Indexing of Church Records

8.8.2012

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Head of unit
National Archives of Finland

THE NATIONAL ARCHIVES OF FINLAND

National Archives in Helsinki:
4 buildings

5 conservators, 1 assistant
5 digitisers
0 microfilmers

Provincial Archives in 7 cities:

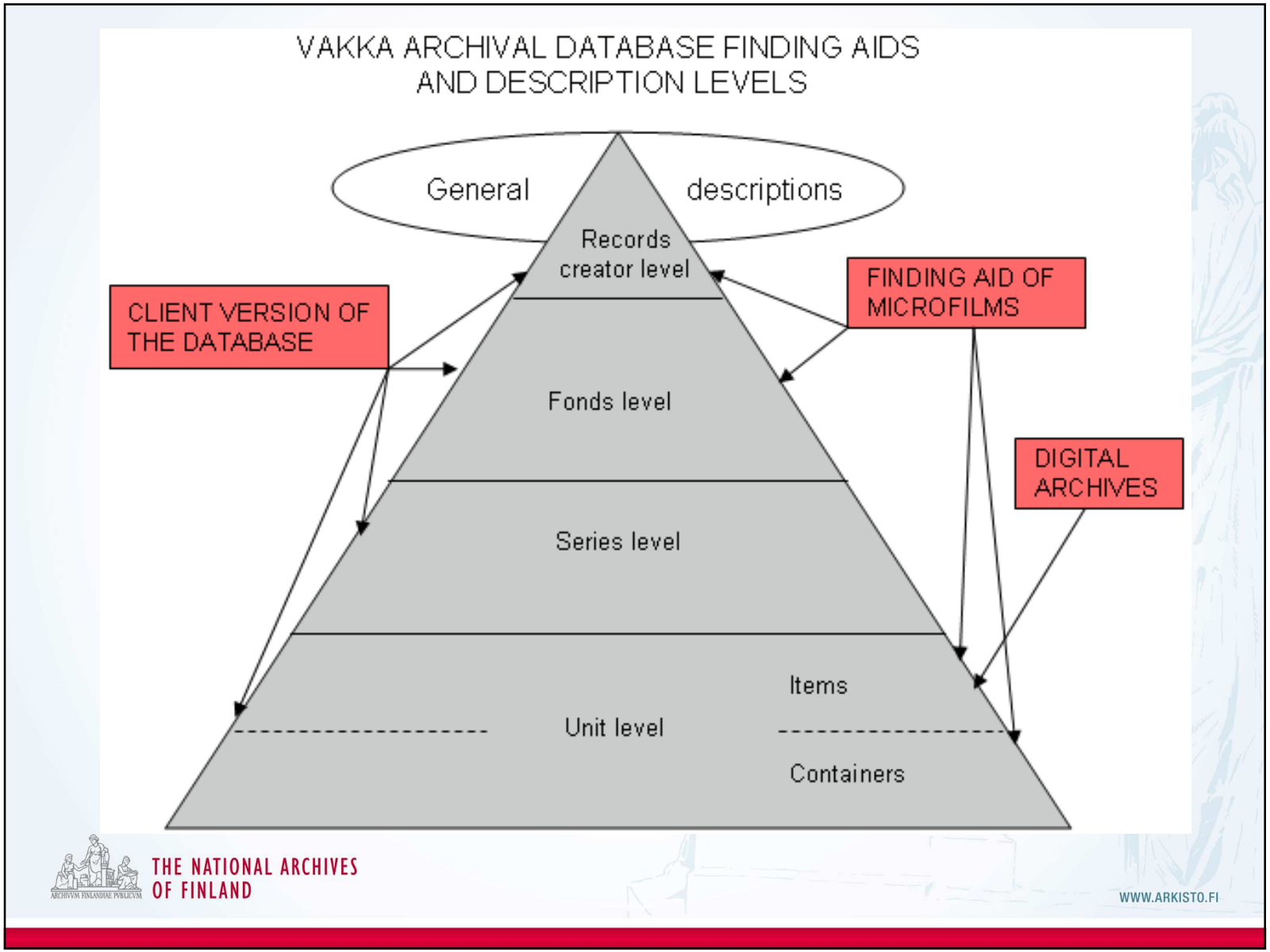
Hämeenlinna, Joensuu, Jyväskylä, Mikkeli, Oulu, Turku Vaasa

Each 1 conservator

Totally 190 shelf kilometres of archival records, 3 million maps and technical drawings

THE NATIONAL ARCHIVES OF FINLAND

WWW.ARKISTO.FI

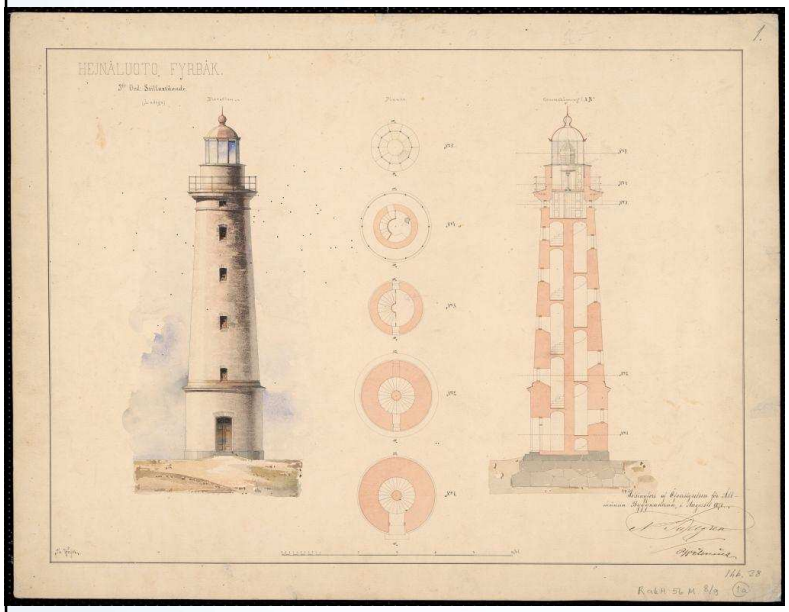

VAKKA ARCHIVAL DATABASE FINDING AIDS
AND DESCRIPTION LEVELS
General descriptions
Records creator level
Fonds level
Series level
Items
Unit level
Containers
CLIENT VERSION OF THE DATABASE
FINDING AID OF MICROFILMS
DIGITAL ARCHIVES
THE NATIONAL ARCHIVES OF FINLAND
WWW.ARKISTO.FI

”Archival hierarchy”

Records creator level, e.g.. ”Rakennushallitus” (Building Governement)

Archive / fonds level, e.g. Drawing collection of Building Governement

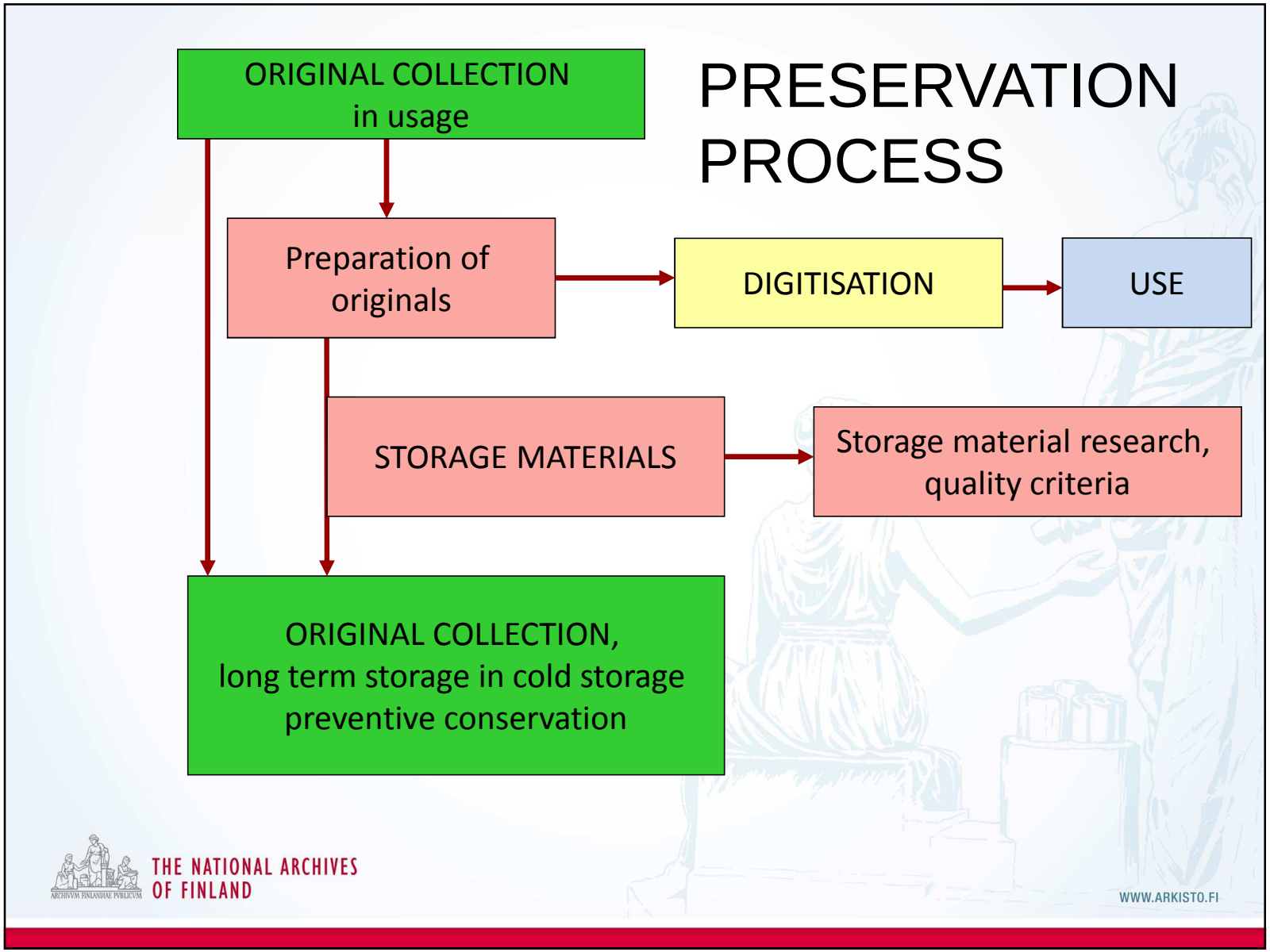
Series level: Lighthouses



Archival unit – smallest unit in the database, can be one binding or content of a storage box, can be also one or several maps

Lower level (**record level**) not possible in the Vakka database→ indexing i in the Digital Archives

Signum RakH II Ihb:38


ORIGINAL COLLECTION
in usage
PRESERVATION
PROCESS
Preparation of
originals
DIGITISATION
USE
STORAGE MATERIALS
Storage material research,
quality criteria
ORIGINAL COLLECTION,
long term storage in cold storage
preventive conservation
THE NATIONAL ARCHIVES
OF FINLAND
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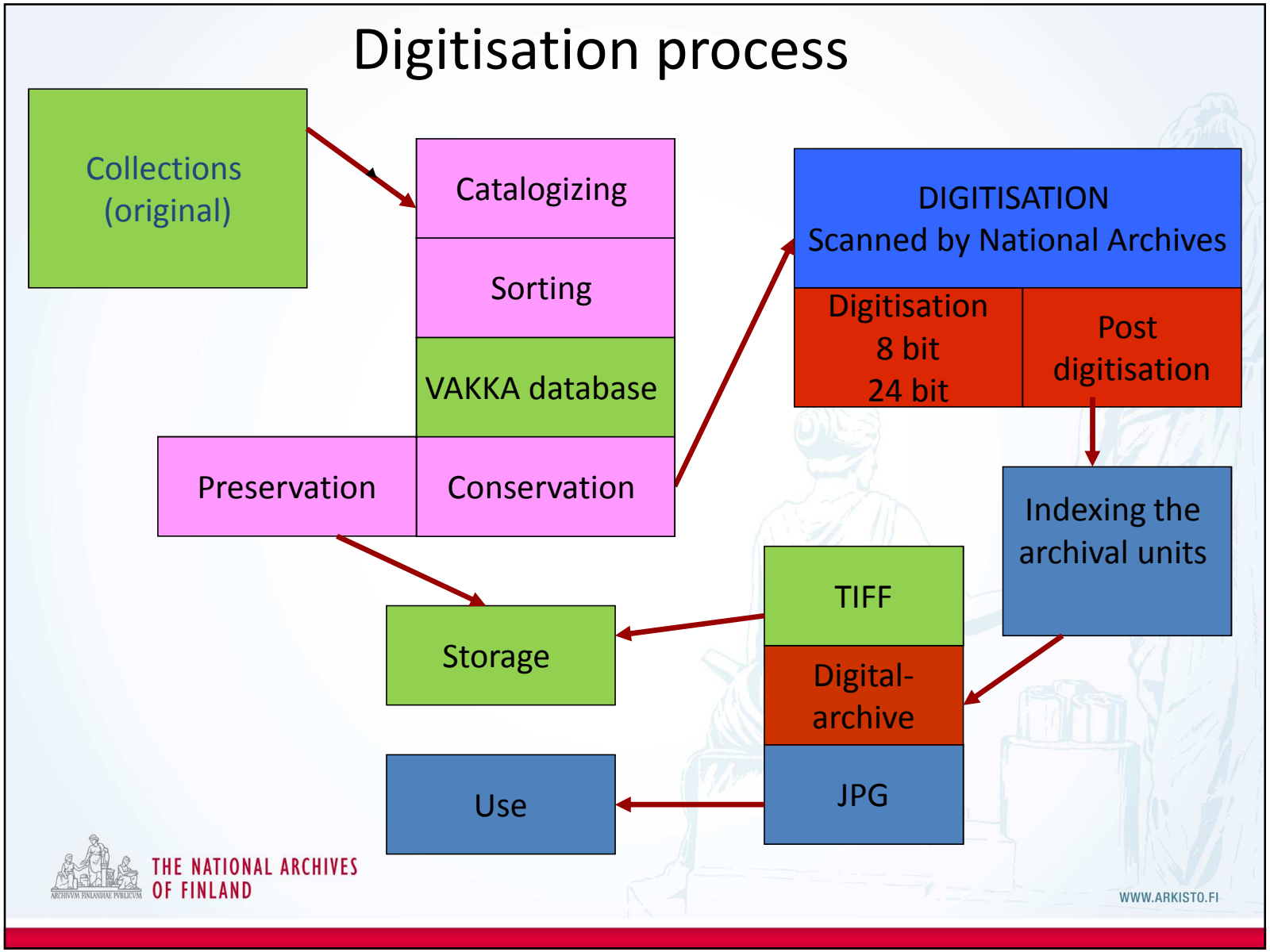

Digitisation process
Collections (original)
Catalogizing
Sorting
VAKKA database
Preservation
Conservation
DIGITISATION
Scanned by National Archives
Digitisation 8 bit 24 bit
Post digitisation
Indexing the archival units
TIFF
Digital-archive
JPG
Storage
Use
THE NATIONAL ARCHIVES OF FINLAND
WWW.ARKISTO.FI

Zeutschel
A2
A1
A0
Scanners

Why to index?

Asikkalan seurakunta

Asikkalan seurakunnan arkisto

Pääkirjat

Rippikirja 1763-1769

Digitoidut jaksot:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
16	17	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								

Non indexed church book

Digitised Church Records and other population records

Digital Archives http://digi.narc.fi:
Lutheran and orthodox church books, 5.000.000 files
Church books from the lost Carelia 730.000 files
Civil registers from the lost Carelia 125.000 files
Provincial accounts 2.900.000 files by end 2012
Registers of Finnish Population 180.000 files

Of church books, about 1,7 million images are from confirmation books

About 500 Parishes, 8.000 confirmation books = 8.000 directories with 1,7 million indexed files to be finished mainly by volunteers.

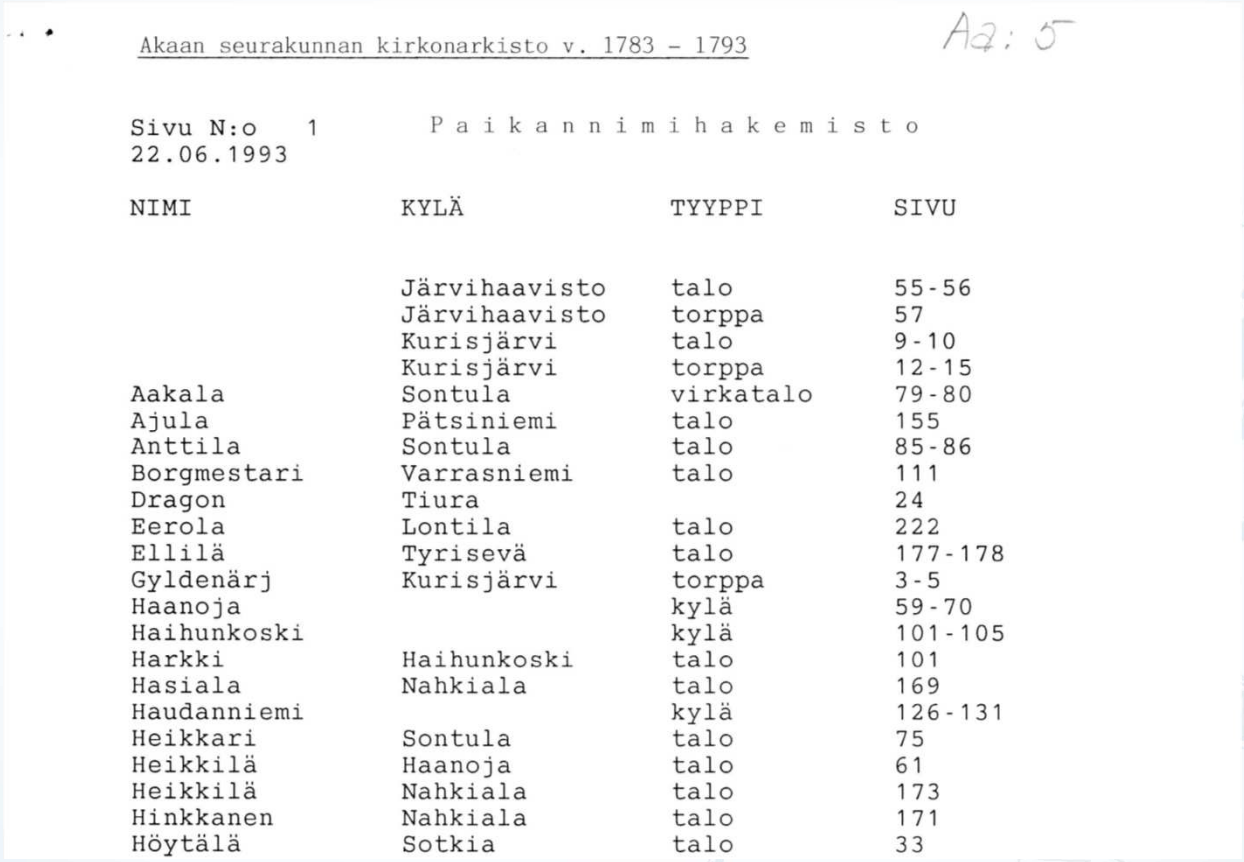
Three ways of indexing

1. National Archives is producing the directories from paper catalogues, volunteers are linking the rows to images– by excel tool

2. Volunteers are producing the entire directory from digitised images, and are also linking the rows to images – by excel tool

3. Volunteers are producing the entire directory from digitised images, and are also linking the rows to images by a web tool – in progress

1. Manual directories are scanned



Akaan seurakunnan kirkonarkisto v. 1783 - 1793 Aa: 5

Sivu N:o 1
22.06.1993

Paikannimihakemisto

NIMI	KYLÄ	TYYPPI	SIVU
	Järvihaavisto	talo	55-56
	Järvihaavisto	torppa	57
	Kurisjärvi	talo	9-10
	Kurisjärvi	torppa	12-15
Aakala	Sontula	virkatalo	79-80
Ajula	Pätsiniemi	talo	155
Anttila	Sontula	talo	85-86
Borgmestari	Varrasniemi	talo	111
Dragon	Tiura		24
Eerola	Lontila	talo	222
Ellilä	Tyrisevä	talo	177-178
Gyldenärj	Kurisjärvi	torppa	3-5
Haanoja		kylä	59-70
Haihunkoski		kylä	101-105
Harkki	Haihunkoski	talo	101
Hasiala	Nahkiala	talo	169
Haudanniemi		kylä	126-131
Heikkari	Sontula	talo	75
Heikkilä	Haanoja	talo	61
Heikkilä	Nahkiala	talo	173
Hinkkanen	Nahkiala	talo	171
Höytälä	Sotkia	talo	33

1. Text is read optically (OCR)

WILLAGE	FARM	type	PAGE
	Järvihaavisto	talo	55-56
	Järvihaavisto	torppa	57
	Kurisjärvi	talo	9-10
	Kurisjärvi	torppa	12-15
Aakala	Sontula	virkatalo	79-80
Ajula	Pätsiniemi	talo	155
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Dragon	Tiura		24
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Ellilä	Tyrisevä	talo	177-178
Gyldenärj	Kurisjärvi	torppa	3-5
Haanoja		kylä	59 - 70
Haihunkoski		kylä	101-105
Harkki	Haihunkoski	talo	101
Hasiala	Nahkiala	talo	169

1. Irrelevant information is removed

WILLAGE	FARM	PAGE
	Järvihaavisto	55
	Järvihaavisto	57
	Kurisjärvi	9
	Kurisjärvi	12
Aakala	Sontula	79
Ajula	Pätsiniemi	155
Anttila	Sontula	85
Borgmestari	Varrasniemi	111
Dragon	Tiura	24
Eerola	Lontila	222
Ellilä	Tyrisevä	177
Gyldenärj	Kurisjärvi	3
Haanoja		59
Haihunkoski		101
Harkki	Haihunkoski	101
Hasiala	Nahkiala	169

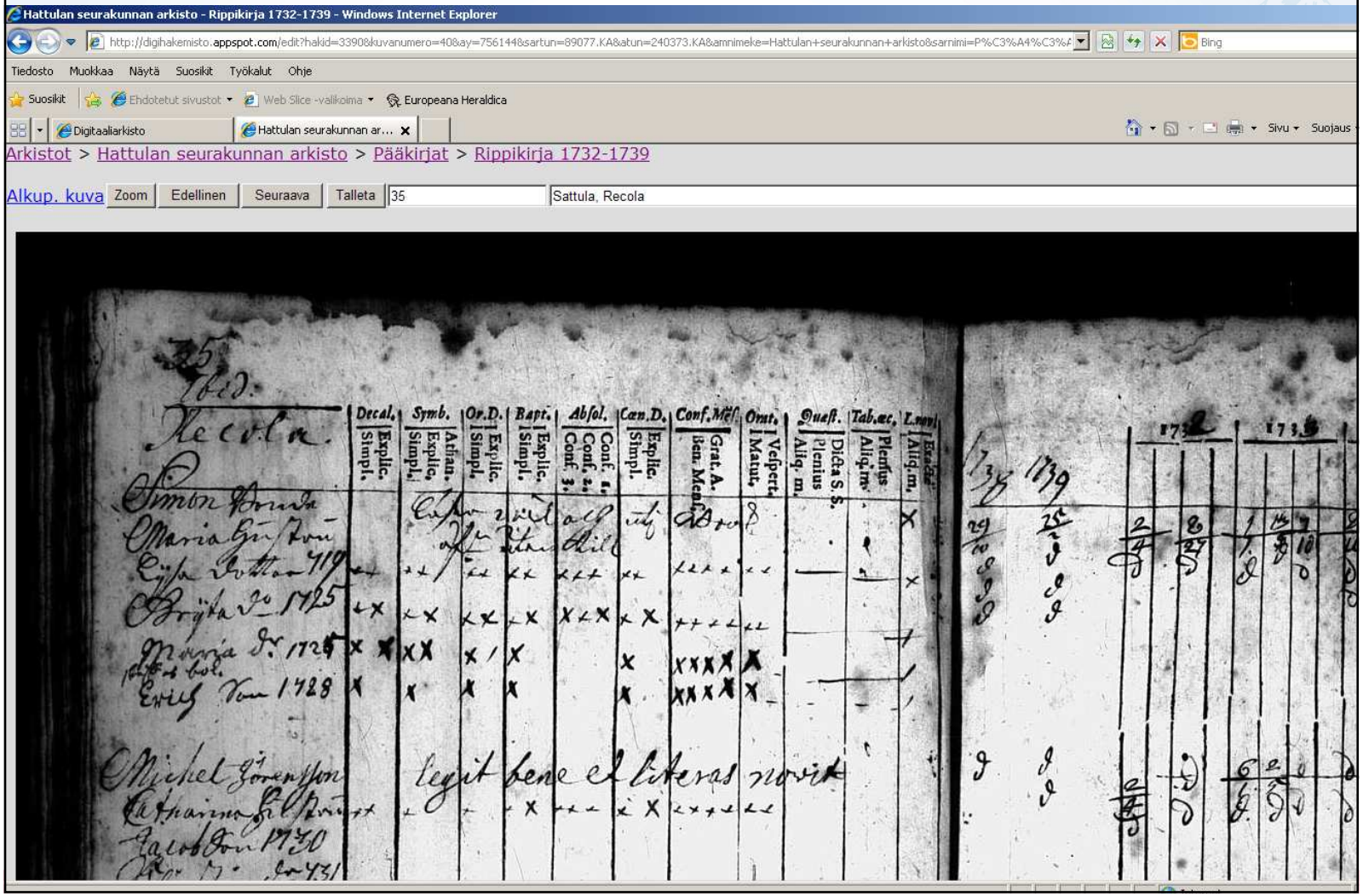
1and 2. Excel feeding form

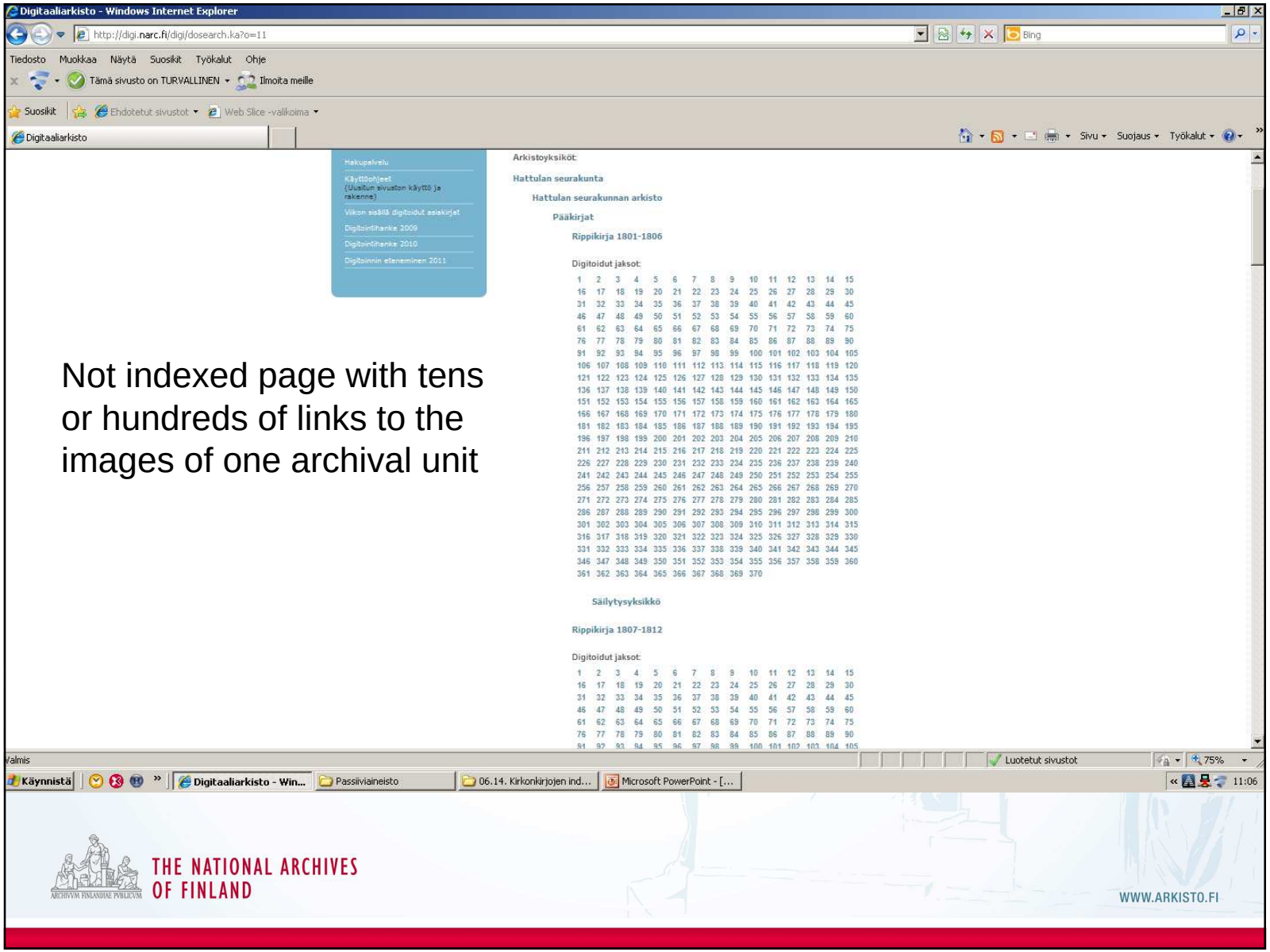
YEAR, start	YEAR, end	WILLAGE	FARM	LINK	Original PAGE
1783	1793	Kurisjärvi			1
		Kurisjärvi	Liinala		17
		Kurisjärvi	Johansbacka		18
		Tiura			19
		Tiura	Siniä		22
		Tiura	Kokkila		24
		Sotkia	Pulkki		28
		Sotkia	Skinnari		30
		Sotkia	Höytälä		33
		Sotkia	Lagman		36
		Sotkia	Sukki		39
		Sotkia	Seppälä		42

1 and 2. Indexing

YEAR, start	YEAR, end	WILLAGE	FARM	LINK	Original PAGE
1783	1793	Kurisjärvi		1	1
		Kurisjärvi	Liinala	18	17
		Kurisjärvi	Johansbacka	19	18
		Tiura		21	19
		Tiura	Siniä	24	22
		Tiura	Kokkila	26	24
		Sotkia	Pulkki	30	28
		Sotkia	Skinnari	32	30
		Sotkia	Höytälä	35	33
		Sotkia	Lagman	38	36
		Sotkia	Sukki	41	39
		Sotkia	Seppälä	45	42
		Mustue		47	44
		Mustue	Ojanhaara	52	49
		Mustue	Kullas	52	49

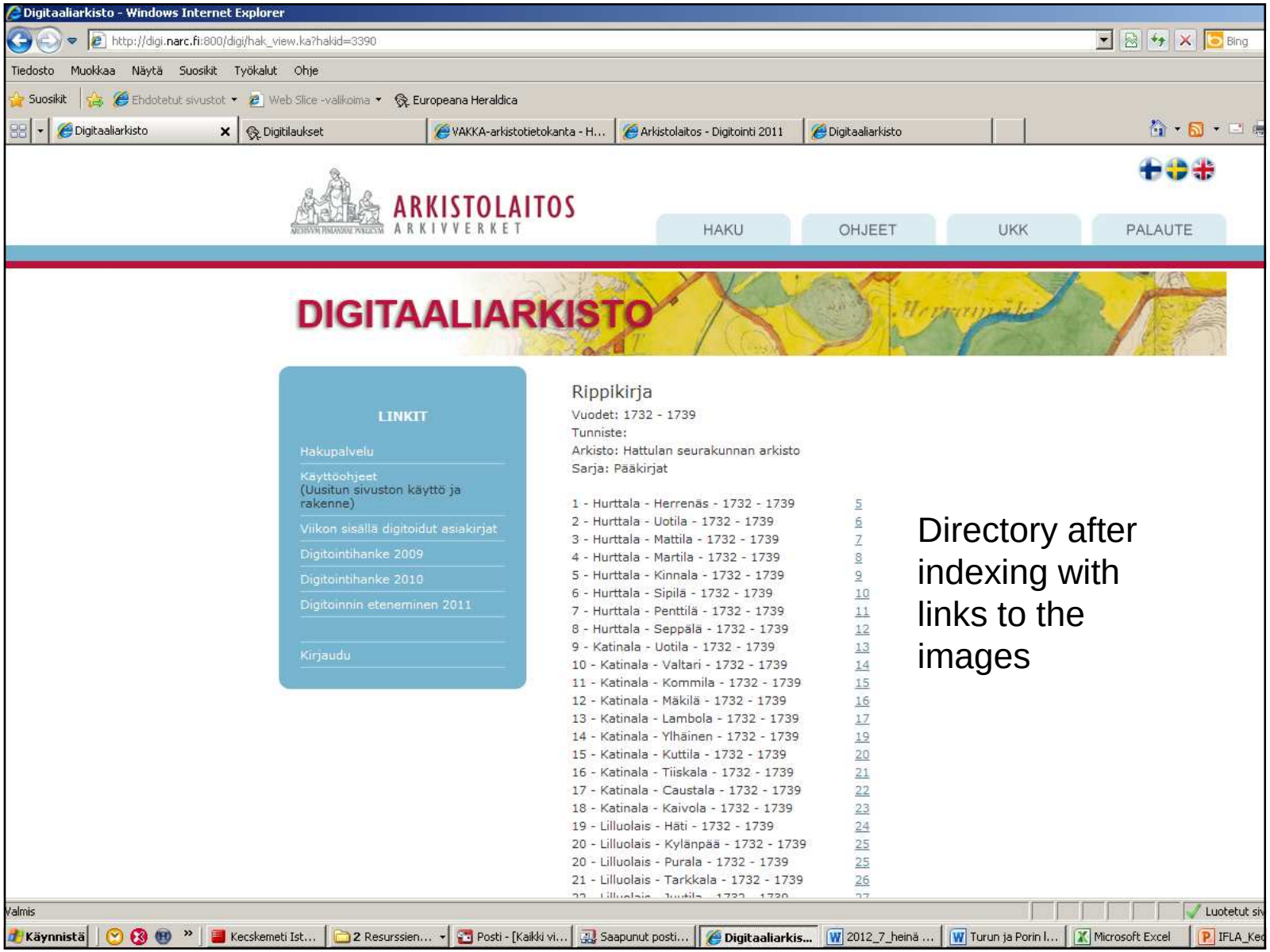
3. Web based indexing tool





Not indexed page with tens or hundreds of links to the images of one archival unit

Internet Explorer
ARKISTOLAITOS
ARKIVVERKET
HAKU
OHJEET
UKK
PALAUTE
DIGITAALIARKISTO
LINKIT
Hakupalvelu
Käyttöohjeet
(Uusitun sivuston käyttö ja rakenne)
Viikon sisällä digitoidut asiakirjat
Digitointihanke 2009
Digitointihanke 2010
Digitoinnin eteneminen 2011
Kirjaudu
Hakuhistoria: Sarja: Pääkirjat
Tulokset 1 - 10 (Yht:18) edelliset seuraavat kaikki
Pääkirjat -sarjan arkistoyksiköt
Arkistoyksiköt:
Hattulan seurakunta
Hattulan seurakunnan arkisto
Pääkirjat
Rippikirja 1732-1739
VAKKA-arkistotietokanta
Rippikirja 1747-1753
VAKKA-arkistotietokanta
Rippikirja 1753-1759
VAKKA-arkistotietokanta
Rippikirja 1760-1766
VAKKA-arkistotietokanta
Rippikirja 1767-1773
Indexed archival unit, links to images hidden



Directory after indexing with links to the images

Digitaaliarkisto - Windows Internet Explorer
http://digi.narc.fi/digi/view.ka?kuid=7206330
Tiedosto Muokkaa Näytä Suosikit Työkalut Ohje
Tämä sivusto on TURVALLINEN
Ilmoita meille
Suosikit
Ehdotetut sivustot
Web Slice -valikoima
Digitaaliarkisto
Sivu Suojaus Työkalut
:Etusivu :Haku :Kansallisarkisto
Ohjeet :Kirjaudu
HAKUTULOKSET
«EDELLINEN | SEURAAVA»
TALLENNA KUVA
Valmis
Luotetut sivustot
75%
Käynnistä
Digitaaliarkisto - Win...
Passiiviaineisto
06.14. Kirkonkirjojen ind...
Microsoft PowerPoint - [...
11:07
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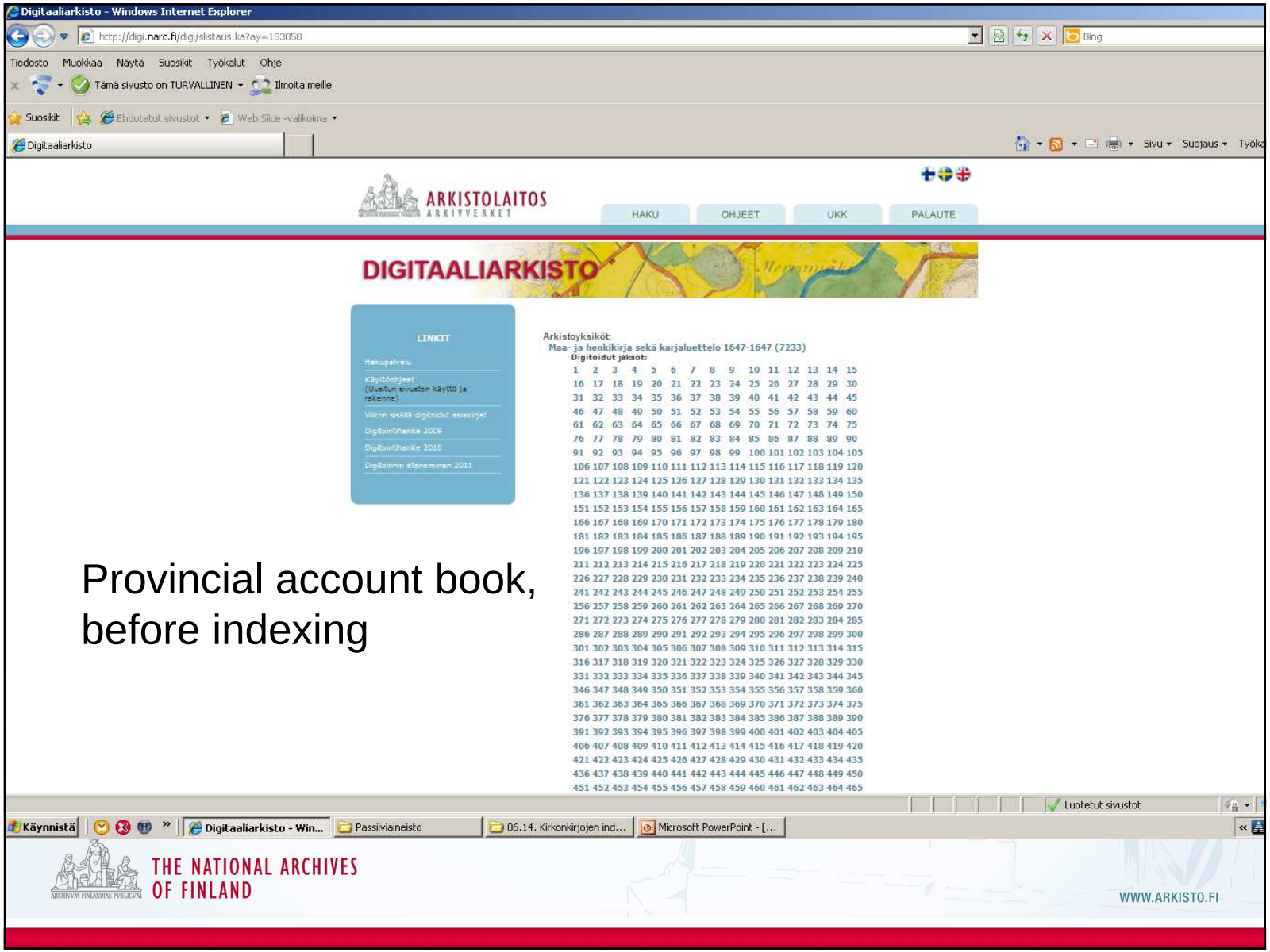
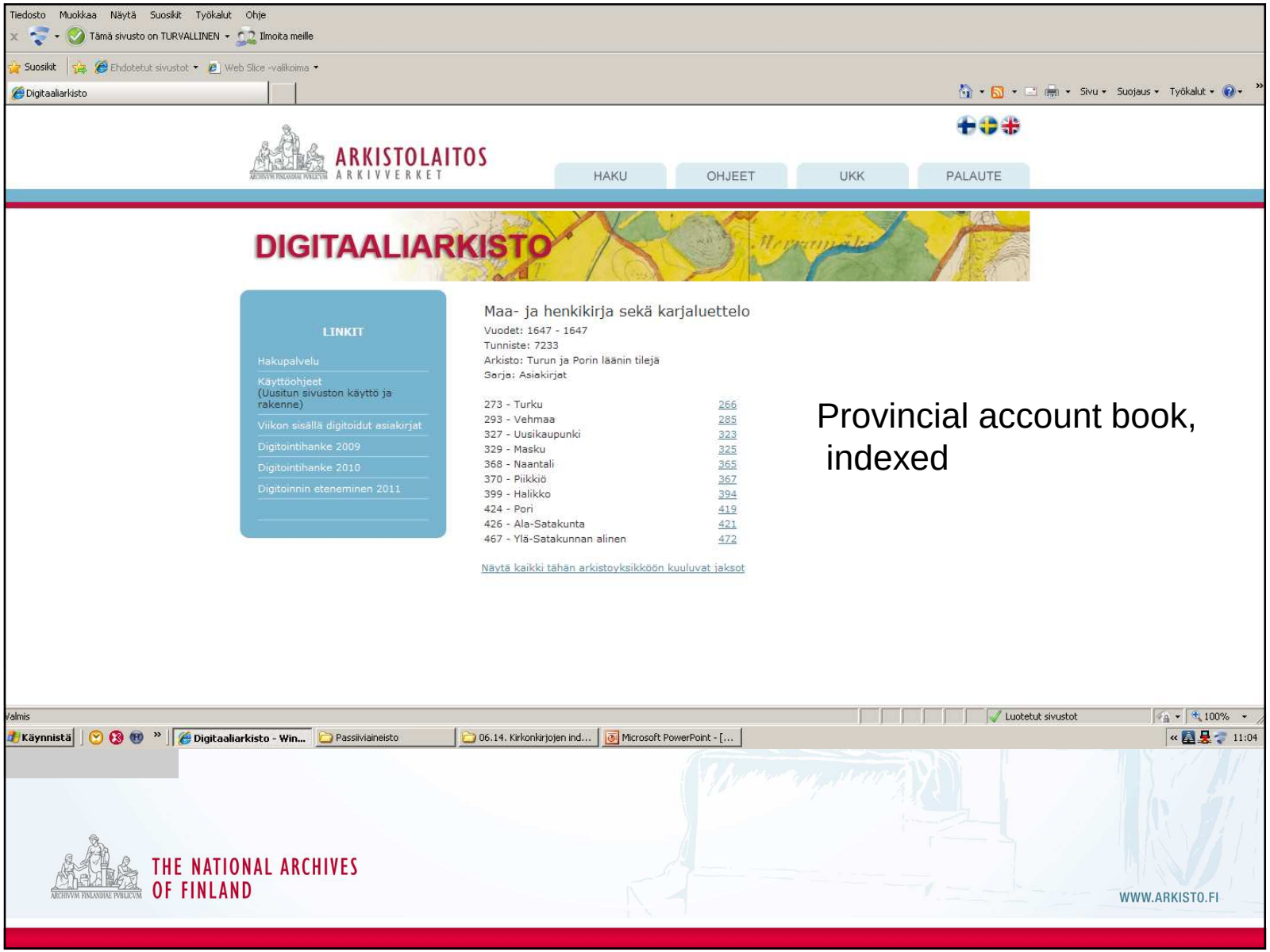


Provincial account book, before indexing



Provincial account book, indexed

Record level metadata felts

1. DC:title – name of the record
2. DC:subject – content of the record
2.1. DC:subject for person (name)
3.1 DC:Date start year
3.2 DC:Date end year
4. DC:Identifier – link to the digital image
5. DC:Source – original page number
6. DC:Creator – creator of the record
7. DC:Contributor – person / institute involved in the record creation
8.1 DC:Coverage - province
8.2. DC:Coverage – county, city
8.3. DC:Coverage - willage
8.4. DC:Coverage- house, farm

Overview

During the two digitising projects of 1,55 and 2,07 million € during 8 and 7 months in 2009 and 2010 about 6 million pages of church records were digitised by the National Archives of Finland. They are now presented in the Internet in our Digital Archives at http://digi.narc.fi.

In spring 2011 after the digitising projects an indexing project started between National Archives and the volunteers of The Genealogical Society of Finland and the Finland´s Family History Association. National Archives chosed the metadata felts to be collected and delivered the excel tools for indexing. Indexing methods 1 and 2 were used.

Totally there are about 500 parishes. We decided to start the indexing project from the confirmation books, which exist about 6000 books. One church book contains about 250-500 pages in average. Without any directories it would be very difficult to find the correct page, at least lots of digitised files should need be opened before finding correct information.

We found out, that working by excel tool manually will need lots of resoucres of our own, specially in the case 1 where we scan the directories to volunteers. But also in the case 2 lots of coordination was needed.

One person was been hired in 2011 by the Genealogical Society of Finland to coordinate the work, and three people were working with social funding. Two officials of the National Archives were involved as coordinators and one official as the head of the project in part time basis. The main work was done by the effort of volunteers.

As a result of one years work only 5% was indexed.

As the workning methods 1 and 2 were not satisfactory, we are now creating a web based indexing tool shown earlier and expect to start to use it in autumn 2012. Then the coordination work would be on-line and would not need any resourses of our own. We can use the tool for other collections, not only church books.

National Archives: http://www.narc.fi/

Digital Archives: http://digi.narc.fi/digi/

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