



Short report on Session 1:  
Manual of First Line of Conservation  
before Digitization.

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## **Basic situation digitization vs. conservation:**

- With preservation in DK reduced to one person – humble me – there are not much connection between preservation and digitization.
- A manual exists.
- Scanning is production, with tight budget and fixed start and end dates.
- Conservation is regarded as very expensive and is pushed into the future.

# Measures of success

- As many digital pictures (or digitized shelf meters) as possible, in shortest time and as cheap as possible.
- No or few complaints from the following online users.

## **Main rule for operators of scanners:**

- Operators stop at documents in a state, where scanning will give further damage.
- Supervisor has skills in conservation.

## Fragile documents

Scanning continues as far as possible.

If pages are damaged by handling, scanning stops immediately

A note is made in a productionslog.



# Scanning of damaged protocol.



8010857671\_0265



8010857671\_0266



8010857671\_0267



8010857671\_0268



8010857671\_0269



8010857671\_0270

# When few pages in a box cannot be digitized

It has not been possible to scan the next pages.  
The scanning was continued where allowed by the condition of the record.

## **Digitization is done in projects:**

- Ordinary fundings: very limited digitization, mostly high frequency docs
- External fundings: most digitization projects
- Purpose of current scanning:
  - National jubilees, e.g. 100 year of selling Danish Westindies Island to USA in march 1917 – now US Virgin Islands. Period: 2013-2017
  - Government special grant for scanning to secure against future theft, e.g. documents from the legal proceedings in DK after WWII, following extensive theft discovered few years ago. Period: 2017 ff.



# **Documents about the Danish Westindies Islands 1672-1917:**

1,3 kilometers

12.913 boxes

= 5 million pages.

122 boxes not scanned due to the  
condition of the documents.

Scanning took 3 years

Opened March 1<sup>st</sup> 2017.

<https://www.virgin-islands-history.org/>

# Damages preventing scanning:

