



## INLS 696: Carolina Digital Curation Fellows (CDCF) Introductory Seminar

### The Instructors.

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### Course Timeline.

The Carolina Digital Curation Fellows Introductory Seminar will meet for two hours approximately every two weeks:

- First Class: Friday, August 24, 2007
- Last Class: Friday, November 30, 2007

Please see the Bi-Weekly Course Calendar for complete dates and assignments.

### Brief Seminar Description.

This seminar provides a broad overview to the areas of digital curation. Curation of digital assets has surfaced as a wide-scale challenge in recent years. Dozens of initiatives and developments have emerged over the past decade responding to this challenge, including the development of standards, such as the OAIS Reference Model<sup>1</sup>, the development of platforms for digital asset management, such as DSpace and Fedora, and the development of tools for assessing an institution's digital preservation and curation programs, such as Trusted Repositories Audit Checklist (TRAC)<sup>2</sup> and the Digital Repository Audit Method Based on Risk Assessment (DRAMBORA).<sup>3</sup>

This seminar will investigate the complementarities and differences between digital curation and digital preservation; offer an overview and analysis of past and current research in these areas; and discuss best practices across a range of activities, including identification, appraisal, acquisition, management, storage, and discovery. The seminar is designed to provide an introduction to the key concepts, principles and practices of digital preservation, and serves as a background for further coursework related to digital

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<sup>1</sup> CCSDS, Reference Model for an Open Archival Information System (OAIS): Blue Book CCSDS 650.0-B-1 (2002).  
<http://public.ccsds.org/publications/archive/650x0b1.pdf>

<sup>2</sup> OCLC, CRL, and NARA, Trusted Repositories Audit and Certification: Criteria and Checklist (2007).  
<http://www.crl.edu/PDF/trac.pdf>

<sup>3</sup> DCC and DPE, DRAMBORA: Digital Repository Audit Method Based on Risk Assessment (2007).  
<http://www.repositoryaudit.eu/>



preservation and digital curation. This seminar will also help the Carolina Digital Curation Fellows to become better consumers of the growing body of relevant information in the fields of digital preservation and digital curation for subsequent application in their Practicum settings.

Finally, this seminar allows for informal group discussion between the Fellows and your academic advisors (Helen Tibbo and Cal Lee), to (1) talk about your Practicum activities and (2) to offer advice and discussions on your academic pursuits.

## Goals and Objectives.

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

- ✦ Define and distinguish “digital preservation” and “digital curation”
- ✦ Describe fundamental digital preservation concepts and principles
- ✦ Identify the key events in the history of digital preservation
- ✦ Identify current and past key documents and research in these areas
- ✦ Understand the primary issues and challenges in digital preservation
- ✦ Identify critical planning steps for long-term preservation
- ✦ Understand and be able to apply the Open Archival Information Systems (OAIS) Reference Model
- ✦ Discuss what makes a repository “trustworthy”
- ✦ Explain the digitization workflow and all the steps involved in major digitization projects
- ✦ Be familiar with best practice guidelines and organizations that are creating them
- ✦ Understand the costs and risks associated with digital preservation projects

## Format and Evaluation.

A new topic will be introduced every two weeks to meet the learning objectives set for this seminar. This will include a discussion of assigned readings. Please consult the Bi-Weekly Course Calendar for specifics. The seminar will focus on applying readings through group discussion and in-class case study assignments. Participation in these group discussions and in-class assignments is a requirement for credit. Positive and active participation is characterized by having a clear command of the readings for the day, sharing analyses and options based on the readings, project guidelines, and case studies; allowing other students the opportunity to participate; and freely agreeing and disagreeing with others when warranted.

## Readings.

All readings, except when noted, are available on-line. When not available on-line, copies will be provided at the seminar session preceding the session date for the assigned reading. For detailed information on the class reading assignments, please see the Bi-Weekly Course Calendar.

A list of supplemental resources (glossaries, professional organizations, project websites, listservs, and newsletters/blogs/journals) is also provided at:

[http://www.ils.unc.edu/digccurr/fellows/fall2007\\_syllabus\\_supplement.pdf](http://www.ils.unc.edu/digccurr/fellows/fall2007_syllabus_supplement.pdf)

## Honor Code.

This class strictly follows the Honor Code. Information on the Honor Code can be found at:

<http://honor.unc.edu/honor/code.html>.

## Weekly Course Calendar.

### 1. Friday, August 24: Welcome and Introductions (Manning 214)

- I. Introduction to the seminar, DigCCurr project staff, and Fellows.
  - + Discuss plans for the seminar and expectations for each of us. We will complete the independent study forms.
- II. Framework for semester:
  - + Review the seminar syllabus.
- III. Practicum assignment:
  - + Discuss your Practicum placements
- IV. What do we mean by “digital preservation & access” and “digital curation”?
  - + Digital Curation Center (DCC) <http://www.dcc.ac.uk/index>

### 2. Friday, September 7: Defining the Digital Curation Problem Space and What you Should Learn to Work Within It (Manning 208)

- I. The DigCCurr Framework
  - + High Level Categories of Digital Curation Functions.  
[http://www.ils.unc.edu/digccurr/imls\\_july07/High\\_level\\_funcnt\\_categories.pdf](http://www.ils.unc.edu/digccurr/imls_july07/High_level_funcnt_categories.pdf)
  - + Draft Matrix of Topics for Digital Curation Curriculum.  
[http://www.ils.unc.edu/digccurr/imls\\_july07/draft\\_matrix\\_topics\\_v6.pdf](http://www.ils.unc.edu/digccurr/imls_july07/draft_matrix_topics_v6.pdf)
- II. Implications for Advising and Coursework at SILS
  - + Cal Lee's Advising Notes for SILS Students Interested in Archives and Records Management (ARM) or Digital Curation. <http://www.ils.unc.edu/callee/arm-advising.html>

### 3. Friday, September 21: Evolution and Professionalization of Digital Curation (Manning 214)

- I. A brief history of digital preservation.
  - + Cornell University. Digital Preservation Management Tutorial: Implementing Short-term Strategies for Long-term Problems.  
<http://www.library.cornell.edu/iris/tutorial/dpm/timeline/index.html> Please read “Setting the Stage,” look at the timeline, and take the timeline quiz.

### 4. Friday, October 5: Digital Preservation & Longevity: Primary Challenges (Manning 214)

- + Dollar, Charles M. "Appendix 5 – Media Life Expectancy Disposition Charts." In *Authentic Electronic Records: Strategies for Long-Term Access*, 215-222. Chicago, IL: Cohasset Associates, 1999.

- ✚ Garrett, John & Donald Waters. "Preserving Digital Information: Report of the Task Force on Archiving of Digital Information." (The Commission on Preservation and Access and RLG. 1996). <http://www.rlg.org/legacy/ftp/pub/archtf/final-report.pdf>. Read the Executive Summary closely; briefly familiarize yourself with the rest of the document.
- ✚ Rothenberg, Jeff. "Ensuring the Longevity of Digital Information." Washington, DC: Council on Library and Information Resources, 1999. <http://www.clir.org/pubs/archives/ensuring.pdf>

## 5. Friday, October 12: Creating Durable Digital Objects: Guidelines and Recommendations (Manning 214)

- ✚ NINCH Guide to Good Practice. Chapter 1. "Introduction." <http://www.nyu.edu/its/humanities/ninchguide/I/>
- ✚ "Program Elements." In *Digital Preservation Management: Implementing Short-Term Strategies for Long-Term Problems*. <http://www.library.cornell.edu/iris/tutorial/dpm/program/index.html>

## 6. Friday, October 26: Reference Model for an Open Archival Information Systems (OAIS) (Manning 214)

- ✚ Lavoie, B. The Open Archival information System Reference Model: Introductory Guide. DPC Technology Watch Report Series 04-01. (2004). [http://www.dpconline.org/docs/lavoie\\_OAIS.pdf](http://www.dpconline.org/docs/lavoie_OAIS.pdf)
- ✚ The preceding article summarizes the full standard: CCSDS 650.0-B-1: Reference Model for an Open Archival Information System (OAIS). Blue Book. Issue 1. January 2002. [Adopted as ISO 14721:2003.] <http://public.ccsds.org/publications/archive/650x0b1.pdf>.

## 7. Friday, November 9: Institutional Repositories (Manning 214)

- ✚ Lynch, C. Institutional Repositories: Essential Infrastructure for Scholarship in the Digital Age. ARL Bimonthly Report 226. (2002). <http://www.arl.org/resources/pubs/br/br226/br226ir.shtml>
- ✚ Markey K., Rich, S., St. Jean, B., Kim, J. and Yakel, E. Census of Institutional Repositories in the United States: MIRACLE Project Research Findings (Washington DC: CLIR). (2007). <http://www.clir.org/pubs/reports/pub140/pub140.pdf>
- ✚ Ross, Seamus and Andrew McHugh. "The Role of Evidence in Establishing Trust in Repositories." *D-Lib Magazine* 12 7/8 (July/August 2006). <http://www.dlib.org/dlib/july06/ross/07ross.html>.

## 8. Friday, November 16: NHPRC Electronic Records Fellowship Symposium: Pleasants Family Room, Wilson Library, 9 am to 5 pm

- ✚ Please inform your Practicum Supervisors that you will be attending this all-day event. The hours should be detracted from your regularly scheduled 20 hour-Practicum work week. A Symposium agenda is forthcoming. For past Symposia, please see: <http://www.ils.unc.edu/nhprcfellows/>

## 9. Friday, November 30: Wrapping Up (Manning 214)

- ✚ Synthesis of Main Topics
- ✚ Conclusions
- ✚ Lessons Learned
- ✚ Next Steps for Us