

Mutual Assurance Society Policies Digital Collection

About the Transcripts

The transcripts included in the Mutual Assurance Society Policies digital collection are computer-generated. To create them, Simpson Library staff used an automated process to combine policy index data with transcripts of the blank policy forms that were used by Mutual Assurance enumerators. Staff have not reviewed each individual transcript, so they may include errors or incomplete information. For assistance with the policy images, please contact the Simpson Library Reference department.

Text in brackets is a description of handwritten information appearing on the policy that has not yet been transcribed. Information in bold is retrieved from the policy index data.

While transcripts are often created to replicate the text as closely as possible by retaining unique characteristics like misspellings and historical variants (spellings and letters), these transcripts are meant to provide a general outline of the policies, computer-readable alternatives, and additional access to images that can be challenging to decipher.

Transcript and Metadata Choices:

- **Data Differences:** In some instances, custom information included in the index is slightly different than what was written on the policy. For example, a name on the policy might just include a last name and the index includes the full name. Because the custom information is retrieved from the index, the transcripts include the index version.
- **Illustrations:** Most policies contain footprint and/or elevation drawings at the bottom of the page. The type of illustration was included in the index data, and the automatic transcription process uses this data to create a human-readable sentence briefly describing the image. These descriptions may be incomplete, and more intensive review of the images may be necessary for research purposes.

Limitations:

- Locating a batch XHTML to PDF converter was a challenging part of this project, and as a result, while the PDFs are full-text searchable and computer-readable, they aren't tagged. Staff continue to investigate ways to incorporate efficient tagging processes into this workflow.