

K. Simpson notes from 17<sup>th</sup> and 18<sup>th</sup> October 2013

Thursday 17<sup>th</sup> October Glasgow University Digitisation department

3 digitisation pods available for use

Digitisation technicians trained in document handling by curators

Curators always on hand if required

Use Atiz machine for regular digitisation processing (best for journals and diaries)

Atiz-Can digitise up to 300 to 400 pages per day

Atiz-Would look to digitise 200 pages per day for journals

Atiz- Uses dual Canon cameras, lens and settings changeable if required

Hasselblad used in larger studio, 50m.p. camera

Hasselblad directly linked to PC, software Apple phocus

Main lights used set at F90

Multishots- range: green, red, blue then merged. Interpolation, no sensor movement

Automatic monitor colour calibration

Images saved as RAW files by G.U.

Adobe Bridge for metadata, files exported with sequential four digit numbering, G.U. assigned file numbering

LEAP can suggest file template to use. Too frequent a changing template may cause more costs to be incurred. G.U. would like uniform basic metadata, metadata can be added post shot.

Resource ID will be file name

Resolution applied once file converted from RAW

140MB at 300dpi

4000 by 3000 TIFF to get to 600dpi

No current standard metadata schema in use at G.U.

Uniform lighting set up and use

White picker used on every set of images to ensure consistent colour temperature

TIFFs will be 8 bit on average

Friday 18<sup>th</sup> October morning EMMS

3 items, 2 letters 1 photograph. Donated to EMMS Oct 1996

Photograph gifted to Comm. Brebner of the 'Thule' [sailing between Bombay and Zanzibar] 7<sup>th</sup> Feb 1866

Letter to Lieutenant Brebner 'Thule' 5<sup>th</sup> Feb 1866

Letter sent from River Shire Eastern Africa 1<sup>st</sup> Nov 1859, UH 'R. Morton Middleton' in pencil.

EMMS would like-digitisation/preservation/facsimiles for wall to show history/no preference to location of digitisation.

Afternoon NLS

Items digitised in the form and format that NLS currently use

NLS requested definition of range of possible digitisation sources, if LO not interested in hosting NLS items. NLS are suggesting they will now do their own digitisation.

Journals, diaries and some letters have to be digitised.

List of material already digitised for 'Picturing Africa' will have to be revised, D. McClay will send by end of October/start of November.

Items include partial manuscript of Zambesi [120 images fully digitised] in Charles and David Livingstone's hands.

Toth reminded NLS that this project focuses on the primary documents

Literary manuscripts 1000+ images taken.

If LO does not want ledgers from John Murray Archive etc...then NLS can take that forward independently.

NLS have focus on John Murray Archive as it has a defined and easily understood provenance. More, possibly unknown, material available in general collection. K. Simpson suggested she would be available to go through uncatalogued items at a later date.

Generally all diaries and journals have not been digitised, and possibly some new acquisitions.

NLS cameras and operators are backlogged and unavailable. Next calls for digitisation projects at NLS not likely to be until 2015/16. Some items can be

squeezed in if absolutely necessary. Options for further scanning are possible but 'fraught' with difficulties.

12 diaries at NLS have not been digitised.

C. Lawrence queries 'Wilson Collection', name has changed and collection is no longer together, numbers changed to ACC. Lawrence wanted to know about 'Shire' journal.

A lot of manuscript catalogue material for DL letters is copy correspondence.

LO originally only asked for digitisation of autographed letters.

Alison will put together a spreadsheet of items in indexes, outwith C & C, will forward on to D. McClay and LO.

Currently no DOD record at NLS for 'Picturing Africa' list. Collection does have a group DOD held on image database. Metadata will be extracted to an excel spreadsheet, image file linked to excel through unique image identifier.

NLS metadata: folio, page number, open pages (double pages), descriptive record, manuscript ref number, digital object unique number (10 or 11 digits), image description, copyright, ownership.

LO needs to provide metadata framework to NLS

NLS will be able to provide image transfer within 2 to 4 hours. K. Simpson will deliver hard drive.

LO needs to know size of hard drive to provide.

Likely to be able to get data from NLS by early December 2013

Warning that some images are up to 7 years old as a result NLS request feedback on images both positive and negative.

Toth to send definition list of metadata to NLS.