INLS 750: Introduction to Digital Curation

The Instructor.

Dr. Helen R. Tibbo
Office: 211 Manning Hall
☎: (919) 962-8063(w); (919) 929-6248(h)
❖: Tibbo at email dot unc dot edu
Class Listserv: INLS750-sp18@ sakai.unc.edu

Office Hours.

We will set up a regular office hour schedule when the semester starts and have some face-to-face sessions that fit into your schedules. Feel free to call me at home in the evening before 9:00 PM.

Course Timeline.

First Week Starts: Wednesday, January 10, 2018
Last Week Ends: Tuesday, May 1, 2018
Final Project Due: May 1, 2018

Brief Course Description.

This course introduces students to the emerging field of digital curation. Centered on the Digital Curation Lifecycle, this course focuses on best practices for the creation, selection, storage, provision, and long-term preservation of digital entities. It discusses the digital/data curation lifecycles and identifies the activities associated with each stage and their social, legal, ethical, and policy implications. Policy development and use of community standards are major foci. This course also includes the characteristics, requisite training, and roles and responsibilities of data curation professionals.

Course Objectives.

By the end of the course, the student should be able to:

- Identify the key individuals, projects, and events in the history of digital preservation and curation.
- Define and apply essential terminology related to digital curation.
- Be able to discuss the significant characteristics of good data.
- Distinguish between the concepts underlying digital preservation and digital curation.
- Understand the digital curation lifecycle from conceptualization through disposition.
- Understand the primary issues and challenges with digital preservation and curation activities.
- Demonstrate familiarity with a variety of digital preservation and curation projects worldwide.
- Understand basic digital curation functions, tasks, and workflows.
- Identify standards that are important to the digital curation lifecycle.
- Be able to list and define the array of metadata types and their functions.
• Identify best practice guidelines and organizations that are creating them for digitization and digital curation.
• Discuss how the OAIS model fits into the trusted digital repository movement.
• Discuss what makes a repository “trustworthy.”
• Identify tools and standards for audit and certification of digital repositories.
• Understand the potential costs of digital curation services and plan appropriate facilities and resources.
• Understand how to manage a digital project/service based on strategic plans and policies.
• Write a well-argued and constructed funding proposal for a developing a trustworthy digital repository.

Class Participation (Forum Posts) 20% of Grade.

• You are expected to participate in the class forum every week. Posts are due on Friday of each week but I appreciate how busy weekday schedules are so please post your answers/discussions to my questions by Sunday at 11:55 pm each week at the latest to allow your classmates and me to read all of the posts before the end of the week period.
• You may create a new discussion topic, but please try to advance the discussion of an existing topic.
• Posts may address the readings, lectures, and the other materials that are part of that week’s assignments as well as any other source relevant to a given week’s content.
• Grades will be assigned based on the quality of the posts not the length of each post.
• Posts will be assessed based on the following criteria:
  • Relevance of the post to the question/conversation, i.e. the degree to which a post advances the discussion (hint – this is easier if you post early before others have made the most obvious points!)
  • Depth of understanding of the material, i.e. the level of preparation shown in the post.
  • Level of insight displayed by the post - does the post reflect the nuances of the question or situation posed?
  • Inclusion of relevant materials outside the assigned readings.

The purpose of the forum discussions is to help students to think critically about issues and challenges related to digital curation and management, and to address ways that the literature may affect practice. It is helpful, when preparing each week’s work, to consider how that session’s particular theme and readings may apply to your area of professional interest. You are also encouraged to share current news and events you find informative to issues of data curation through the class listserv.

Please work to stay on top of the forum posts. This is the primary way we will share with each other and act as a class during the semester. Be prepared to give your most thoughtful comments and learn for others’ posts.
Assignments and Evaluation.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>% of Grade</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Funding Proposal Discussion with Instructor</td>
<td></td>
<td>January 31</td>
</tr>
<tr>
<td>Digital Curation Landscape Presentation</td>
<td>5%</td>
<td>February 6</td>
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<tr>
<td>Preliminary Report on Funding Proposal</td>
<td>10%</td>
<td>February 20</td>
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<tr>
<td>Briefing Paper 1: Interview with Digital Curator</td>
<td>15%</td>
<td>March 6</td>
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<td>Briefing Paper 2: Ingest Survey</td>
<td>15%</td>
<td>March 27</td>
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<tr>
<td>Funding Proposal Presentation</td>
<td>10%</td>
<td>April 11</td>
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<tr>
<td>Peer Review of Proposals</td>
<td>5%</td>
<td>April 17</td>
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<tr>
<td>Funding Proposal</td>
<td>20%</td>
<td>May 1</td>
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<tr>
<td>Class Participation</td>
<td>20%</td>
<td>On-going through forums</td>
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<td><strong>Total</strong></td>
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Graduate Grading Scale. (Pluses and minuses not given for semester grades thus a semester P is 80-94 inclusive)

H (95-100): "Clear excellence," superior work: complete command of subject, unusual depth, great creativity or originality; above and beyond what is required

P+ (90-94): Above average performance: solid work somewhat beyond what was required and good command of the material

P (85-89): Satisfactory performance that meets course requirements (expected to be the median grade of all students in the course)

P- (80-84): Acceptable work in need of improvement

L (70-79): Unacceptable graduate performance: substandard in significant ways

F (< 70): Performance that is seriously deficient and unworthy of graduate credit

IN: Work incomplete (only given under extreme circumstances, such as serious illness)

Academic Policies.

By enrolling as a student in this course, you agree to abide by the University of North Carolina at Chapel Hill policies related to the acceptable use of online resources. Please consult the Acceptable Use Policy on topics such as copyright, net-etiquette, and privacy protection.

As part of this course, you may be asked to participate in online discussions or other online activities that may include personal information about you or other students in the course. Please be respectful of the rights and protection of other participants under the UNC-Chapel Hill Information Security Policies when participating in online classes.
When using online resources offered by organizations not affiliated with UNC-Chapel Hill, such as Google or YouTube, please note that the terms and conditions of these companies and not the University’s Terms and Conditions apply. These third parties may offer different degrees of privacy protection and access rights to online content. You should be well aware of this when posting content to sites not managed by UNC-Chapel Hill.

When links to sites outside of the unc.edu domain are inserted in class discussions, please be mindful that clicking on sites not affiliated with UNC-Chapel Hill may pose a risk for your computer due to the possible presence of malware on such sites.

**Honor Code & Class Conduct.**

**Honor Code:**

_The University of North Carolina at Chapel Hill has had a student-administered honor system and judicial system for over 100 years. The system is the responsibility of students and is regulated and governed by them, but faculty share the responsibility. If you have questions about your responsibility under the honor code, please bring them to your instructor or consult with the office of the Dean of Students or the Instrument of Student Judicial Governance. This document, adopted by the Chancellor, the Faculty Council, and the Student Congress, contains all policies and procedures pertaining to the student honor system. Your full participation and observance of the honor code is expected._

This class follows the UNC Honor System. Information on the Honor Code can be found at: [http://honor.unc.edu/](http://honor.unc.edu/). Please read through The Honor System's Module at: [http://studentconduct.unc.edu/students/honor-system-module](http://studentconduct.unc.edu/students/honor-system-module) to become familiar with the UNC Honor Code and to understand the rights and responsibilities defined therein.

The Instrument of Student Judicial Governance, ([http://instrument.unc.edu/](http://instrument.unc.edu/)) which contains the provisions of the Honor Code, states that students have four general responsibilities under the Code:

1. Obey and support the enforcement of the Honor Code;
2. Refrain from lying, cheating, or stealing;
3. Conduct themselves so as not to impair significantly the welfare or the educational opportunities of others in the University community; and
4. Refrain from conduct that impairs or may impair the capacity of University and associated personnel to perform their duties, manage resources, protect the safety and welfare of members of the University community, and maintain the integrity of the University.

The Instrument ([http://instrument.unc.edu/](http://instrument.unc.edu/)) prohibits giving or receiving unauthorized aid on examinations or in the completion of assignments. **The Honor Code defines plagiarism as "deliberate or reckless representation of another’s words, thoughts, or ideas as one’s own without attribution in connection with submission of academic work, whether graded or otherwise."** Whenever you use the words or ideas of others, this should be properly quoted and cited. You should adopt a style guide – e.g., American Psychological Association, Chicago Manual of Style, MLA, or Turabian – and use it consistently. (I do not care which one you select!) Students who are discovered attempting to take credit for work performed by others will be referred to the Honor Court for resolution.
Please include the following pledge on all submitted work: “On my honor, I have neither given nor received unauthorized aid on this assignment.”

Accommodations or Special Needs

If you feel that you may need an accommodation for a disability or have any other special need, please contact me. I will best be able to address special circumstances if I know about them early in the semester.

Diversity Statement

“In support of the University’s diversity goals and the mission of the School of Information and Library Science, SILS embraces diversity as an ethical and societal value. We broadly define diversity to include race, gender, national origin, ethnicity, religion, social class, age, sexual orientation, and physical and learning ability. As an academic community committed to preparing our graduates to be leaders in an increasingly multicultural and global society we strive to:

- Ensure inclusive leadership, policies and practices;
- Integrate diversity into the curriculum and research;
- Foster a mutually respectful intellectual environment in which diverse opinions are valued;
- Recruit traditionally underrepresented groups of students, faculty and staff; and
- Participate in outreach to underserved groups in the State.

The statement represents a commitment of resources to the development and maintenance of an academic environment that is open, representative, reflective and committed to the concepts of equity and fairness.”

~The faculty of the School of Information and Library Science

Class Policies:

- Be prepared for each week’s lessons by completing the assigned reading and exercises, enabling you to ask questions and participate in class discussion online.
- Be an active and positive participant in online discussions, characterized as:
  - Having a clear command of the readings for the week;
  - Sharing analyses and opinions based on the readings;
  - Respecting other students’ views and opinions; and
  - Freely agreeing and disagreeing with others when warranted.
- Follow the netiquette guidelines below.
- Please note: An intellectual exchange of ideas is the cornerstone of education, but any criticism should be limited to an idea and not the person specifically.
- Turn in assignments by the due date unless you make previous arrangements with the instructor. Unexcused late assignments are unfair to your classmates.

Penalty for Late Assignments.

I expect you to pass in assignments on time. This is important for at least two reasons: 1) the need to meet deadlines is a reality of professional life, and 2) giving some people more time for an assignment than others in the class is not equitable. However, life happens to all of us at one
time or another. If you cannot meet an assignment deadline please tell me why PRIOR to the
due date. I will negotiate a new deadline with anyone who has a valid reason for needing this
(i.e., NOT “I just didn’t get it done.”). Otherwise, late assignments will drop 2 points for each
day late.

**Online Etiquette Guidelines.**

http://www.albion.com/netiquette/
http://www.indiana.edu/~icy/netiquette.html
http://www.bright hub.com/education/online-learning/articles/26946.aspx

**Course Readings.**

**Textbooks.**

Please purchase these items as we will read them in their entirety and they will be staples on your
digital curation bookshelf:

- Oliver, Gillian & Ross Harvey. *Digital Curation* 2nd ed. (Chicago: Neal Schuman, 2016).
in print from SAA. (modules 12 & 13).
- Shallcross, Michael and Christopher J. Prom, eds. *Appraisal and Acquisition Strategies*. (Chicago:

In addition to the texts above, other required readings will be available online. Note: Accessing these
materials requires you either to use a computer with a UNC IP address or visit the associated sites
through a UNC proxy server. See Off-Campus Access for more information. If you're off campus
and want to enter a given page through a UNC proxy server, you can use the following bookmarklet:
http://libproxy.lib.unc.edu/login?url=

**Supplemental Online Resources.**

Digital Curation Center. (DCC) Glossary: [http://www.dcc.ac.uk/digital-curation/glossary](http://www.dcc.ac.uk/digital-curation/glossary)


DCC How-To Guides: [http://www.dcc.ac.uk/resources/how-guides](http://www.dcc.ac.uk/resources/how-guides)

DCC Briefing Papers: [http://www.dcc.ac.uk/resources/briefing-papers](http://www.dcc.ac.uk/resources/briefing-papers)

Week 1: January 10-16:

Introductions & What Is Digital Curation?

Goals for Session:

- Review course site and understand expectations.
- Introduce ourselves to each other.
- Define the general scope of digital and data curation.
- Discuss the basic motivation and goals for digital curation.

Forum Questions for the Week: (Please post by January 14).

- Add a Profile picture to your Sakai account (which will show as an icon next to your posts for the rest of the semester). View instructions.
- Introduce yourself; specify your personal pronouns; and share where you are from, what degrees you have and where you have gone to school, and why you are taking this course.
- Name one thing you are excited to learn more about and one thing that makes you anxious/worried about taking this class (or any online class).
- Define digital curation and the 3 most important components/functions. Explain why these components/functions are so important.
- Find (and post the URL of) 3 or more job descriptions that utilize digital curation skills that are not based in libraries or archives (the title of the job does not have to include “curator”).

1-1. Welcome and Introduction

Introduction to the class, instructors, and students. We will discuss through Sakai how we want to conduct the class and the nature of the assignments and the expectations of all of us.

View the video, Digital Preservation and Nuclear Disaster: An Animation: http://www.youtube.com/watch?v=pbBa6Oam7-w. There are several more videos in this series from DigitalPreservationEurope. They are fun and, I think, get their points across quite nicely. Have fun with this and any others you find.

1-2. What Are Digital and Data Curation?

Please watch this short video first from the NYU Health Sciences Library, 2012. This sums up much of what is going on in data sharing and the challenges data curators face on a day-to-day basis that is a part of the digital curation story. Enjoy. I laugh out loud every time I see this. http://www.youtube.com/watch?v=N2zK3sAtr-4


Week 2: January 17-23:

Lifecycle Approaches, Disciplinary Models, and Data

Goals for Session:

- Begin to understand the digital curation lifecycle from conceptualization through disposition (we will continue to explore this all semester).
- Discuss the importance of a life cycle approach to digital curation.
- Identify concepts, principles, tools, practices, and terminology that are central to data curation and management.
- Discuss the characteristics of good data.

Forum Questions for the Week: (Please post by January 21).

- Data Email: Your grandparents find out that you have started a graduate program in data curation and send you a congratulatory e-card! At the bottom, they ask “By the way, what are data anyway?” Respond to their query by defining data and the three most important characteristics of “good data” in laymen’s terms.
- What is so important about a lifecycle approach to caring for digital content?

2-1. A Lifecycle Approach


2-2. Disciplinary Models


2-3. Data, Big Data, Good Data, and Data Characteristics
Week 3: January 24-30:

A Brief History of Digital Curation & Funding Opportunities

Goals for Session:

- Identify the key events in the history of digital preservation and access.
- Become familiar with important individuals, projects, and accomplishments in digital curation.
- Learn how to write grant proposals to fund digital curation projects.
- Become familiar with organizations that support digital curation.

Forum Questions for the Week: (Please post by January 28).

You are in charge of a new Digital Curation awards ceremony. You have been tasked to select two inaugural achievement winners of the award:

- Foundational Achievement: for events 1885-1995
- Contemporary Achievement: for events 1996-2016

You should select events from this week’s module. Write a brief press release (>200 words) describing why these companies, individuals, or products deserve your inaugural awards.

3-1. Brief History of Digital Technology to 1995 as Precursor to Digital Curation


Data’s Shameful Neglect.” Nature 461/7261 (September 10, 2009).
[http://www.nature.com/nature/journal/v461/n7261/full/461145a.html](http://www.nature.com/nature/journal/v461/n7261/full/461145a.html)


3-2. Digital Preservation and Curation after 1996


3-3. Key Funding Programs and Grant Writing

Please visit the websites of the following funders and explore funding opportunities for digital preservation research and implementation projects: IMLS, NSF, NEA, NEH, NHPRC, Andrew W. Mellon Foundation, and the Alfred P. Sloan Foundation


Week 4: January 31 – February 6:

Permanence, Terminology, Fundamental Concepts

Goals for This Session:

- Distinguish between the concepts underlying digital preservation and digital curation.
- Define and apply essential terminology related to digital preservation and digital curation.
- Explore the notion of permanence and how it relates to digital curation.

Forum Questions for the Week: (Please post by February 4).

- Digital Curator Job Creation: You are the New York Public Library’s new Chief Digital Officer and have been given enough budget for 3 new employees to staff the NYPL’s digital curation efforts. What are the 3 most important positions for you to create? For each position, briefly describe why you think this opening will be essential. Provide links to similar job postings for each position and expand upon their descriptions, including adding more skills, experience, or other requirements that are needed. Alternatively, feel free to describe reasons why you would remove certain requirements of the previously-created postings.
- Why is archival theory and practice so important to digital curation?
- James O”Toole wrote “On Permanence” before the Internet and the burgeoning of digital content. What do you think is the next chapter in how we perceive “permanence”?

4-1. Digital Curators


Oliver & Harvey. 53-63.

4-2. Foundations in Archival Science (Authenticity, Provenance, Stewardship)
Week 5: February 7-13:

Digital Preservation and Curation Challenges and Opportunities, Projects and Programs

Goals for This Session:

- Describe the primary issues and challenges with digital preservation and curation activities.
- Discuss what 4th Paradigm Science is and why digital curation is essential to it.
- Identify key funding programs for digital curation.

Forum Questions for the Week: (Please post by February 11).

- Choose a grant-funding institution that provides opportunities for digital preservation research and implementation projects (such as IMLS, NSF, NEA, NEH, NHPRC, Andrew W. Mellon Foundation, and the Alfred P. Sloan Foundation). Using the institution's mission as a starting point, pick the top three areas that they should focus on supporting in the near future and describe your reasoning.
- Describe at least 2 different data management challenges that are different for scientists versus digital curators (4 challenges total).

5-1. Key Digital Curation Challenges

http://info.iibi.unam.mx/~mt14s01q/contenido/data/file/Ross_digital.pdf


Oliver & Harvey. Part II: Key Requirements for Digital Curation.” 65-101.

5-2. **4th Paradigm Science**


5-3. **Important Organizations**


Please visit at least 5 of the following organizations’ websites and explore their role in digital curation and preservation:

- Australian National Library
- Bitcurator Consortium
- British Library
- Coalition for Networked Information
- Digital Curation Centre
- Digital Preservation Coalition
- Digital Library Federation
- the KB of the Netherlands (Dutch National Library)
- Library of Congress (NDIIPP)
- Lyrasis
- National Digital Stewardship Alliance
- Northeast Document Conservation Center
- National Archives (UK)
- National Archives (US)
- OCLC
- Open Preservation Foundation, and
- RLG.
Week 6: February 14-20:

Two Foundational Standards: OAIS & ISO 16363

Goals for This Session:

- Describe the OAIS Reference Model and its components.
- Explain how the OAIS Reference Model fits into the trusted digital repository movement.
- Discuss the fundamental components and conditions that make a repository “trustworthy.”
- Identify tools and standards for audit and certification of digital repositories.

Forum Questions for the Week: (Please post by February 18).

- What is a “designated community” and is it inherently restrictive and/or discriminatory? Why or why not?
- After browsing through the standard, what are your initial impressions of the OAIS Reference Model?
- Select a repository and briefly describe what you believe is its designated community. (See if you can find evidence of this on its website.) Choose a digital object that would be a good fit for the repository and describe its significant properties and how those relate to the specific audience.
- For what can digital curators use ISO 16363 besides formal audits?

6-1. OAIS: The Primary Standard for Repositories

CCSDS. CCSDS 650.0-M-2: Reference Model for an Open Archival Information System (OAIS). Magenta Book. June 2012. [http://public.ccsds.org/publications/archive/650x0m2.pdf](http://public.ccsds.org/publications/archive/650x0m2.pdf). (This is the CCSDS version of the ISO standard. It is essentially identical and freely available on the internet whereas the ISO version (the official international standard) is expensive.


6-2. ISO 16363: Proving a Repository’s Trustworthiness

CCSDS. Recommended Practice. CCSDS 652.0-M-1. Audit and Certification of Trustworthy Digital Repositories. Magenta Book. September 2011. [https://public.ccsds.org/Pubs/652x0m1.pdf](https://public.ccsds.org/Pubs/652x0m1.pdf)

6-3. Designated Communities

6-4. Significant Properties


**Week 7: February 21-27:**

**Metadata & Representation**

**Goals for This Session:**

- Identify the primary categories/types of metadata and what their purposes/functions are.
- Identify important metadata standards.
- Discuss the challenges involved with metadata creation and maintenance.
- Identify tools and standards for audit and certification of digital repositories.

**Forum Questions for the Week: (Please post by February 25).**

- You have been tasked with developing a metadata strategy at a specific repository of your choosing. In an email-like memo to your supervisor, please describe:
  - why you should be utilizing the PREMIS standard, and
  - the three most important functions that metadata will fill.
- What is needed to move metadata collection/creation from an artisanal activity to a high-production workflow?

**Readings for all the topics:**


7-1. What Are Metadata and Why Are They Important?
7-2. Types of Metadata
7-3. Metadata Standards and Schemes
7-4. Functions of Metadata

**Week 8: February 28 – March 6:**

**Institutional Readiness for Repositories & Preservation Strategies, Planning, & Policies**

**Goals for This Session:**

- Discuss the Three-Legged Stool Model and why it is important to digital curation activities.
- Apply the Five Stages of Institutional Readiness as a digital curation maturity model.
• Discuss why organizations should manage their digital curation activities through a hierarchy of nested strategies, policies, and implementation plans.

Forum Questions for the Week: (Please post by March 4).

• You are in a new management position at an institution:
  o One of your first tasks is to create explicit, written policies for your team’s digital curation activities. Explain to your employees why this is important.
  o A team member balks at their assignment to identify where the institution resides within the Five Stages of Institutional Readiness. How do you respond?
  o Your team received funding that will only cover one “leg” of the DPM stool. Which do you choose and why? Why is the relationship of the three legs important?
• Why is it important to manage your digital curation activities through explicit, written policies?

8-1. Three-Legged Stool Model

8-2. Five Stages of Institutional Readiness


8-3. Digital Preservation Planning and Strategic Policy Framework


OSU’s Digital Preservation Policy Framework can be found at: https://library.osu.edu/document-registry/docs/260

Week 9: March 7-20:

Community Watch, Tools & Workflows

Goals for This Session:

• Locate a range of community tools for digital curation.
• Discuss what digital curation community watch involves, and why it is more than “watching.”
• Identify the basics of digital curation workflows.

Forum Questions for the Week: (Please post by March 4).

• What are some of the best ways for digital curators to become involved in the broader digital curation community? Please explain your selections.
• Please provide a brief review of the COPTR website and its potential usefulness.
• What are key barriers for smaller repositories to enter into the digital curation arena?
• How can digital curators best keep up with the field?

9-1. Community Watch and Involvement

Digital Preservation Coalition. Technology Watch Reports.  
http://www.dpconline.org/knowledge-base/tech-watch-reports “The DPC Technology Watch Report series is intended as an advanced introduction to specific issues for those charged with establishing or running services for long term access. They identify and track developments in IT, standards and tools which are critical to digital preservation activities.” Please browse these reports.


9-2. Digital Curation Tools


Community Owned Digital Preservation Tool Registry (COPTR). “COPTR describes tools useful for long term digital preservation and acts primarily as a finding and evaluation tool to help practitioners find the tools they need to preserve digital data. COPTR is collating the knowledge of the digital preservation community on preservation tools in one place. Instead of organisations competing against each other with their own registries, COPTR is bringing them together. In doing so it’s objective is to provide the best resource for practitioners on digital preservation tools.” http://coptr.digipres.org/Main_Page Please browse.

9-3. Digital Curation Workflows


DuraCloud. http://Duracloud.org


Please visit the SCAPE Project website now curated by the Open Preservation Foundation for examples of preservation policies: http://wiki.opf-labs.org/display/SP/
Week 10: March 21-27:

Appraisal and Collection Development

Goals for This Session:

- Identify the key factors in appraising digital content.
- Understand the importance of collection development and appraisal policies.
- Understand what records management is as an activity and profession.

Forum Questions for the Week: (Please post by March 25).

- You presently appraise analog materials at a repository. Your supervisor emails you to say that your institution wants to start including digital materials, but is unsure how to add that into your current duties. Create a response message that describes the key factors (if any) that makes appraisal of digital materials different from appraisal of analog materials and be sure to include information on how reappraisal affects digital files as well.
- What is a records schedule and what is its purpose?

10-1. Apraisal Theory


Oliver & Harvey. 129-148.


10-2. Collection Development


10-3. Records Management and Records Schedules


Week 11: March 28 – April 3:
Working with Content Creators & Ingesting Content

Goals for This Session:

- Identify steps in the ingest process per the OAIS Reference Model.
- Explain what PAMAIS is and why it is important.
- Discuss the role of digital curators working with content creators to plan digital objects and recruit content, and cite techniques that work well.

Forum Questions for the Week: (Please post by April 1).

- How can digital curators best work with content creators to secure significant material for a repository?
- How does PAMAIS support ingest?

11-1. Recruiting Content and PAIMAS


11-2. Ingesting/Accessioning Content into a Repository


Oliver & Harvey. “Ingesting Data.” 149-158.

Week 12: April 4-10:

Storing Content & Preserving It

Goals for This Session:

- Describe what a format registry is and why they are so hard to maintain.
- Discuss the “sustainability” of formats.
- Discuss various types of digital storage options and their significant characteristics.
- Explain why a hierarchy of strategies, policies, and plans is essential to trustworthy digital curation.

Forum Questions for the Week: (Please post by April 8).

- You are working with a team to develop a new institution that includes digital curation. They want to start collecting data and materials first and develop strategic policies and plans later.
  - Write an email that describes why strategic policies and plans so important to digital curation.
o Later, your team wonders which storage options should be utilized at the new repository. Provide suggestions on the best way to evaluate the options available (such as Preservica)?

- What is “the format registry problem” and why is it a problem?

12-1. All about File Formats


FADGI. http://www.digitizationguidelines.gov/ Browse site, guidelines, and articles.

http://journal.code4lib.org/articles/8029

Oliver & Harvey. “Creating Data.” 113-128.


12-2. Storing Content

http://www.dpconline.org/handbook/organisational-activities/storage

Oliver & Harvey. “Storing Data.” 177-196.


12-3. Preservation Strategies

Digital Preservation Coalition (DPC). “Preservation Planning.”

Oliver & Harvey. “Preserving Data.” 159-175.

Week 13: April 11-17:

Student Presentations & Peer Review.

April 11: Grant Presentations Due by 11:55 PM.

April 17: Peer Review of Presentations Due by 11:55 PM.

Week 14: April 18-24:

Understanding Users and Providing Access

Goals for This Session:

- Explain what a DIP is and how they might vary across designated communities.
• Describe the challenges of creating well-formed user surveys and other user assessment tools.
• Discuss the value of a “culture of assessment” for repository users.

**Forum Questions for the Week: (Please post by April 22).**

• What is a DIP and what is its relationship to a digital object’s “significant properties” and “designated community”?
• Why are user surveys and other user-based evaluations so important to the provision of access to digital content?
• In your experience, what are the biggest barriers to the development of a culture of assessment in the workplace?

13-1.  **User Needs and Profiles and Provision of Access**


13-2.  **Dissemination Information Packages**

CCSDS 650.0-M-2: Reference Model for an Open Archival Information System (OAIS). Magenta Book. June 2012. [This Recommendation has been adopted as ISO 14721:2012.](http://public.ccsds.org/publications/archive/650x0m2.pdf) Section on DIPS.

13-3.  **Developing a Culture of Assessment and Evaluation**


**Week 15: April 25 – May 1:**

**Costing & Sustainability**

**Goals for This Session:**

• Explain the major components in digital curation activities and their associated costs.
• Make a case for the value of a digital curation service and its digital contents.
• Discuss sustainability of digital content.

**Forum Questions for the Week: (Please post by April 29).**

• Provide a brief review of the 4C and Curation Costs Exchange websites. Are these sites helpful in actually determining curation costs? Why or why not?
Your supervisor confides that your repository’s management team is considering the possibility of cutting its digital curation service. He asks you to help him figure out the three of the most important elements in making a case for the value of your digital curation service. How do you respond? Additionally, describe at least 2 of the biggest barriers to sustainability of digital content and how they ought to be mitigated by your team.

15-1. What Does This All Cost?

4C Project [http://www.4cproject.eu/](http://www.4cproject.eu/)


15-2. Making the Case for Value


15-3. Sustainability


May 1: Funding Proposal Due by 11:55 PM.