

## Methodology Report EAP1626

The objective of this methodological report is to account for the decisions made by the project team —*Digitisation and Preservation of Vulnerable Childhood Archive: Sociedad Protectora de la Infancia*— during its development regarding the digitisation process of the archival material. Specifically, it explains the reasons why it was possible to successfully digitise the total of the survey material, as well as the steps taken to make this possible.

The project involved the digitisation of mainly manuscripts, printed, photographic and film material corresponding to the period between the end of the 19th century and the 1950s. This work was carried out in the central building of La Protectora (the current name of the Sociedad Protectora de la Infancia, founded in Santiago de Chile in 1894), where now a historical archive was created for the proper conservation of the original material.

Below are the decisions made regarding inclusion or exclusion and the reasons behind them.

The project has successfully digitised a total of 19 manuscript volumes of minutes board, decrees and official letters, children's admissions, departures and transit records, inventories and land valuation, censuses and chaplaincies, and 1 folder containing legal and official documents; 2 photograph albums; 26 glass negatives; 4 contact sheets; miscellaneous photographs, and 1 film.

Given the deteriorated condition of much of this original material and its consequent vulnerability to handling, the digitisation work was organised according to each volume or photograph being placed in suitable conditions for this purpose. This took quite some time before digitisation could begin.

Secondly, the collection has a significant set of photographs; some placed in albums, others framed and others loose. It was decided that the framed photos would be digitised in their frames so as not to alter their original presentation and risk damaging them. This decision was discussed with Jody Butterworth who, in view of

the excellent quality of the images obtained -without any glare from the glass, authorised this procedure (email 16/04/2025).

The collection also includes contact sheets, which were digitised with and without their covers to determine which procedure should be used in this case. Thus, after describing the process followed and sending a sample of the images obtained (email dated 8/04/2025), Jody Butterworth authorised digitising it with both with and without its cover, because it would be interesting for researchers if it was the case any notes are written on the protective sheets.

Finally, the collection also includes a film that was decided to be digitised because it is a unique record of vulnerable children in Chile in the 1930s.