

# Digitization of the First World War Canadian Expeditionary Force (CEF) files

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October 28<sup>th</sup> 2017

Library and Archives Canada



Library and Archives  
Canada

Bibliothèque et Archives  
Canada

Canada

# Who we are

## Library and Archives Canada Digitization Services Division

- Gatineau Preservation Centre
- Division in operation since 1999
- Grown from a team of 2 to over 80
- 2016-2017 over 12 million images were digitized



Gatineau Preservation Centre located in Gatineau, Québec

# Canadian Expeditionary Forces (CEF) Digitization Project

- ❑ CEF Collection is comprised of approximately 640,000 Personnel files
- ❑ Goal is to digitize and make them all available online by November 2018
- ❑ To facilitate the effort, we repurposed our high-speed auto-fed BancTec scanners.



# Year One

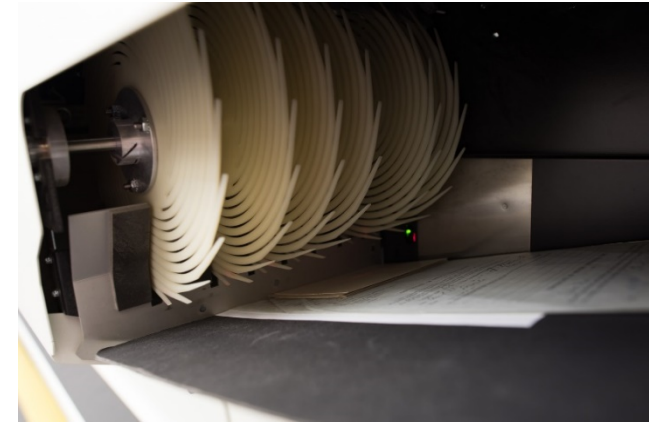
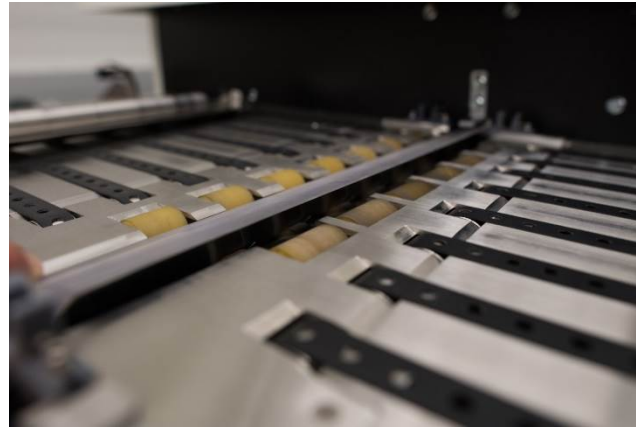
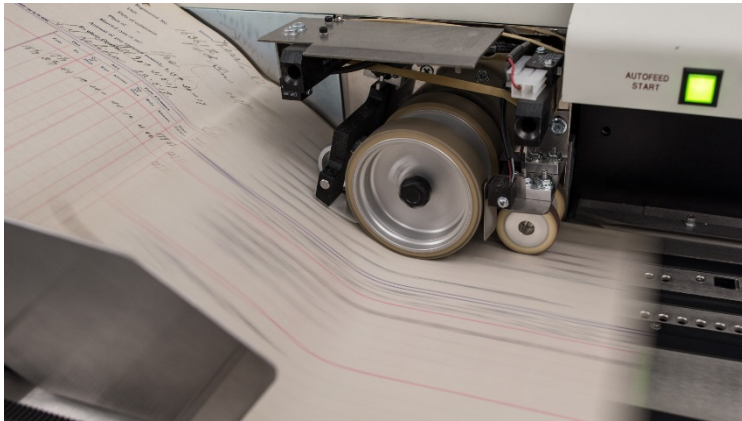
- ❑ Pre-digitization project / Fastener and adhesive removal
- ❑ Outsource digitization trial
- ❑ Testing to establish in-house workflow and productivity to bring the project back in-house
- ❑ Operationalizing
  - Testing / Concept (3 months)
  - Network / Efficiencies
  - Hiring
  - 6 months of production during year one





# The BancTec Conservation concerns

- ❑ Conservators had many concerns about using the BancTec for 100 year old files
- ❑ Worked with the company to mitigate these issues



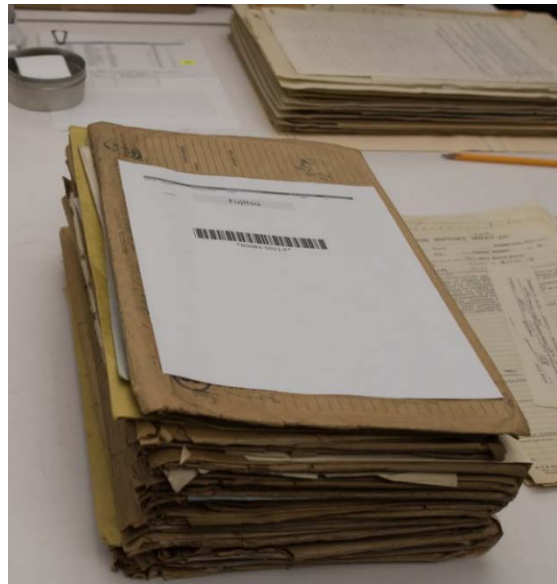
# The BancTec – Conservation concerns (cont'd)

- ❑ The paper jogger was a major concern to conservators that its extended use would damage the material



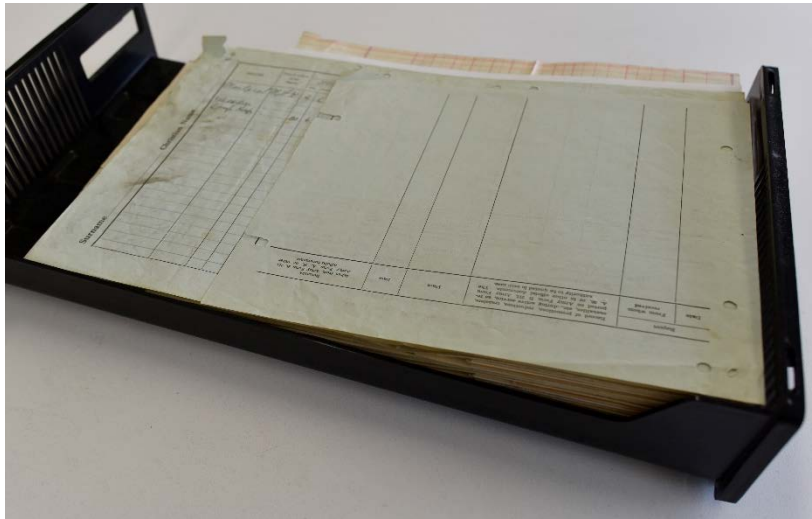
# Step 1: Sorting

First and most important step is sorting the files to go on the various equipment. We use barcodes to track the material.





# Step 1: Sorting (Cont'd)



PARTICULARS MARKED THUS TO BE OBTAINED FROM SOLDIER AND CHECKED FROM DOCUMENTS  
**CONFIDENTIAL INFORMATION.**

Report No. 4995. CATEGORY "B"  
 Name: **Senly, Robert D.**  
 Residence Address: **23 St. Luke Street, Montreal, Quebec.**

Serial: **549217.** Rank: **Private**  
 Age: **45.** Height: **5' 10"** Weight: **150 lbs.** Eyes: **Blue** Service Date: **C.R.E.**  
 Date of enlistment: **1917** Where enlisted: **Windsor, Ontario**  
 Ship returned by: **Fraser Castle** Date of arrival: **Dec. 28 1917** Port of arrival: **St. John's, Newfoundland**  
 Residence: **Canada.** Religion: **Presbyterian.**

Reason of discharge: **(1) Partial anklusis, 1st & 2nd right toes. (2) Photophobia. (3) Gastritis.**

Condition to detail which prevents the soldier from earning a full disability  
 Degree of incapacity—Reg. Board: **Canadian Board**  
 Is disability due to or aggravated by service?  
 Probable duration of incapacity  
 Does it render him permanently unfit for Military Service?  
 Is further treatment or use of appliances recommended, if so which?  
 Institution to which transportation listed: **Montreal.**  
 Members of Board: **S.G. Goggin, Major. J.A. Demore, Capt. H.B. Malcolm, Capt.**

INFORMATION TO BE FURNISHED BY SOLDIER

DEPENDENTS	NAME	AGE	WHERE-IF EMPLOYED	WAGES	STATUS OF HEALTH
Wife					
1	Wife.	36.			Fair.
1	Boy.	17.			Good.

Name and address post of his wife, where address.  
 Notification of return to be sent to: **do.**  
 Occupation prior to enlistment: **Conductor**  
 Regular trade or occupation: **do.**  
 Average earnings previous to enlistment: **\$150. mth.**  
 Name and address of his employer: **Do.**  
 Rent per month: **\$4.00**  
 Taxes: **do.**  
 If carrying life or accident insurance, annual premium: **do.**  
 If unable to follow previous occupation, name preferred: **Undecided.**  
 Reference: **Last employer.**  
 Witness: **H.I. Byrne, Quebec.** Signature: **R. D. Senly, F.R.**  
 Date: **20-12-17.**

**CLINICAL CHART.** Military Hospital, Army Form No. 140  
 City: **Can. No. 2000** Rank and Name: **Kennedy, P. J.** Date of admission: **7-11-18** Date of discharge: **5-1-19**  
 No. **548294** Service No. **235**

Temperature: **99 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25**

Pulse: **107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125**

Respiration: **18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000**

**CLINICAL CHART.** Military Hospital, Army Form No. 140  
 City: **London, England** Rank and Name: **Private, William P. ...**  
 No. **...** Service No. **...**

Temperature: **99 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25**

Pulse: **107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125**

Respiration: **18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000**



## Step 2: Scanning – BancTec

We can scan up to 30,000 images a day with the auto-feed function

Two people scan up to 6,000 images a day with the hand-fed process



## Step 2: Other scanners



Fujitsu *fi-7700*

- ❑ Fujitsu scanners were initially used to digitize the more delicate material, which we now do on the BancTec (hand-fed process)
- ❑ It continues to be used in overflow situations
- ❑ It also is used to digitize material that is in very damaged condition.



Contex - *IQ Quattro 2490*

- ❑ Contex scanners are mostly used to scan oversized documents.

# Step 3: Quality Control

- ❑ Technicians assigned to perform Quality Control functions look out for: cropping, colour, density, page orientation, page order contents and file naming.  
If any issues are found the technician is required to rescan the document.





# CEF Project: Technical Infrastructure

All the documents are scanned at 300 PPI uncompressed TIFF 24 bit sRGB colour

PDF files are saved using Adobe 1.7 spec w/ JPEG2000 compression.

BancTec scanners and the PDF compression workstations have a 10 Gigabit fibre connection

Archiving is performed by an IBM tape library using Comm Vault software to LTO6 tapes

# Successes & Challenges

## **Successes**

First archival institution using the BancTec scanners for archival digitization

National and international institutions looking for your guidance

2016-2017 7.2 millions images - 200000 over our projected goal

Currently outputting 600,000+ images a month

Creating the BancTec hand feed technique which has doubled our fragile document scanning capabilities

As of today, Over 80% completed with approx. 8M images remaining to digitize within the next year

## **Challenges**

Sorting techniques as it is one of the most important step for the project it drives our production

Properly qualified people for sorting Attention to detail is a key asset, finding the right employees can be challenging

IT infrastructure... storage... network speed...

# Celebrity soldiers

- ❑ **Lieutenant Lester Bowles Pearson**  
14<sup>th</sup> Prime Minister of Canada (1963-1968)



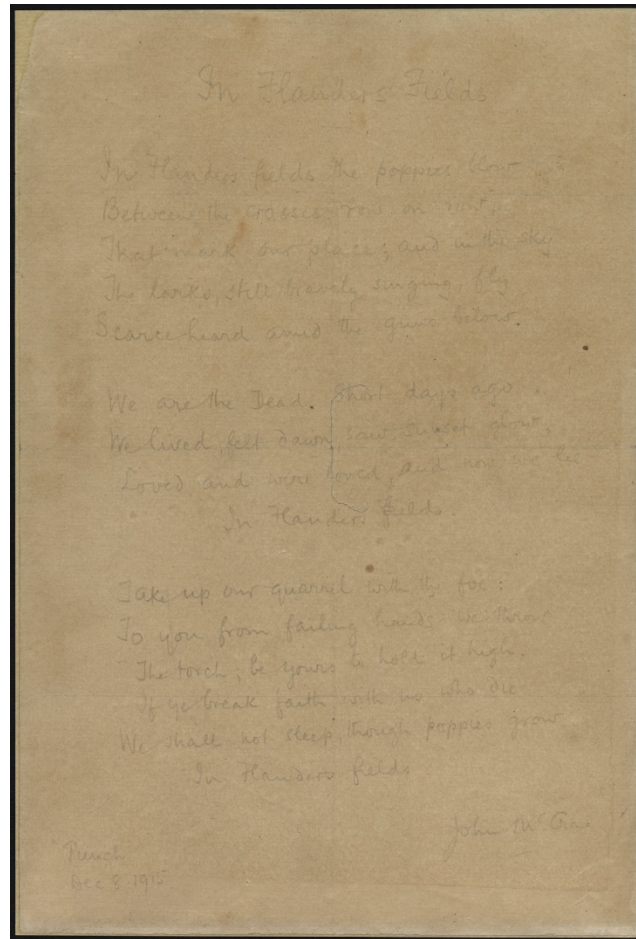
- ❑ **Lieutenant William Avery Bishop (AKA Billy Bishop)**  
Flying Ace  
Multiple award recipient



- ❑ **Lieutenant Colonel John McCrae**  
Canadian poet, physician, author, artist and soldier during First World War  
Author of the *In Flanders Field* poem



# In Flanders Field



In Flanders fields the poppies grow  
Between the crosses, row on row,  
That mark our place; and in the sky  
The larks, still bravely singing, fly  
Scarce heard amid the guns below.

We are the Dead. Short days ago  
We lived, felt dawn, saw sunset glow,  
Loved and were loved, and now we lie  
In Flanders fields.

Take up our quarrel with the foe:  
To you from failing hands we throw  
The torch; be yours to hold it high.  
If ye break faith with us who die  
We shall not sleep, though poppies grow  
In Flanders fields.