CLEARED TO LAND...

Digitizing the Pan American World Airways, Inc.
Records at the University of Miami

Society of Florida Archivists Annual Conference, May 2019

Laura Capell, Head of Digital Production
Gabriella Williams, Digitization Grant Project Manager
Digitizing Pan Am

Digitization Grant, 2016-2018
https://www.archives.gov/nhprc

Digitizing Hidden Collections Grant, 2019-2021
https://www.clir.org/hiddencollections/

Council on Library and Information Resources
PAN AM OVERVIEW

Years of operation: 1927-1991
Leader in development of international commercial aviation
First transatlantic & transpacific commercial Flights
Development of aviation technology
1500 linear feet of records
Organize into series

Address preservation issues

Folder-level EAD finding aid in Access to Memory
NHPRC DIGITIZATION GRANT

Printed Materials series:
- Periodicals: 49 boxes
- Brochures & Booklets: 3 boxes
- Timetables: 7 boxes
- Directories: 1 box

Technical Operations series:
- Manuals: 10 boxes
<table>
<thead>
<tr>
<th>Series</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed Materials Series: Outsourced</td>
<td>80,854</td>
</tr>
<tr>
<td>Printed Materials Series: In-House Scanning</td>
<td>16,564</td>
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<tr>
<td>Manuals Series: In-House Scanning</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>113,684</strong></td>
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</tbody>
</table>
Collaboration:
- University of Miami
  - 65 boxes archival records
- HistoryMiami Museum
  - 500 artifacts
- Duke University
  - 60 boxes advertisements
- Digital Public Library of America
  - Aviation portal
  - Online exhibition
  - Primary source set
“MPLP” DIGITIZATION

65 box of archival records:
- Press releases – 15 boxes
- Speeches – 9 boxes
- Company histories – 3 boxes
- Flight & Route series – 38 boxes

Folder as digital object

No item-level metadata

Full-text search for access
https://merrick.library.miami.edu/special Collections/asm0341/

Full-text search

Browse by:
1) Material type
2) Subject
3) Location
4) Genre
5) Creator
6) Decade
Collections As Data implementation

Facilitate digital scholarship & computational analysis

4,812 issues from 129 periodical titles

ZIP file for each periodical title:
1) OCR .txt files
2) Roster
3) Readme file
AFRICA NEWSLETTER: README FILE

Introduction
This dataset contains an irregular newsletter published during 1942 and distributed throughout the United States, for free, to the friends and families of Pan Am employees based in Africa. This release includes seven newsletters, from March 31st to December 1st. In total, there are 31 pages of text available for download. We have also included a file roster in CSV format, listing each file ID along with its metadata.

Potential Starting Points
If you're new to text mining or distant reading, Heather Froehlich's AntConc tutorial at the Programming Historian (https://programminghistorian.org/en/lessons/corpus-analysis-with-antconc) is an excellent introduction. AntConc (http://www.laurenceanthony.net/software/antconc/) is a freely available tool for text mining and corpus linguistics, with versions available for Macintosh, Windows, and Linux operating systems.

These newsletters were published during the first full year the United States was engaged in World War Two, but for a readership on the home front. The first newsletter clearly states that these documents contain no sensitive, military information. Nevertheless, searching vocabulary connected with warfare generally, such as 'military' or 'army', and specifically to WW2 (such as nations involved or 'war bonds'), would help reveal how war can, and cannot, be discussed within these restrictions.

Consider the aims of Pan Am in creating a newsletter about its employees but for their loved ones. Exploring how daily activities are characterized using key words such as 'play', 'work/employment' or 'home' could be useful.

Finally, Pan Am's presence within British and French colonies in Africa negotiates ideas of empire formed by European powers. American ideas of empire forming over the course of the war as well as American perceptions of Africa itself. Searching collocates of 'Africa', 'native', 'America' and 'Britain' might be useful in comparing the contexts within which these terms are discussed. Bear in mind the dataset contains few specific African locations and 'America' will also come up with Pan America. As this is a relatively small dataset, some text mining endeavors might be more useful in conjunction with other datasets. Additionally, the newsletters contain illustrations which do not appear in this textual dataset, but are worth seeking out within the Digital Collections.

Data Creation Process
We used optical character recognition (OCR) to generate plain text to accompany the page scans -- and though the text for each page of the newsletters is available in our Digital Collections, we wanted to make it easy for researchers to download the text in bulk for purposes of distant reading.

The OCR in this dataset is fairly clear, though if you notice consistent errors that could be effectively corrected in bulk, you are welcome to alert us.

One complex aspect of working with this data (especially in tools like AntConc) is the filename for each page of text. With larger text corpora, generating separate human-readable names would be a challenge, and could cause confusion because each object (in this case, each page of each newsletter) also has a less intelligible filename in our catalog, consisting of a repository code and a string of numbers. Those filenames, however, are searchable within our Digital Collection.
PROJECT PLAN

Project timeline: 18 months (NHPRC)
24 months (CLIR)

Tasks include (but not limited to):
1) Work with vendor to outsource digitized material.
2) Prepare materials for shipment.
3) Create or repurpose existing metadata into project spreadsheets to be used for tracking digitization and for ingest of images into CONTENTdm.
4) Review/evaluate copyright for all materials to be scanned.
5) Quality control of digital images.
6) File management of digital images.
7) Ingest images, metadata, and OCR text files into CONTENTdm.
8) Create/update landing page for the digital collection.
9) Create online exhibit(s).
10) Promote project to the UM Libraries and Pan Am communities.
Phase I: Pre-production
1) Project inception
2) Processing/physical prep & conservation
3) Spreadsheet creation/metadata

Phase II: Production
1) Scanning
2) Quality Control
3) File management

Phase III: Post-production
1) Receive materials & de-process
2) Ingest images to repository
3) Exhibit creation/site updates
PREPPING MATERIALS

➢ De-duping
➢ Removing fasteners
➢ Flagging conservation issues
➢ Measuring gutters
➢ Object arrangement
# Metadata Creation

**Digitization - Prescan**

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<th>Object ID</th>
<th>Number of pages</th>
<th>Scanning Technician Notes</th>
<th>1/2&quot; clearance at gutter Y or N (If N scanning will be done on 180 cradle)</th>
<th>Permission to disbind? If tight we understand will be cut off even on 180 cradle</th>
<th>Other Notes to scan tech (example, fragile and might break. Ok to scan)</th>
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</thead>
<tbody>
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<td>yes</td>
<td></td>
<td></td>
<td>This item consists of four folders as banded--scan as one object; No need to scan blank pages, except for front of tabbed dividers; plz capture labels on tabs</td>
</tr>
</tbody>
</table>

**Total Images:** 0
Things to consider:

1) Security
2) Space constraints
3) Proximity
LOGISTICS

Things to consider:

1) Shipping/packing materials
2) Packing slips & labels
3) Palletizing & transport
4) Pick-up/delivery dates
5) De-processing
6) Communication!
<table>
<thead>
<tr>
<th>Object ID</th>
<th># of pages</th>
<th>PDF, TIFFs, TXTs all included</th>
<th>QC Notes</th>
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</thead>
<tbody>
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</tr>
</tbody>
</table>
ONLINE EXHIBITION

- Created in Omeka
- Research driven
- Provides context to digital collection
- Interactive features

Introduction
Finding Aid
Digitized Materials
Corporate History
Chain of Custody
A Legacy Afloat
Valiant Ventures
Welcome Aboard
Related Resources
Recommended Reading
About

Welcome Aboard: A Look at Service in the Stratosphere

Glamour and luxury were once synonymous with air travel, culminating in the Golden Age of flying during the 1950's and the 1960's. Because ticket fares were once regulated, airlines competed for passengers by upping their amenities. Not to be outdone, Pan American Airways constantly strove to be out above the rest, and their style, food, and service was truly legendary.

Climb aboard, as we take a tour of Pan Am's superior services through the years.

Soaring Standards

In the early days of commercial air travel, Pan Am's flight attendants were all male and were known as stewards, who wore white coats and hats. Due to the limited range of early aircraft, planes made several stops en route to their destinations and passengers were often fed on the ground during refueling and maintenance. Flights were notoriously bumpy and tended to make passengers queasy, so meals were kept simple and usually consisted of cold box lunches.

Service evolved rapidly in the mid-1930's when the Sikorsky S-42 joined Pan Am's fleet because its galley had equipment that enabled food to be heated aboard for the first time. Still, international flights could take up to five days and required overnight stops. In order to impress passengers during such long journeys, stewards learned where to find the best local fare at each stop and had it delivered to the dock by the next day prior to takeoff. With no refrigeration, food was kept on ice. Meals were served in multiple courses with real silverware, fine china, and linens.

As aircraft and technology progressed, so too did the Clipper kitchens. The Lockheed Constellation galleys had two electric convection ovens that could produce 12 hot meals in 15 minutes. By 1959, the galleys aboard the DC-8 and Boeing 707 jets were equipped with infrared ovens with quartz panels, allowing chefs to prepare meals in minutes.
PROMOTING THE PROJECT

um_spec_coll Fascinating feline found: “Thanks to Pan Am Mechanic Gary Hickman and Pan Am Captain Paul Scholz, a flying feline still has one of his nine lives left to live. Gary was performing a maintenance check at JFK after the arrival of a flight from Houston when he heard a mournful “meow” coming from the vicinity of the plane’s landing gear. He quickly discovered a dirty, scared and cold cat stowed away in the wheel well. First things first, Gary fed the cat some milk. He then learned that Captain Paul Scholz, himself a cat lover and breeder, would be operating that evening’s flight to Houston. The cat’s owner, Elaine Nolan, was contacted through a telephone number listed on an identification tag on the cat’s collar. She explained that Bobby had run away from home several days earlier and that she had just begun coming to terms.

Log in to like or comment.
MAKING CONNECTIONS

LIBRARIES
The Pan American World Airways, Inc. Records of the University of Miami Libraries represent one of the largest and most comprehensive collections of aviation history in the world. Special Collections at the University of Miami Libraries houses papers, photographs, maps, and a variety of other materials that chart the history of Pan American Airways, as well as vital information on geographic locales and historical events relevant to the airline.

From 1932 until 1991, Pan American World Airways played a leading role in the development of international commercial aviation. They pioneered developments in aviation technology, captured the imagination of travelers on a global scale, and helped shape the history and culture of Pan Am’s history and aviation.

Explore the collection online via UMLibraries’ Digital Collections at libraries.miami.edu/Collection/PAW and visit us soon.
The UML Team