

CLEARED TO LAND...

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

Society of Florida Archivists Annual Conference, May 2019

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DIGITIZING PAN AM



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



Council on
Library and
Information
Resources

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



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



NHPRC PROCESSING GRANT

Organize into series

Address preservation issues

Folder-level EAD finding aid in
Access to Memory

UNIVERSITY
OF MIAMI
SPECIAL
COLLECTIONS

Quick search

Search

Collection ASM0341 - Pan American World Airways, Inc. records



Contact us about this collection

Clipboard

Add

Explore

Reports

Browse as list

Browse digital objects

Export

Dublin Core 1.1 XML

EAD 2002 XML

Related subjects

Aeronautics, Commercial -- History
Air Line Pilots Association
Aviation history
Douglas Aircraft Company
Flight attendants
Jet planes
Lockheed Aircraft Corporation
Martin airplanes
MetLife Building (New York, N.Y.)
Pilots
Seaplane bases
Sikorsky aircraft

Identity elements

| | |
|---------------------------------|---|
| Reference code | ASM0341 |
| Name and location of repository | University of Miami Special Collections |
| Level of description | Collection |
| Title | Pan American World Airways, Inc. records |
| Date(s) | <ul style="list-style-type: none">1902-2005 (Creation)1937-1982 (Creation) |
| Extent | 1500 Linear Feet |
| Name of creator | Pan American World Airways, Inc. |

Content and structure elements

| | |
|-------------------|---|
| Scope and content | The records of Pan American World Airways Inc. begin with the company's founding in 1927 and document the 64 year lifespan of a pioneer airline |
|-------------------|---|



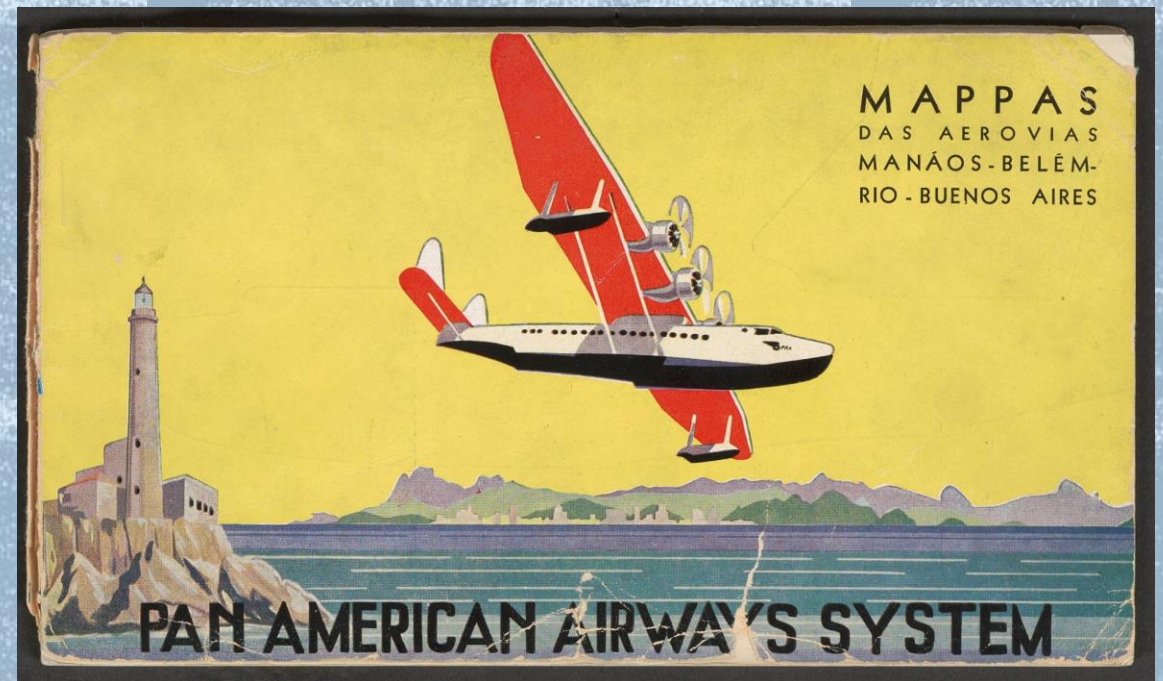
NHPRC DIGITIZATION GRANT

Printed Materials series:

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

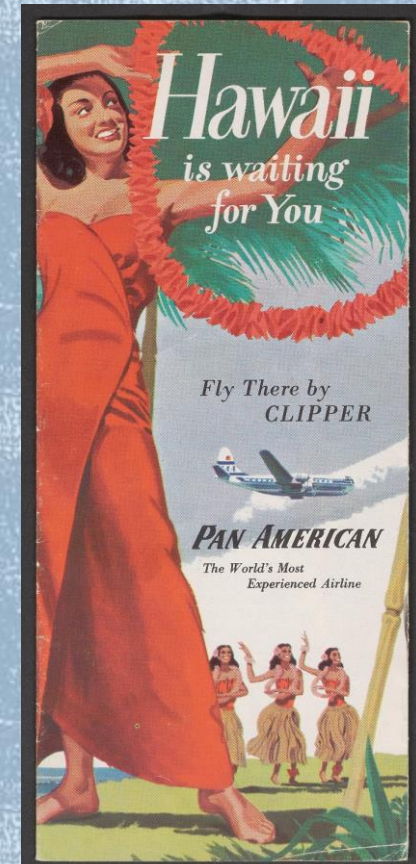
Technical Operations series:

- Manuals: 10 boxes



NHPRC SCANNING TOTALS

| | Pages |
|--|--------------|
| Printed Materials Series: Outsourced | 80,854 |
| Printed Materials Series: In-House Scanning | 16,564 |
| Manuals Series: In-House Scanning | 16,266 |
| Total | 113,684 |



CLIR DIGITIZATION GRANT

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



LANDING PAGE

<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

The screenshot shows the landing page for 'The Pan American World Airways Records' on the University of Miami Libraries Digital Collections website. The page features a search bar, a navigation menu, and a main content area with an image of a Pan Am airplane flying over a globe. The text describes the collection's contents, including annual reports, brochures, and timetables, and provides information on how to access the materials. The page also includes a 'Browse Options' section with filters for material type, subject, location, genre, creator, and decade.

LIBRARIES Digital Collections
MIAMI


HOME BROWSE ALL

Search All In This Collection SEARCH

University of Miami Libraries > UM Libraries Digital Collections > Special Collections Digital Collections > The Pan American World Airways Records

The Pan American World Airways Records

[BROWSE ALL in this collection](#)



The Pan American World Airways digital collection features annual reports, brochures, directories, periodicals, and timetables digitized from the Printed Materials series of the Pan Am records at the University of Miami Libraries. It also features a selection of manuals documenting Pan Am policies and operations.


The Printed Materials series provides a rich narrative of Pan Am, a company that mapped new and important aerial routes to South America, the Caribbean, Africa, Asia, Europe, the Middle East, and the Pacific; influenced aviation technology and commercial passenger service; and captured the imagination of travelers on a global scale.

The annual reports, brochures, directories, periodicals, and timetables date from 1929 to 1991, which is almost the entire lifetime of the company, and they cover all of the geographic areas serviced by Pan Am, providing evidence of its international reach. These materials document both Pan Am's internal operations and its engagement with the public, providing a depth and breadth of information regarding the history and culture of Pan Am, its organizational evolution, personnel, air routes, and airport operations, as well as tourism and public relations.

The Pan Am Printed Materials series has been digitized thanks to a grant from the National Historical Publications & Records Commission (NHPRC).

Additional materials from the Pan American World Airways collection are available for research upon request at the University of Miami Libraries Special Collections. [Click here to access the finding aid for the Pan Am Records.](#)


Visit the [Cleared to Land website](#) to learn more about the Pan Am records at the University of Miami.



Browse Options

Browse All Browse by Genre Browse by Decade:
Browse by Subject Browse by Creator 1920-1929 go
Browse by Location


Annual Reports



Annual reports for Pan Am dating from 1939 to 1989. Also includes a selection of annual reports from affiliate airlines in South America, Cuba, and New York from the 1940 through the 1970s.

[Browse the annual reports](#)

Brochures



Promotional and educational brochures, booklets, and maps dating from the 1930s through the 1980s. Many of the brochures feature the destinations to which Pan Am flew in Asia, the Pacific, the Caribbean, Central and South America, Europe, the Middle East, and the United States. Other brochures feature specific aircraft, services offered by Pan Am, or tips for enjoyable air travel.



PERIODICALS DATASET

[https://scholarlyrepository.miami.edu/
library_datasets_1_pan_am_per/](https://scholarlyrepository.miami.edu/library_datasets_1_pan_am_per/)

Collections As Data implementation

Facilitate digital scholarship &
computational analysis

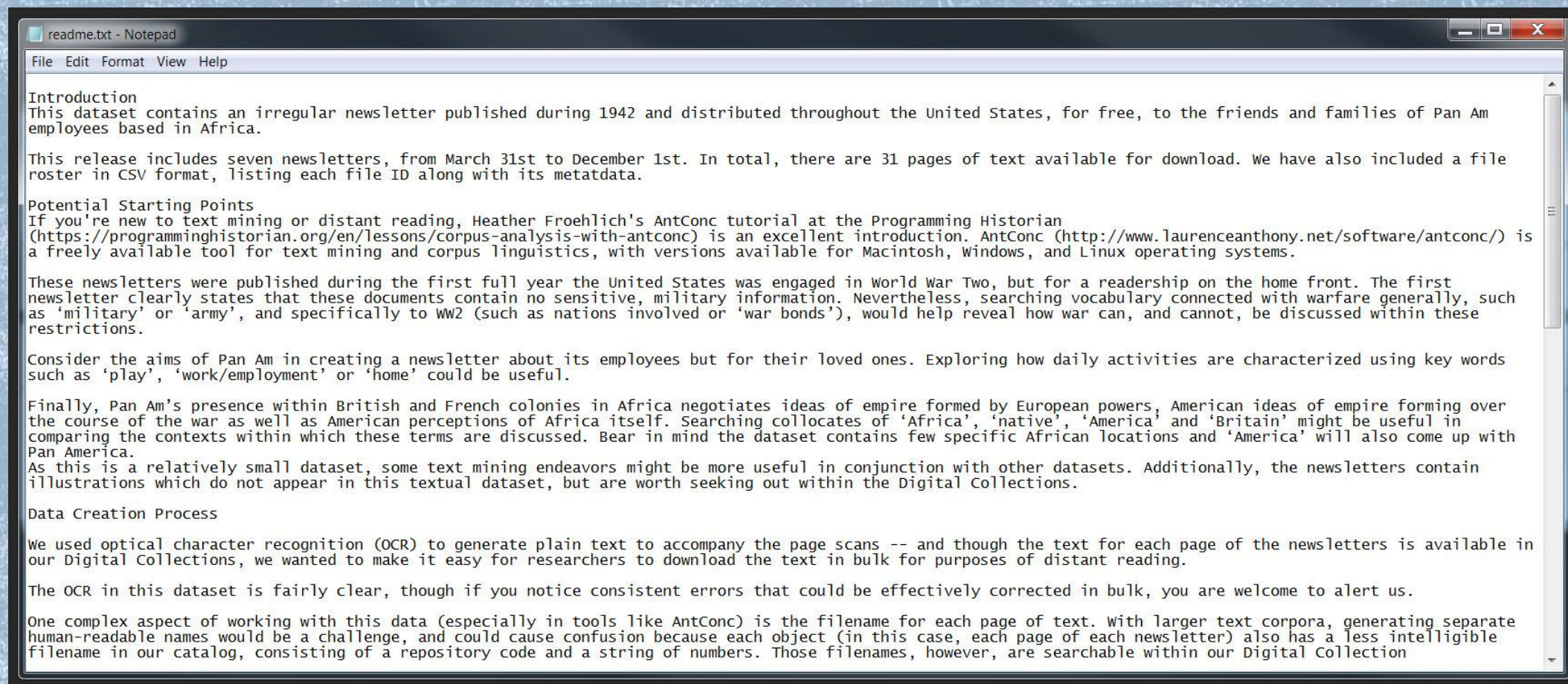
4,812 issues from 129 periodical titles

ZIP file for each periodical title:

- 1) OCR .txt files
- 2) Roster
- 3) Readme file

The screenshot displays the University of Miami Libraries Scholarly Repository interface. The header includes the University of Miami Libraries logo and the text "Scholarly Repository". A navigation menu contains "Home", "About", "Help", and "My Account". The main content area shows a breadcrumb trail: "Home > Libraries > Library-Produced Datasets > Collections As Data > Pan Am Periodicals > 1". The page title is "PAN AM PERIODICALS PLAIN TEXT DATA". Below this, the "Pan Am Periodicals Dataset" is featured with a globe and airplane icon. A list of authors is provided, each with a "Follow" button: Paige C. Morgan, Lilianne Luco Herrera, Alexandria Morgan, Laura Capell, Paul Clough, Jason Cohen, Elliot Williams, and Gabriella Williams. A "SHARE" section is also present. The bottom part of the page lists various documents with their sizes and "Download" buttons: 747 Newsletter (72 KB), Africa News Letter (59 KB), Airport Service Newsletter (426 KB), Annual Reports (Avianca) (497 KB), Annual Reports (Compania Cubana de Aviacion) (145 KB), Annual Reports (New York Airways) (193 KB), Annual Reports (Pacific Alaska Division) (67 KB), Annual Reports (Pan Am Corporation) (2.8 MB), Annual Reports (Panair do Brasil) (492 KB), and Blue book of clipper travel (530 KB).

AFRICA NEWSLETTER: README FILE



```
readme.txt - Notepad
File Edit Format View Help

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

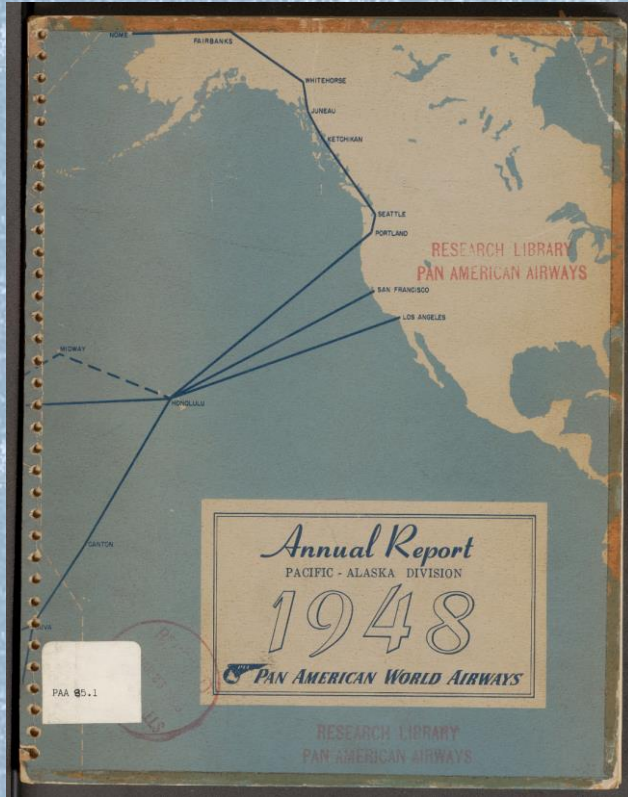
We used optical character recognition (OCR) to generate plain text to accompany the page scans -- and though the text for each page of the newsletters is available in our Digital Collections, we wanted to make it easy for researchers to download the text in bulk for purposes of distant reading.

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 time line: 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.



WORKFLOWS

Phase I: Pre-production

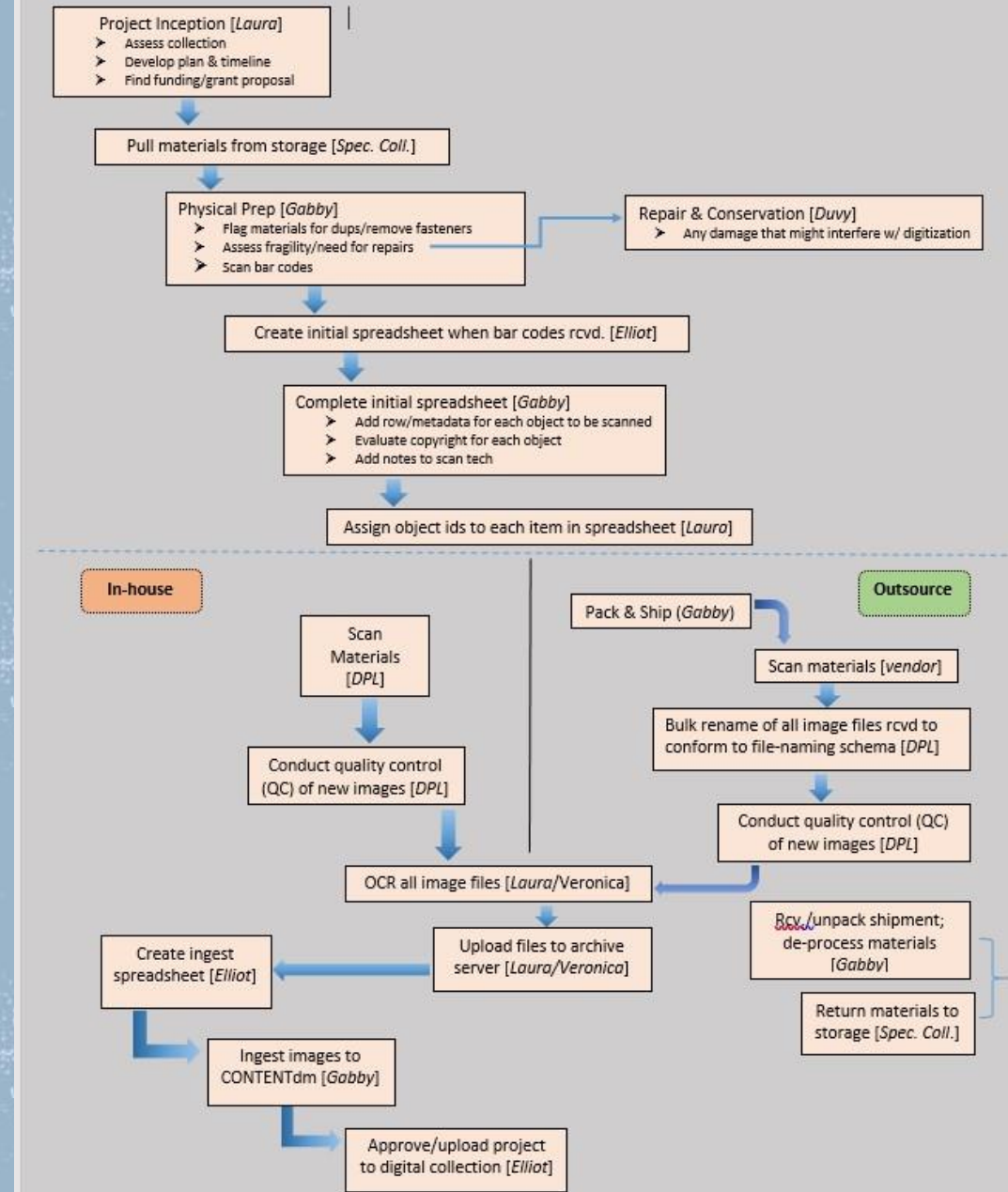
- 1) Project inception
- 2) Processing/physical prep & conservation
- 3) Spreadsheet creation/metadata

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

| Object ID | Number of pages | Scanning Technician Notes | 1/2" clearance at gutter Y or N (if N scanning will be done on 180 cradle) | Permission to disbind? if tight we understand will be cut off even on 180 cradle | Other Notes to scan tech (example, fragile and might break. Ok to scan) |
|----------------------|-----------------|---------------------------|--|--|--|
| asm0341007655 | | | yes | no | Do not scan blank pages |
| asm0341007656 | | | yes | no | Do not scan blank pages |
| asm0341007657 | | | yes | no | 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 |
| TOTAL IMAGES: | 0 | | | | |



STAGING

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!**



QUALITY CONTROL

| Object ID | # of pages | PDF, TIFFs, TXTs all included | QC Notes |
|---------------|------------|----------------------------------|---|
| asm0341005378 | 8 | y | |
| asm0341005379 | 7 | y | |
| asm0341005380 | 8 | y | OK, just headline across gutter Laura : Centerfold not scanned as one image pg 4&5 |
| asm0341005381 | 8 | y | OK, just headline across gutter Laura : Centerfold not scanned as one image pg 4&5 |
| asm0341005382 | 12 | y | |
| asm0341005383 | 8 | y | OK, just headline across gutter Laura : Centerfold not scanned as one image pg 4&5 |
| asm0341005384 | 8 | y | |
| asm0341005385 | 8 | y | |
| asm0341005386 | 8 | y | OK, just headline across gutter Laura : Centerfold not scanned as one image pg 4&5 |



ONLINE EXHIBITION

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



Cleared to Land: The Records of the Pan American World Airways, Inc.

Introduction

Finding Aid

Digitized Materials

Corporate History

Chain of Custody

A Legacy Aloft

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 a cut 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.



Margaret Echols, one of the first stewardesses for Pan American Airways

Soaring Standards



The first stewards aboard the Sikorsky S-42 flying boats flown by Pan American Airways



A menu dated 1934 from Pan Am's flying boats

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.



Passengers dining aboard the Sikorsky S-42 in the 1930's

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 1958, the galleys aboard the DC-8 and Boeing 707 jets were equipped with infrared ovens with quartz panels, allowing crews

PROMOTING THE PROJECT



um_spec_coll
University of Miami Spec..

Follow

99 likes

2w

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

MIAMI LIBRARIES

Otto G. Richter Library
1300 Memorial Drive, Suite 333
Coral Gables, FL 33146

From 1929 until 1991, Pan American World Airways played a leading role in the development of international commercial aviation:

- mapped new and important aerial routes around the world
- pioneered developments in aviation technology
- captured the imagination of travelers on a global scale

The materials give a detailed glimpse into Pan Am's history and culture, including its:

- organizational evolution
- public relations
- personnel
- air routes
- airport operations
- influential role in tourism development around the world



Our team at the University of Miami Libraries (UML) has digitized over 60 boxes of the **Pan American World Airways, Inc. Records**—that's nearly 100,000 pages from the collection's annual reports, brochures, directories, and periodicals! Images of these documents are full-text searchable, providing an unparalleled level of research access to "the world's most experienced airline."

Explore them online via
UM Libraries' Digital Collections at
library.miami.edu/ClearedToLand

Visit us soon!

The UML Team



The Pan American World Airways, Inc. Records housed by Special Collections at the University of Miami Libraries represents one of the largest and most comprehensive collections of aviation history in the world. Special Collections acquires, preserves, and provides access to rare and unique scholarly resources for students, faculty, and staff of the University of Miami, as well as local and international scholars and researchers.



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Transforming lives
OPENING WORLDS

www.library.miami.edu

This journey has been made possible thanks to a grant from the
**National Historical Publications
& Records Commission**

