

Project Planning

Digitizing Individual Women Military Aviators Collections

Premise

When digitizing a collection it's vital to understand your collections physical needs, institutions capabilities, and primary user requirements. As a part of this process, creating a planning document can be helpful to clarify project scope as well as uncover issues that may come up during the project. In order to clarify project needs, we will be assessing a collection for digitization by taking into consideration collection contents, selection criteria, copyright considerations, the materials preservation needs, technical requirements, and metadata essentials.

The Collection

The Texas Woman's University (TWU) Archive and Special Collection has an extensive number of items pertaining to women in aviation including separate archives for Women Airforce Service Pilots (WASPs), Whirly-Girls International (WGs), International Society of Women Airline Pilots (ISA), the Air Race Classic, the Association of Women in Aviation Maintenance (AWAM), and Women Military Aviators. Each of these archives hold their own unique needs as the stakeholders and individuals being represented span multiple generations from different countries and include both military and civilian pilots. These archives hold both organizational and personal documents, photographs and ephemera.

We will be looking at a personal - sub collection within the [Women Military Aviators](#) (WMA) archive, from Huey and Black Hawk pilot and retired Army Lieutenant Colonel, Jeanne Lang. While TWU hosts WMAs physical items, the staff doesn't currently have the time, money, or manpower necessary to devote to digitization of the individual personal collections. While this

would normally stop a project before it begins, the WMA is a particularly industrious and motivated group that is interested in finding workflows that would allow the individual members to compile, organize, and digitize these collections before sending them to TWU.

The personal collections often have photographs, oral histories, artifacts, clothing & textiles, and manuscripts. Jeanne Lang's collection is roughly .5 foot of documents (including orders, maps, journals, and manuals) and photos as well as multiple ephemera and clothes items. Additionally this collection will have an Oral History recorded conversation between Jeanne Lang and long time friend and fellow pilot Lieutenant Colonel Dianna Davis, retired.

Selection & Copyright

The WMA would like to have the majority of these individual collections made digitally available. The women are encouraged to include significant milestones, photographs, orders, post records, and journals pertaining to work; additionally many have news articles, aircraft manuals, promotion materials, certificates, medals, jewelry, and clothing from their time of service. When collections are created, individuals range in their organizational facetiousness, and thus the selection process for digitization may be difficult, though certain aspects of rarity and if items help "tell the story" of the individual will certainly be taken into account. Additionally TWU seems to have a preference for two item types: photographs and itemized inventories of the collection. As mentioned in the previous section, certain members of the WMA have been trying to figure out the best practice workflows. So far they have been tackling the organization of these collections and have come up with a system that creates a detailed inventory and description of the collection that focuses on a "personal narrative timeline."

In terms of copyright, the collections are given to TWU as gifts. Additionally most of the materials fall under government documentation. There are special concerns regarding clearance

for some of the documents that might be submitted for donation; from what I currently understand all boxes are sent to a current military member for review and redaction processing before being sent to the University. During this phase safety for personal identification are also undertaken (SSN and other identifiers are also redacted).

Preservation

Most of the materials from this generation of pilots should be in fair to good condition as their cohort (WMA) start around the 19650's. Some materials such as newspapers or older photographs may be starting to discolor and should be prioritized for digitization. Additionally if the materials have been kept either folded or rolled for many years care should be taken opening these materials as the paper may be difficult to unfurl, additional time may be needed to allow these materials to flatten before good quality digital representation can be secured.

Technical production information

From the TWU website it looks as if most materials range between 300-600 dpi and bit depth isn't specified. Equipment will inevitably vary depending on what is available for each collection (ie what each member has access to either in their homes or around their communities). For this pilot collection, Jeannie Langs documents, photos, and ephemera, we have access to PIXMA Canon MG5420 Printer and Scanner and a DSLR - Canon 70 D camera. So masterfiles will be taken at a minimum color 8 bit depth and 600 dpi. Any document that is printed should be transferred into a format that can go through OCR (preference will be given to PDF).

*For other sub-collections of WMA pilots certain materials may need to be outsourced if photos, documents or video are on tape, dvd or cd.

Metadata

It's important for these records to fit into TWUs collections and be easily ingestible into their current systems. To understand the types of fields used by TWU three types of items records ([photo](#), [document](#), and [clothing](#)) were looked at. These items include the metadata fields:

Identifier, Title, Historical Note, Summery (newsletter), Date, Decade, Authorized Subject, Keywords, Topic, Corporate Name, Class, Collection Type, Digital Resource Type, Genre, Part of, Collection Creator, Physical Description, Language, Donor, Acquisition Type, Rights, Digital Publisher, Digital Format, Archival File Resolution, Digitization Process, and Physical Location.

These three item types mimic the makeup of our pilot sub-collection and cover a spread of the types of items that might be encountered in future individual service member collections from WMA. I choose to create metadata examples of three items: a photo, a flight path map, and a uniform.

Metadata: Photo - Flight School

Title	Jeanne Lang and UH-1H, Graduation from Flight School
Historical Note	Lieutenant Colonel in the U.S. Army, Retired, Rotary Wing Class of 83-09, 2nd Generation affiliation, US Army Blackhawk and Huey Pilot, Senior Wings, Cold War warrior, Commander of Headquarters and Headquarters Company, 229th Attack Helicopter Regiment, Executive Officer of the Red Barons Flight in Korea. Recipient of the Department of Defense Meritorious Service Medal, Army Commendation Medal, National Defense Service Medal, and Humanitarian Service Medal.
*Description	Jeanne Lang as a 1st Lieutenant standing next to the Army UH-1H trainor that she flew during flight school. Helicopter tail number 97G 9897 (with 9897 across the nose indicating it as a training helicopter).
Physical Description	1 photograph : color ; 3.5 x 5 in.
Date	1983-05-13

Keywords	Flight School
	Army UH-1H
	Utility Helicopter - 1 Hughes
	Huey
	Iroquois
*Location	Hughes Helicopter
	Fort Novosel
	Fort Rucker (formerly)
Topic	Alabama
	Women in Aviation
Corporate Name	Women Military Aviators
	Women Military Aviators
Class	Whirly-Girls International
	83-9 (Gold Flight)
Genre	Photographs
Part of	Jeanne Langs Records
Collection Creator	Jeanne Lang
Donor	Jeanne Lang
Acquisition Type	Gift
Rights	Materials may not be used without permission. For further information, please contact us at (940) 898-3751 or womenshistory@twu.edu .
Digital Publisher	Woman's Collection, Texas Woman's University, 307 Administration Drive, Denton, TX 76204.
Digital Format	tiff
Archival File Resolution	600
Digitization Process	Scanned using a PIXMA Canon MG5420 Printer and Scanner at 600 dpi, master files cropped using Photoshop and converted from .tiff to .jpg

*Suggested additional fields

**Additional fields that are currently unknown include: Digitization Process, Physical Location, and Identifier

Metadata: Helicopter Flight Path Map

Title	Washington Helicopter Route Chart
*Description	Authorized low level civilian and military helicopter routes in the Washington D.C. area during the late 1980's. Lang used the map with the purpose of transporting dignitaries and medical evacuation (MEDEVAC) within the map area.
Physical Description	1 page , single sided: blue and brown ink ; 21.75 x 18 in.
Date	Range : 1986-02-13 to 1988-02-11
Keywords	Helicopter Route Airspace Map Aeronautics, Military Washington D.C.
*Location	District of Columbia
*Language	eng
Topic	Women in Aviation Women Military Aviators
Corporate Name	Women Military Aviators Whirly-Girls International
Class	83-9 (Gold Flight)
Genre	Maps
Part of	Jeanne Lang Records

Collection Creator	Jeanne Lang
Donor	Jeanne Lang
Acquisition Type	Gift
Rights	Materials may not be used without permission. For further information, please contact us at (940) 898-3751 or womenshistory@twu.edu.
Digital Publisher	Woman's Collection, Texas Woman's University, 307 Administration Drive, Denton, TX 76204.
Digital Format	tiff
Archival File Resolution	600
Digitization Process	Items photographed with a DSLR - Canon 70 D, converted from .tiff to .jpg

Metadata: Flight Suit

Title	Jeanne Langs U.S. Army Flight Suit, 1986.
Historical Note	Lieutenant Colonel in the U.S. Army, Retired, Rotary Wing Class of 83-09, 2nd Generation affiliation, US Army Blackhawk and Huey Pilot, Senior Wings, Cold War Warrior, Commander of Headquarters and Headquarters Company, 229th Attack Helicopter Regiment, Executive Officer of the Red Barons Flight in Korea. Recipient of the Department of Defense Meritorious Service Medal, Army Commendation Medal, National Defense Service Medal, and Humanitarian Service Medal.
*Description	Flight suit worn by Lang while serving in the U.S. Army 229th Attack Helicopter Regiment, 18th Airborne Corps, during the end of the Cold War. Includes flight suit, name patch, beret, and rank insignia (Major).
Physical Description	4 items
Date	1986-1993
Keywords	Aeronautics, Military U.S. Army - Flight Suit

	Cold War Warriors
Topic	Women in Aviation Women Military Aviators
Collection Type	Clothing and Textiles
Corporate Name	Women Military Aviators Whirly-Girls International
Class	83-9 (Gold Flight)
Part of	Jeanne Lang Records
Collection Creator	Jeanne Lang
Donor	Jeanne Lang
Acquisition Type	Gift
Rights	Materials may not be used without permission. For further information, please contact us at (940) 898-3751 or womenshistory@twu.edu.
Digital Publisher	Woman's Collection, Texas Woman's University, 307 Administration Drive, Denton, TX 76204.
Digital Format	tiff
Archival File Resolution	600
Digitization Process	Items are photographed with a DSLR - Canon 70 D, converted from .tiff to .jpg