

Latvijas Nacionālais arhīvs

Manual of First Line of Conservation before Digitisation-

National Archives of Latvia

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The 9th Meeting of the European Heads of Conservation - Malta, 4 - 5 May, 2017

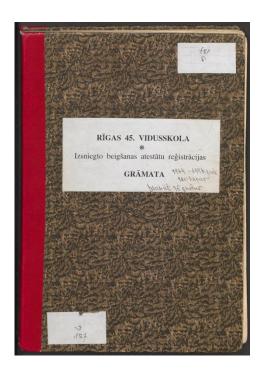


Development of guidance

At the moment internal guidance about creation process of digital copy for Archival documents are in process of developing.

Tittle:

«The order of creation, storage, accounting and usage of master and access copies»



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Master copies are made for following types of documents:

all audio-visual, audio and photo documents;
unique or special valuable documents;
textual documents, which is impossible to microfilm because of
physical state or another technical incompatibilities (size, contrast of
the text);
documents written on parchment;
graphical documents, which contains painted or full colour printed
images, ornaments;
documents in which colourful notes or signatures shows priority or
recognition of it;
documents with huge physical damage or loss of information due
decay, in order to prevent usage of original document and to get copy
with informative content as possible;
artefacts;
copies which are created during project and/or during client orders
and corresponds to requirement of master copies and if whole original
file is scanned





Access copies are made for following types of documents:

often used documents;
documents which are used to create digital exhibition and/or
publication;
unbounded/ dismantled documents due restoration process
and/or to documents with difficult restoration level;
microfilms;
copies which are created during project and/or during client
orders and corresponds to requirement of access copies and if
whole original record is scanned



Processes are described for following document groups:

- ☐ Textual documents
- ☐ Photo documents
- ☐ Microfilms
- ☐ Audio documents
- ☐ Audio-visual documents



Stages of the creation of the digital copies:

	preparation of original document/record; A
	pre-process of original document/record; C
	scanning or photographing of original document/record; O
	file processing; O
	quality control; O + IT
	metadata assignment; O+A
	creation of access copy; O
	post-processing of original document/record; C
	delivery of created files. IT
\boldsymbol{A}	- archivist C - conservator
0	- operator IT - IT specialist



Preparation of original document /record

□ Control of original document/record;
□ Page numbering;
□ Preparing of metadata (title, date etc);

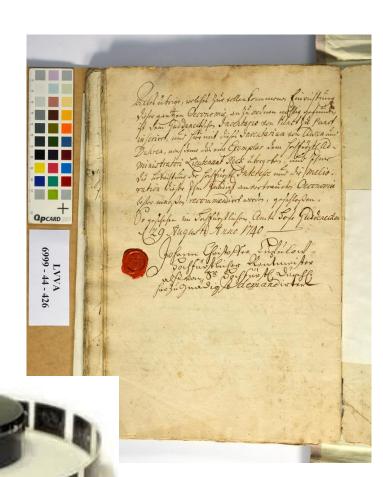
☐ Preparing orders



Pre-process of original document /record

- ☐ Textual documents;
- ☐ Photo documents;
- ☐ Microfilms







Processing of textual documents are being processed if the original document I

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is deeply sewn/tied (up to three hidden characters or data loss may result significant distortion in perception of text)



Processing of textual documents are being processed if the original document II



□ contains staples,
paper clips,
stickers, and
nested objects,
which obscure
the content of the
document



Processing of textual documents are being processed if the original document III



□ physically damaged – the tears started from 1.5 cm, creased parts, wrinkled, curled, brittle or with separation/torn into several pieces



Processing of textual documents are being processed if the original document IV





- □ biologically damaged − alive mold, growths, sticking;
- □ burned
- ☐ dirty (dust, soot)



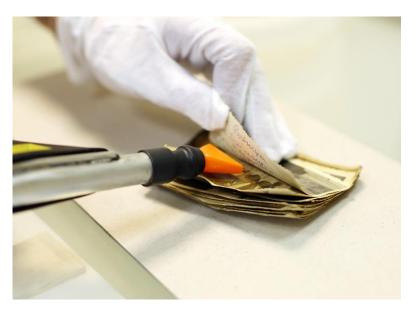


Processing of textual documents I

Depending on the condition and status of the record, primary processing includes the following processes:

- ☐ disinfection,
- □ cleaning from dust,
- unbinding the original document/record,
- conservation or restoration.







Processing of textual documents II

Unbinding the original document /record –

- \square easy to unbind;
- ☐ if the binding is not artistically or historically valuable loose-leaf binder;
- ☐ thin (up to 200 pages) side-stitching;
- ☐ archive non-sealed stitching





Processing of textual documents III

- Unique and especially valuable original documents, as well as the original documents, which exceeds 200 pages, unbinding is prohibited, in order not to impair their physical condition;
- In some cases, in order to create archives security copies fond (collection), with the assessment of the Restoration Council of the National Archives of Latvia (which is documented in the meeting protocol) it is allowed unbind some exceptional bindings;
- ☐ Documents which are in restoration process, are digitized before the binding will be created again





Postprocess of textual documents

After copies creation and technical control, the original files must be:

- □ examined;
- □ re-bounded as far as possible without increasing the size;
- or placed in banded folders;
- placed in to the boxes









Pre-process and postprocess of microfilm

- □ checking of beginning and ending of films;
- ☐ checking of emulsion layer placement;
- ☐ rewinding of film if necessary





Future

- ☐ At the moment we are waiting for chapters about processing of audio and audio-visual documents which are created by colleagues from the Archive of Audio-visual Documents;
- □ we hope to finish the rules till the end of summer



Thank you for your attention!