

DRAFT

Task Order # L-17

Climate Database Modernization Program

June 10, 2003

TASK ORDER TITLE:
Marine Journal Microfilm Imaging

1.0 Introduction

There are two groups of marine meteorological collections to be imaged off microfilm: (1) the U.S. Maury Collection of logbooks containing data primarily between 1796 and 1861 (most from the 1850s); (2) the U.S. Marine Meteorological Journals, primarily between 1879 and 1893. Both sets will be indexed but because of the difference between the two collections the index structures are slightly different. They will reside in separate cabinets on WSSRD. Each complete microfilm reel will be imaged, with the exception of any leading density or test targets, or images which are strictly the NARA seal. The instructions for taking observations are often part of the logbook or journal; although this material is often the same on each journal, it is to be imaged as part of the journal, as it is part of the history identifying what the observer had available at the time the observations were taken. A critical part of the index is the image sequence number, which will preserve the order of the images as they appear on the reel of microfilm.

None of the boxes of microfilm being shipped have been bar coded (they are already packed for shipment), but we are shipping along with the microfilm a set of bar code numbers which are to be attached to each microfilm box prior to imaging and indexing. The bar code is to be attached to the top of the box that opens with the half moon cutout except when identification information has been placed in that space which would be covered up with the bar code label. In these cases place the bar code on the opposite end. The bar code number is synonymous with the batch number and shall be inserted into that index field.

2.0 Maury Collection

There were originally 88 reels of microfilm received from NARA in this Collection. However, reel 1 containing the inventory had such weak images toward the end of the reel that the names could not be read. This first reel has been removed from the collection before shipping, and will be re-imaged at NARA under task order L-13. The original typewritten manuscript of the

inventory resides in the reference library at Archives II. Once re-imaged, these shall be indexed and placed back into the Maury collection to be loaded to WSSRD. When these data were originally keyed there were problems producing paper copies off reel 2, resulting in these data never being keyed. If during imaging of reel 2 legible images cannot be produced, the logbooks on reel 2 should be re-imaged at NARA as part of Task Order L-13. The bar code numbers included in this shipment for the Maury Collection range from AC64269 through AC64357 (total of 89, one extra in case it is needed). Some of the Maury Logbooks were never originally imaged by NARA and if these can be located in the archives we shall include these under Task Order L-13 for imaging at NARA.

2.1 Maury Index Structure

The index structure is as follows:

Batch number - Bar code number that is to be attached (assigned) to the microfilm box

Reel number - As entered on the outside of the microfilm box and as imaged on the roll of film. It is included as one of the first frames after the test targets as “ MICROCOPY 1160 ROLL # ”. The number on the roll of film should match the number on the outside of the box; if not, the discrepancy must be corrected.

Sequence number - Each image copied from the roll of microfilm must be numbered in sequential order as they appear on the roll of film. The exceptions are test targets and any other images which will not be reproduced; these will be skipped in the numbering process, thus reducing the total sequence numbers from the number of frames on the roll of microfilm. The exact order of sequence must be maintained.

Volume number - After the introduction section an image will appear showing the roll (reel) number and volumes appearing on the roll. This is then followed by an image listing the roll number, target number (same as roll number) and volume number. The ship names included in the volume are also listed.

Ship name - This index field will be left blank for any image not containing observational data. For any image containing observational entries there shall be a ship name. The ship name is handwritten and often difficult to read, so the typewritten ship list that appears on the volume image will help in identifying the ship's name and its correct spelling. These are generally listed in the order they appear on the film. The indexer must take care when the logbook changes from one ship to another to identify the correct ship name. These ship names are critical in order to locate the image that corresponds to the data that were keyed earlier from the microfilm.

3.0 U.S. Marine Meteorological Journals

There are 378 rolls of microfilm in the U.S. Marine Meteorological Journal Collection which are

to be imaged and indexed. The bar code numbers reserved for this collection range from AC63890 through AC64268 (total of 379, again one extra if needed). These must be attached to the microfilm boxes prior to indexing, as the bar code number becomes the batch number. Follow the same rules for attaching the bar code labels as described above for the Maury Collection.

3.1 Marine Meteorological Journal Index Structure

The indexing structure is as follows:

Batch Number - The bar code number attached to the microfilm box.

Reel number - The reel number is entered on the outside of the microfilm box and also on the image entitled "START," which also lists the meteorological journal number. The indexer must insure that the reel number on the film and on the outside of the box are in agreement.

Sequence number - Each image copied from the roll of microfilm must be numbered in sequential order as they appear on the roll of film. The exceptions are test targets and any other images which will not be reproduced; these will be skipped in the numbering process, thus reducing the total sequence numbers from the number of frames on the roll of microfilm. The exact order of sequence must be maintained.

Meteorological journal number - The meteorological journal number appears on the image titled "START" as well on the image with the following format:

Record Group 27: Records of the Weather Bureau
Records of Marine Observations
Marine Meteorological Journals, 1879-1893

Meteorological Journal Number (e.g. 241)
Ship (name inserted, e.g. Sea Witch)

Ship Name - This generally appears on each page of the journal entry, but it is often difficult to read clearly; it is important to check the spelling on the pages that also include the meteorological journal number described above.

Date - The date is to be entered as MM/DD/YYYY in this index field. Each image that contains data generally has the date entered in the upper right corner. This field will be left blank for those images not containing observational information, such as the instructions. This would also include the sample type-set form included in the journal of a hypothetical journey from Acapulco, Mexico to San Francisco, California on January 23, 1876.

4.0 Delivery Media

The images and indexes are to be provided to NCDC on CD-ROM, which will be forwarded to IMC for loading to WSSRD. A backup copy of all the delivered files (images and indexes) must be maintained by Lason until the project is officially completed. NCDC will then notify Lason as to the disposition of these backup files. A batch shall never be split between two separate CD-ROMs. Similarly, the two collections shall always be maintained separately, never being mixed together on a single CD for delivery.

The CD-ROM Image path shall follow the format: "Z1500\AC12345\ 12345678.tif"

(Note: Same procedures as used for the serial publications)

Where:

A. Z1500 represents the volume name for the 1st CD-ROM. Each additional CD-ROM volume shall be increased by one. Volume numbers Z1500 through Z1999 have been allocated for this task;

B. AC12345 is the batch number (bar code) assigned to each microfilm box. The bar code numbers supplied by NCDC for each collection to be attached before indexing by Lason;

C. 12345678.tif is a unique image filename to be assigned by the contractor.

5.0 Quality Assurance

The images and indexes must conform to the standards laid out in the CDMP "Imaging, Indexing, Keying & Storage Standards" dated April 30, 2002. Once loaded to WSSRD the images and indexes will be reviewed by NCDC using the WSSRD Quality Assurance Module. Any failed batches must be corrected at the batch level for re-loading to WSSRD.

6.0 Microfilm Return

Once NCDC judges the task to be successfully completed, Lason shall return the two sets of microfilm to NCDC for placement back into its microfilm archive.