

Process and Standards for Digitization, Metadata, and Editing of Hastings Notebook in the Santayana Edition (January 2015)

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Rationale: Digital production or, in this case, reproduction of materials in an academic setting, requires preservation of authenticity. Without this preservation, sources cannot be verified or substantiated. This substantiation is particularly important in this era, when alteration of sources on the web is pervasive and relatively easy. The official term for this recording of origin and custody is from archival studies: provenance. The importance of provenance is highlighted in Susan Laziger's *Digital Preservation and Metadata: History, Theory, Practice* (2001).

In the final analysis, establishing the provenance of a digital object helps, first of all, to create the presumption that an object is authentic, that it is what it purports to be, and that its content has not been manipulated, altered, or falsified; and second, but no less important, to create a record of use, which "is intimately related to the notion of context as a matter of information integrity." [qtd. from Task force on Archiving of Digital Information (1996), *Preserving Digital Information: Report of the Task Force on Archiving on Digital Information* [Online], available: <http://www.rlg.org/ArchTF/tfadi.index.htm>] (Laziger, 24).

With those concerns in mind, hoping to preserve both the Hasting's lecture notebooks for another generation while protecting their authenticity and the scholarly standards of the Santayana Edition, this appendix outlines the methodology and standards related to their digitization in December of 2014 and January of 2015. These standards and procedures may or may not be used again, but serve to establish a record for the digital products made from the notebook. The original notebook is retained by the Santayana Edition. Due to its deteriorating state and age, these scans serve as an accessible resource for further study in an attempt to preserve the original from further exposure. Priority consideration was given to retaining the notebook in an intact and original state. Problems

created by this consideration are outlined below (in “Deviations”). All scanning was done, and this appendix was created, by a graduate intern in History at the Santayana Edition. By incorporating the metadata standards with this process, the intention is to have readily identifiable 1<sup>st</sup> generation scans which can be disseminated for future use (without questions as to any content alteration).

#### Process (Scanning):

1. Documents were scanned using an Epson Perfection V33 Flatbed Color Scanner

- a. Specifications

- i. Color CCD line sensor
    - ii. Optical Resolution: 4800 dpi (40,800 x 56,160 pixels)
    - iii. Hardware Resolution: 4800 (main) x 9600 dpi (sub)
    - iv. Output Resolution: 50 to 6400, 9600, and 12800 (max) dpi with software interpolation
    - v. Color Bit Depth: 48-bit internal/external
    - vi. Grayscale Bit Depth: 16-bit internal/external
    - vii. Maximum Scan Area: 8.5” x 11.7”
    - viii. Connection: High-Speed USB 2.0
    - ix. Lamp: White LED

- b. Rationale

- i. This equipment was selected for its availability and user’s familiarity

- ii. Additionally, this equipment was substantially less destructive to the structure of the original notebook than other available flatbed scanners
2. Files were scanned in as .jpeg files and loaded into Adobe Photoshop CS6.
  - a. .jpeg was chosen as the file format due to its relative stability and with concern for available storage space in the system
3. Scans were cropped to remove excess scan data and rotated to appear in correct vertical orientation
4. Editing:
  - a. Images requiring additional editing (in the case of photographs in particular) were placed on a white background and labeled with a copy of the original and an enhanced version.
  - b. Image enhancements were achieved by adjusting histogram levels. Prominent text was adjusted to black, faded text to grey, and a section of the scanning bed to white. Further information related to this method and histogram levels can be found at <http://www.cambridgeincolour.com/tutorials/levels.htm> and on page 33 of the NARA guidelines found at <http://www.archives.gov/preservation/technical/guidelines.html>.
    - i. These adjustments were made prior to cropping and rotating the images
  - c. Edited images were then saved as .jpeg files (rationale above)
  - d. Metadata was entered using Adobe Bridge

## Metadata Standards:

1. Definitions- these definitions represent the working definitions employed when encoding metadata to the scans. Definitions are hybrids of standards outlined in Laziger's *Digital Preservation and Metadata* (2001), Ramaiah and Sujatha's *Preservation of Library, Archival and Digital Documents: Problems and Perspectives* (2008), Christiansen and Dunlop's "The Case for Implementing Core Descriptive Embedded Metadata at the Smithsonian" (2010), the U.S. National Archives and Records Administration's (NARA) "Technical Guidelines for Digitizing Archival Materials for Electronic Access: Creation of Production Master Files" (2004), and the Encoded Archival Working Group's *Encoded Archival Description Tag Library* (2002).
  - a. Title: Individual title for image.
  - b. Creator: Institution creating the file
    - i. Creator Address: Institutional Address
    - ii. Creator City: Institutional City
    - iii. Creator State/Province: Institutional State/Province
    - iv. Creator Postal Code: Institutional Zip Code
    - v. Creator Country: Institutional Country
    - vi. Creator Website: Institutional Website
  - c. Headline: Main Descriptor of File Contents
  - d. Description: Expanded Description
  - e. Keywords: Keyword Tags to Simplify Searching
  - f. Intellectual Genre: Main Genre in Content

- g. City: City of Document Creation
  - h. State/Province: Location of Document Creation
  - i. Country: Location of Document Creation
  - j. Credit Line: Production Credit
  - k. Source: Original Document Creator
  - l. Copyright Status
  - m. Type of Source: Description of Mode of Source
  - n. Filename: Individualized Filename Following Defined Naming Convention
  - o. Date Created: Date of Scan
  - p. Date File Modified: Date File Was Last Modified
  - q. IPTC Subject Code: Drawn from International Press Telecommunications Council Standard Coding System
2. Metadata Standard Inputs: These codes and standards were used across all scans.
- a. Title: Individual title for image. Corresponds to location in physical notebook
    - i. Refers to Hasting's pagination when available
    - ii. Images from the paper folio contained within the notebook have been labelled as such in the filenames
    - iii. Materials appearing on facing pages have been labelled as facing
      - 1. i.e. 52FP refers to materials on the facing page to Hastings page
- 52
- b. Creator: Santayana Edition
    - i. Creator Address: 902 West New York Street, ES 0010
    - ii. Creator City: Indianapolis

- iii. Creator State/Province: IN
- iv. Creator Postal Code: 46202
- v. Creator Country: USA
- vi. Creator Website: <http://www.iupui.edu/~santedit/sant/>
- c. Headline: Lecture Notes Written and Compiled by H.B. Hastings
- d. Description: Lecture Notes of George Santayana Aesthetics Course At Harvard 1892-1893
- e. Keywords: Aesthetics; Santayana; Hastings; Harvard; George Santayana; Digitized Notebooks
- f. Intellectual Genre: Philosophy Archival Material
- g. City: Cambridge
- h. State/Province: MA
- i. Country: USA
- j. Credit Line: Digitized By George Santayana Edition, IUPUI, Institute for American Thought
- k. Source: H.B. Hastings
- l. Copyright Status: Public Domain
- m. Type of Source: Digitized from a print on non-transparent medium
- n. Filename: SantayanaEdition\_HastingsNotebook\_Aesthetics\_Section(note this is specific to the area of the physical notebook)\_ID# (scans numbered sequentially in scan order).jpg
- o. Date Created: Date of Scan (Should be Dec 2014 or Jan 2015)

- p. Date File Modified: Date File Was Last Modified (Indicates Generation and Potential Alterations)
- q. IPTC Subject Code: 01002000 (Architecture); 01013000 (Photography); 05007000 (university); 12008000 (Philosophy)

Deviations: This section explains exceptions to the standard process outlined above

1. Front Matter: title page has attached fold out paper blocking text. No method was available for imaging text behind this fold out without removing it. Potential for damage and interest in retaining original structure overruled this possibility.
2. Photos not appearing on white background: several photos are still pasted into the notebook. No method was available for imaging text on the reverse side without risking damage to the original.
3. Page numbering not matching: facing pages primarily contain no text, therefore, the decision was made not to scan these facing pages. As a result, those with text were scanned, leading to a mismatch between page numbers and pages in the electronic scans.
4. There were no enumerated pages between page 161 and 169.