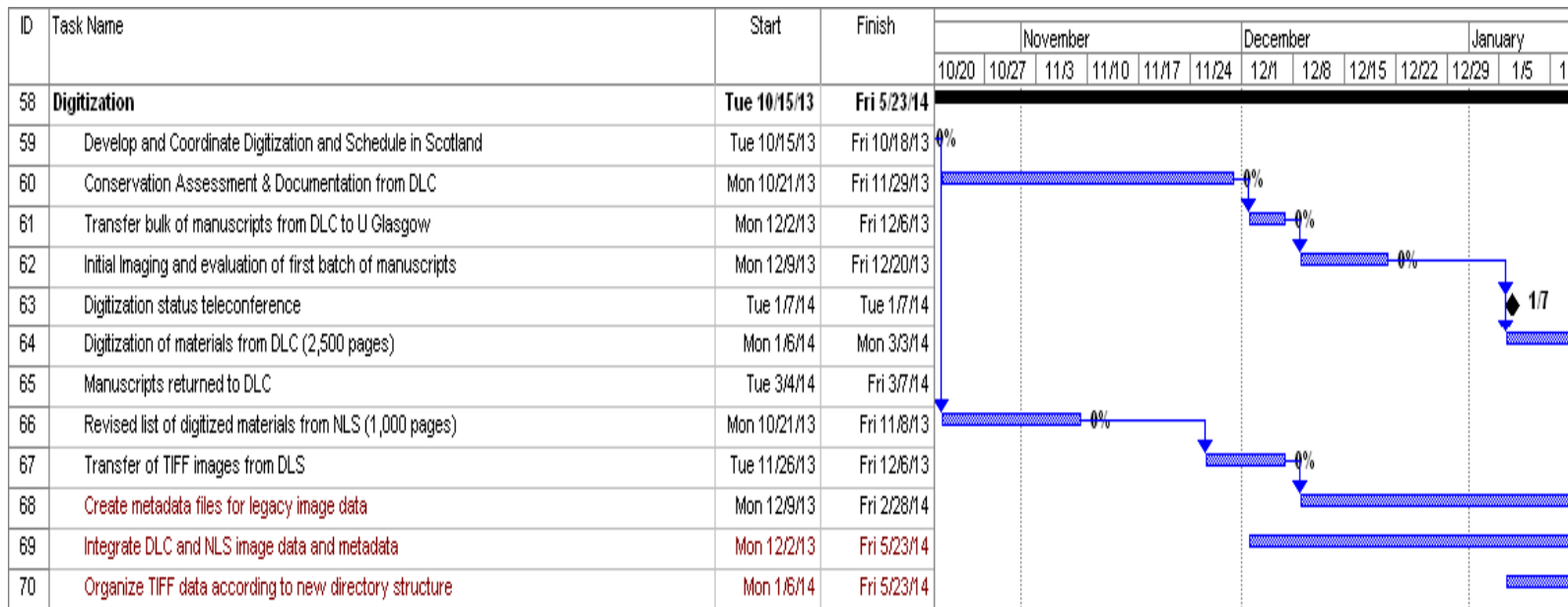
Planning

- Initial images will be basis for proof of concept transcription, encoding, hosting, etc.
- Beta Version of new website to be hosted after 18 months with Alpha version sooner
- DLC will keep project advised of development milestones, priorities and data needs
 - Also new logos and color schemes
- Mike and Adrian need to document NLS imaging details and coordinate

Attendees:

Karen Carruthers, DLC
 Allison Richard, DLC
 Anne Martin, DLC
 Suzanne Lamb, NTS
 Stephen McCann, University of Glasgow Digitization
 India Fullarton, University of Glasgow Digitization
 Adrian Wisnicki, University of Nebraska, Lincoln
 Brian Pytlik Zillig, University of Nebraska, Lincoln
 Chris Lawrence, University College London
 Mike Toth, RB Toth Associates
 Kate Simpson, University of Edinburgh
 Martha Findlay, NTS (pm Outreach Session)

Digitization Schedule



LEAP Digitization Coordination Meeting

17 October, 2013

University of Glasgow Library

Manuscript Transfer

- NTS Conservator should visit before assessment to review imaging system
 - Provide handling recommendations for ATIZ bound manuscript opening plate
- University of Glasgow Library conservator will review storage and handling
 - Plan for quarantine of manuscripts brought from outside

Digitization

- Three digitization systems available for use in University of Glasgow Library
- Digitization technicians trained in document handling by conservators
 - Conservators always on hand if required
- Will digitize at least 600 ppi with separate Hasselblad and Canon/ATIZ systems
 - Canon/ATIZ dual camera system for smaller manuscripts (diaries, journals)
 - Two different length lenses for field of view, portrait mode only
 - Can digitize 300-400 pages/day, estimate 200/day for Livingstone handling
 - Captures 8-bit TIFF images
 - Hasselblad for larger manuscripts, including landscape mode for maps
 - Uniform lighting and white picker used for consistent color temperature
 - Captures 16-bit RAW images that are converted to 8-bit TIFF
 - Single shot for moderate size manuscripts
 - 4-shot for higher resolution/better color for larger size
 - Resolution applied after conversion to TIFF
- Project will assess Library IPTC metadata standard used and recommend elements
 - Metadata Template needs to be same throughout imaging
- Adobe Bridge used for Digital Asset Management, including images and metadata
- Images will be provided with LEAP filename and 4-digit Glasgow image number
- TIFF images will be provided on hard drive(s) provided by program
 - Basic Metadata will be embedded into TIFFs via XMP when digitized
 - Additional metadata can be added downstream
 - Jpegs will also be provided as derivatives
 - Option of pdf, outside scope of current project needs

Attendees:

Karen Carruthers, DLC

Allison Richard, DLC

Anne Martin, DLC

Leslie Richmond, University of Glasgow Digitization

Stephen McCann, University of Glasgow Digitization

India Fullarton, University of Glasgow Digitization

Adrian Wisnicki, University of Nebraska, Lincoln

Brian Pytlik Zillig, University of Nebraska, Lincoln

Chris Lawrence, University College London

Mike Toth, RB Toth Associates

Kate Simpson, University of Edinburgh

LEAP Digitization Planning Meeting

18 October, 2013

EMSS, Edinburgh

EMSS has 3 items – 2 letters, 1 photograph – Donated from MMS Oct 1996

- Photograph gifted to Comm. Brebner of the 'Thule' [sailing between Bombay and Zanzibar] 7th Feb 1866
- Letter to Lieutenant Brebner 'Thule' 5th Feb 1866
- Letter sent from River Shire Eastern Africa 1st Nov 1859, UH 'R. Morton Middleton' in pencil.

Need conservation assessment for removal from frame

- Possibility of reframing reproduction from digital image
- Store originals in archival materials

EMSS would like digital copies, conservation assessment of originals and facsimile prints

Option to digitize letter and photograph at NLS or University of Glasgow Library

- Objects will be in Glasgow in November for exhibit
- NLS to assess feasibility of digitization at NLS
- Need to assess feasibility of digitization at University of Glasgow Library
- No preference by EMSS

Program to provide copyright contacts to EMSS

- EMSS to then seek Copyright permission for reproductions
- Can then release under CC license

Attendees:

Joe Cooney, EMSS

Alison Metcalfe, National Library of Scotland

Adrian Wisnicki, University of Nebraska, Lincoln

Brian Pytlik Zillig, University of Nebraska, Lincoln

Mike Toth, RB Toth Associates

Kate Simpson, University of Edinburgh

LEAP Digitization Coordination Meeting

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National Library of Scotland, Edinburgh

NLS will provide revised list of NLS documents that have been digitized by 1st week Nov

- Field Diaries, manuscript maps, materials on exhibit have been digitized
 - Includes partial Zambezi manuscript (120 images) by Charles & David Livingstone
- Most not transcribed`
- Focus on John Murray Archive, clearly defined and no copyright issues

Will transfer images in early December with support and coordination of Kate Simpson

- NLS will provide estimate of total file size for project hard drive to be provided
- Kate Simpson will bring project hard drive and pick up for shipping to US
- Images will be TIFF with full color chart in image
- Project will provide metadata element list & definitions to NLS
- Limited metadata available for national collection objects
 - Murray material metadata in Excel database:
 - Title
 - Item descriptive record
 - Ref number
 - Unique digital reference No. (10 or 11 digit number + shot number)
 - Universal IP information
 - General dimensions
 - Technical metadata in original TIFF files
- Project should perform quality control on images and provide feedback
- Additional digitized illustrative Africa materials at NLS could be linked to website

No current list of Livingstone materials not yet digitized by NLS

- Maps and diaries in national and Murray collections
- Will require larger research project and resources to identify manuscripts
- Possible support by Kate Simpson for research

Backlog of digitization

- Potential additional digitization scope of future project
- Need to go through bidding process within library
 - May be possible to image singleton letter or manuscript page
- Partway through a 3-year digitization program that is fully booked
- Next call for digitization in 2 years
- Taking objects out of NLS and bringing digitization in is difficult
- Difficult to devote more NLS time and resources on Livingstone
- "Wilson Collection" has been dispersed and cataloged in national collection

Attendees:

David McClay, National Library of Scotland
Alison Metcalfe, National Library of Scotland
Brian Pytlik Zillig, University of Nebraska, Lincoln
Chris Lawrence, University College London
Mike Toth, RB Toth Associates
Kate Simpson, University of Edinburgh