

INLS 752: Digital Preservation and Access

Fall 2009

Course Overview

Instructor

Name: Carolyn Hank

Email: hcarolyn@email.unc.edu

Mobile: 919.259.3191

Office Hours

I am available most Tuesdays and Thursdays before and after class. Please contact me via email or text to arrange a specific meeting time and location. I am also available at other times, as needed, by appointment.

Course Timeline

Class meets Tuesdays and Thursdays, 3:30 pm to 4:45 pm in 208 Manning Hall.

- First day of class is Tuesday, August 25, 2009
- Last day of class is Tuesday, December 8, 2009

Course Description

This course focuses on integrating state-of-the-art information technologies, particularly those related to the digital curation lifecycle, digital repositories, and long-term digital preservation, into the daily operations of archives, records centers, museums, special collections libraries, visual resource collections, historical societies, and other information centers. Issues, topics, and technologies covered will include: the promise and challenge of long-term digital preservation and curation; durable digital objects; selection and appraisal; preservation approaches; institutional repositories; trusted digital repositories; project management; risk management; rights management and other legal and ethical issues; digital asset management; standards; file formats; metadata; quality control; resource allocation and costing; funding for developing and sustaining digitization projects and programs; and grant-writing.

Course Objectives

By the end of this course, students should be able to:

- Identify the key events in the history of digital preservation and access.
- Define and apply essential terminology related to digital preservation.
- Distinguish between the concepts underlying digital preservation and digital curation.
- Identify and describe stages in the digital curation life cycle of digital information, from conceptualization through disposition.
- Understand the primary issues and challenges associated with digital preservation and digital curation activities.
- Demonstrate familiarity with key digital preservation and digital curation projects worldwide.
- Identify standards important to the digital curation lifecycle.
- Identify best practice guidelines and organizations that are creating them for digitization and digital preservation.
- Describe the digitization workflow and steps involved in major digitization projects.

- Select and justify standards and benchmarks for a given digitization project.
- Select materials for digitization projects and provide sound justifications for these selections.
- Understand how to manage a digitization project including assessing risk and establishing a quality control program.
- Be familiar with the development of institutional repositories.
- Discuss what makes a repository “trustworthy.”
- Discuss the OAIS model and how it fits into the trusted digital repository movement.
- Be familiar with the development of tools and standards for audit and certification of digital repositories.
- Be able to explain different approaches to digital preservation.
- Create appropriate metadata for digital objects for access, management, and preservation purposes.
- Determine the costs of digitization projects and plan appropriate facilities and resources.
- Write a well-argued and constructed grant proposal for a digital preservation project.

Course Readings and Activities

Course activities include readings, videos, discussion, and assignments. Discussion will take place in the classroom as well as through the class website on Blackboard. There is no textbook for class. The assigned readings and webcasts are available on the Web, through UNC Libraries’ E-Research Tools, or on the class website on Blackboard, accessible at <http://blackboard.unc.edu/>. While there is no required textbook for this class, the following out of print book has been placed on reserve in the SILS Library: Kenny, Anne R. & Oya Rieger. *Moving Theory into Practice*. Mountain View, CA: RLG, 2000.

All required readings are listed in the **Course Outline** section of this syllabus, as are optional readings for each class session. Additionally, please see the **Course Supplement** for additional resources complementing our required course and optional readings. You are expected to read all required readings before the start of the class session for which these readings are assigned; you may choose to read the optional readings for the particular class session as well, though this is not a requirement. Optional readings are provided to encourage and develop understanding of topics of particular interest to you.

Assignments and Evaluation

The course grade will be based on three, 2-5 page briefing papers; a semester-long, group grant project; and class participation.

Assignment	Percent of Grade	Due Date
Briefing Paper 1: Digital Image Capture	10%	September 10
Briefing Paper 2: Needs Assessment	15%	October 1
Briefing Paper 3: Position Statement	15%	October 20
Grant Progress Report	5%	September 28-October 2
Grant Presentation	10%	November 17 or 19
Grant Proposal	30%	November 24
Grant Evaluation	5%	December 3
Class Participation	10%	On-going

A summary of each of the assignments is below; for more detailed descriptions of the Briefing Paper assignments and the overall Grant Assignment (Progress Report, Presentation, Proposal, and Evaluation), see the **Detailed Course Assignments** handout.

Briefing Papers

The Briefing Paper assignments are designed to allow students to apply some of the concepts and challenges discussed in the course:

- For Briefing Paper 1, students will digitally capture two document types and comment on the results and experience.
- For Briefing Paper 2, students will develop a digital repository ingest survey for conducting needs assessments with the producer community.
- For Briefing Paper 3, students will write a short position paper, either pro or con, in response to a contemporary digital preservation issue.

Grant Project

Proposal writing, project design, and project management are some of the most highly sought after skills an information professional can possess today, particularly in the field of digital curation. As a result, this assignment was designed to provide students with experience in project planning and grant-writing. Project planning and proposal writing is not an individual task; rather it necessitates a collaborative, team-approach. For this assignment, students will form teams of five, and select from a list of actual proposed projects, working with real-life practitioners, to prepare a submission-worthy grant proposal. The semester-long, team project will be evaluated at four stages: 1) Progress Report, establishing your work plan and task assignments for completing your team's grant proposal; 2) Grant Presentation, a 15 minute group presentation of your team's grant proposal to your classmates, with five minutes for Q&A; 3) your team's completed Grant Proposal; and 4) Grant Evaluation, in which you will review and evaluate the grant proposals submitted by your classmates.

Class Participation

Students are expected to participate in class discussions on the readings and webcasts and to pose questions about those readings and about the course content. The purpose of the discussions is to help students to think critically about issues and challenges related to digital preservation and access, and to address ways that the literature may affect practice. Your responsibilities are to be prepared for class each day through reading and reflecting on the required readings assigned for that particular session. It is also helpful, when preparing for class, to consider how that session's particular theme and readings may apply to your area of professional interest. In addition to participating in in-class discussions, you are also encouraged to initiate and/or continue discussions on the appropriate forum on Blackboard, under the "Discussion Board." You are also encouraged to share current news and events you find informative to issues of digital preservation and access, both in-class as well as on Blackboard. See Class Rules, below, for additional guidance on class participation.

Grading Scale

Graduate Grading Scale

- H (95-100): "Clear excellence", above and beyond what is required
- P (80-94): Entirely satisfactory; SILS recognizes subtle levels of "satisfactory" since most grades tend to cluster here:
 - P+ (91-94): All requirements satisfied at highest quality
 - P (85-90): All requirements satisfied at entirely acceptable, above average level

- P- (80-84): Requirements satisfied
- L (70-79): Low passing
- F (< 70): Failed
- IN: Work incomplete (only given under **extreme** circumstances, such as serious illness)

Please note that any questions concerning the grading scale or any specific grade that you may receive on an assignment should be discussed first with the instructor. If you remain dissatisfied, then you may refer to the appeals process in the Graduate Handbook.

Honor Code and Class Conduct

This class follows the UNC Honor Code. Information on the Honor Code can be found at: <http://honor.unc.edu/>. Students are encouraged to become familiar with the UNC Honor Code to understand the rights and responsibilities defined there. The UNC Honor Code prohibits giving or receiving unauthorized aid on examinations or in the completion of assignments. *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 (preferred), Chicago Manual of Style, MLA, or Turabian – and use it consistently. Students who are discovered attempting to take credit for work performed by others will be referred to the Honor Court for resolution.

Class Policies:

- Be considerate of others in using reserve and other materials, returning them promptly and in good condition.
- Be considerate of your classmates by arriving to class on time, with cell phones turned *off* for the duration of the class period. Unexcused/unexplained tardiness may impact your class participation grade.
- Additionally, be considerate of your classmates by informing instructor of any planned absences. Unexcused/unexplained absences may impact your class participation grade.
- Be prepared for each class by completing the assigned reading, enabling you to ask questions and participate in class discussion.
- Be an active and positive participant in class, characterized as:
 - Having a clear command of the readings for the day;
 - Sharing analyses and opinions based on the readings;
 - Allowing other students the opportunity to participate; and
 - Freely agreeing and disagreeing with others when warranted.
- 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 or at the beginning of the class session on which the assignment is due.

Course Outline

THEME: COURSE OVERVIEW (Session 1)

1) Tuesday, August 25, 2009: Introduction to Course

Objectives:

- Students will be able to identify goals of the course and understand requirements, readings, assignments, and expectations.
- Students will be able to identify framework for course, based on:
 - Matrix of Digital Curation Knowledge and Competencies:
<http://ils.unc.edu/digccurr/digccurr-matrix.html>
 - Digital Curation Lifecycle Model:
<http://www.dcc.ac.uk/docs/publications/DCCLifecycle.pdf>

In-Class:

- View the video, Digital Preservation and Nuclear Disaster: An Animation:
<http://www.youtube.com/watch?v=pbBa6Oam7-w>

THEME: PREREQUISITE KNOWLEDGE (Sessions 2-3)

2) Thursday, August 27, 2009: Permanence, Terminology and Fundamental Concepts

Objective:

- Students will be able to define digital preservation and curation terminology and identify fundamental concepts, with a focus on the notion of “permanence.”

Required Reading for Today:

- O’Toole, James M. “On the Idea of Permanence.” *American Archivist* 52 (Winter 1989): 10-25. [On Blackboard]
- Association for Library Collections and Technical Services (ALCTS). “Definitions of Digital Preservation.” Prepared by the Preservation and Reformatting Section, Working Group on Defining Digital Preservation, ALA Annual Conference, Washington, D.C., June 24, 2007. <http://www.pla.org/ala/mgrps/divs/alcts/resources/preserv/defdigpres0408.pdf>
- *Moving Theory into Practice Digital Imaging Tutorial*, Chapter 1: Basic Terminology. <http://www.library.cornell.edu/preservation/tutorial/intro/intro-01.html>
- Digital Curation Centre (DCC). Glossary of Terms (on Digital Curation). <http://www.dcc.ac.uk/resource/glossary/>

3) Tuesday, September 1, 2009: History of Information and Communication Technologies

Objective:

- Students will be able to identify milestones in information and communication technology development, and emerging call for digital preservation solutions.

Required Reading/Viewing for Today:

- Cornell University. “Digital Preservation Management Tutorial: Implementing Short-term Strategies for Long-term Problems.” <http://www.icpsr.umich.edu/dpm/dpm-eng/timeline/index.html>. Read “Setting the Stage,” look at the timeline, and take the timeline quiz.
- View the video, Information R/Evolution video: <http://www.youtube.com/watch?v=-4CV05HyAbM&feature=related>

THEME: GROUP PROJECT PREPARATION (Session 4)

4) Thursday, September 3, 2009: Grant-Writing and Funding Resources

Objective:

- Students will be able to describe the attributes and requirements for creating a compliant grant proposal, focused on four major areas: defining the project; planning the project; doing the project; and writing the grant application.

Required Reading for Today:

- Institute of Museum and Library Services (IMLS). National Leadership Grant (NLG): *NLG Project Planning: A Tutorial*. http://www.ims.gov/project_planning/index1.asp
- Library of Congress. National Digital Library Program. “NDLP Project Planning Checklist.” Memory.loc.gov/ammem/prjplan.html.

Optional Readings:

- National Archives and Records Administration, National Historic Publications and Records Commission, funding program. <http://www.archives.gov/nhprc/apply/program.html>.

Future Reference (for Group Grant Project work):

- Locke, Lawrence F., Waneen Wyrick Spirduso, and Stephen J. Silverman. *Proposals that Work: A Guide for Planning Dissertations and Grant Proposals*. Thousand Oaks: Sage Publications, 2007. On reserve. SILS Q180.55.P7 L63 2007 c. 3.
- Miner, Jeremy T. *Models of Proposal Planning & Writing*. Westport, CT: Praeger, 2005. On reserve. SILS HG177.5.U6 M558 2005.
- Miner, Lynn E., Jeremy T. Miner, & Jerry Griffith. *Proposal Planning and Writing*. 2nd ed. Phoenix, AZ: Oryx, 1998. Browse entire book. In UNC Library’s e-books. HG177.5.U6 M56 1998.

**THEME: MANDATES, VALUES, AND PRINCIPLES
(Sessions 5-6)**

5) Tuesday, September 8, 2009: Long-Term Digital Preservation: Part I

Objective:

- Students will be able to describe seminal works describing the historical impetus for programmatic, digital preservation approaches, and recommendations for planning and implementation.

Required Reading for Today:

- 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.oclc.org/programs/ourwork/past/digpresstudy/final-report.pdf>
- Ross, Seamus. "Changing Trains at Wigan: Digital Preservation and the Future of Scholarship." 2000. <http://www.bl.uk/npo/pdf/wigan.pdf>

Optional Readings:

- Tibbo, Helen R. "On the Nature and Importance of Archiving in the Digital Age." In *Advances in Computing* v. 57. Elsevier, 2003. [On Blackboard]
- *NINCH Guide to Good Practice*. Chapter 14. "Preservation." <http://www.nyu.edu/its/humanities/ninchguide/XIV/>
- UNESCO. "Charter on the Preservation of the Digital Heritage." http://portal.unesco.org/ci/en/ev.php-URL_ID=13366&URL_DO=DO_TOPIC&URL_SECTION=201.html

In-Class:

- Create groups of 5 for Group Grant Project. Inform instructor of members so group page may be created in Blackboard to facilitate your group's activities.

6) Thursday, September 10, 2009: Long-Term Digital Preservation: Part II

***** Due Today: Briefing Paper One: Digital Image Capture**

Objective:

- Students will be able to identify and discuss seminal works describing the contemporary issues and challenges of digital preservation.

Required Reading for Today:

- Harvey, Ross. *So Where's the Black Hole in Our Collective Memory? A Provocative Position Paper*. 2008. http://www.digitalpreservationeurope.eu/publications/position/Ross_Harvey_black_hole_PPP.pdf

- Hedstrom, Margaret. "It's About Time: Research Challenges in Digital Archiving and Long-term Preservation." Washington, DC: NSF & LOC, 2003.
<http://www.si.umich.edu/digarch/NSF%200915031.pdf>
- Hedstrom, Margaret and Seamus Ross. "Invest to Save: Report and Recommendations of the NSF-DELOS Working Group on Digital Archiving and Preservation." (Washington, DC: NSF & DELOS, 2003). <http://delos-noe.iei.pi.cnr.it/activities/internationalforum/Joint-WGs/digitalarchiving/Digitalarchiving.pdf>. Read executive summary, pp. 1-10.

Optional Readings:

- Digital Preservation Coalition. "Mind the Gap: Assessing Digital Preservation Needs in the UK." 2006. <http://www.dpconline.org/graphics/reports/mindthegap.html>
- Hedstrom, Margaret. "Research Agendas Set Course for Digital Archiving and Long-Term Preservation." *RLG DigiNews*. 7/6 (December 15, 2003).
<http://www.rlg.org/preserv/diginews/diginews7-6.html#feature2>
- LaVoie, Brian and Lorcan Dempsey (2004) "Thirteen Ways of Looking at...Digital Preservation." *D-Lib Magazine* 10(7/8). <http://www.dlib.org/dlib/july04/lavoie/07lavoie.html>
- NSF. *Cyberinfrastructure Vision for 21st Century Discovery*. Chapter 3: "Data, Data Analysis and Visualization." Washington, DC: NSF, March 2007.
<http://www.nsf.gov/pubs/2007/nsf0728/nsf0728.pdf>

THEME: TYPE OF RESOURCE
(Sessions 7-8)

7) Tuesday, September 15, 2009: Standards, Storage Media, and File Formats**Objective:**

- Students will be able to identify key standards, file format and storage media considerations for creating durable digital objects.

Required Reading for Today:**File Formats**

- Brown, Adrian. "Selecting File Formats for Long-Term Preservation." London: The National Archives (June 19, 2003)
http://www.nationalarchives.gov.uk/documents/selecting_file_formats.pdf
- "Recommended Data Formats for Preservation Purposes in the FCLA Digital Archive."
<http://www.fcla.edu/digitalArchive/pdfs/recFormats.pdf>

Storage Media

- Brown, Adrian. "Selecting Storage Media for Long-Term Preservation." London: The National Archives (June 19, 2003).
http://www.nationalarchives.gov.uk/documents/selecting_storage_media.pdf
- Puglia, Steve. "Creating Permanent and Durable Information: Physical Media and Storage Standards." *CRM: Cultural Resource Management* 22/2 (1999): 25-27.
<http://crm.cr.nps.gov/archive/22-2/22-02-10.pdf>

Standards:

- Waibel, Günter. “Like Russian Dolls: Nesting Standards for Digital Preservation.” *RLG DigiNews* 7/3 (June 2003).
<http://www.worldcat.org/arcviewer/1/OCC/2007/08/08/0000070513/viewer/file3453.html#feature2>
- White Paper: “PDF/A: The Basics.” January 22, 2007. <http://www.pdf-tools.com/public/downloads/whitepapers/whitepaper-pdf-a.pdf>.

Optional Readings:**File Formats**

- Darlington, Jeffrey. “PRONOM—A Practical Online Compendium of File Formats.” *RLG DigiNews* 7/5 (October 15, 2003). <http://www.rlg.org/preserv/diginews/diginews7-5.html#feature2>
- ERPANET. “File Formats for Preservation.”
http://www.erpanet.org/events/2004/vienna/Vienna_Report.pdf
- Folk, Mike and Bruce Barkstrom. “Attributes of File Formats for Long-Term Preservation of Scientific and Engineering Data in Digital Libraries.” *JCDL 2003*.
http://www.ncsa.uiuc.edu/NARA/Sci_Formats_and_Archiving.doc
- LeFurgy, William G. “PDF/A: Developing a File Format for Long-Term Preservation.” *RLG DigiNews* 7/6 (December 15, 2003). <http://www.rlg.org/preserv/diginews/diginews7-6.html#feature1>
- RLG. “Risk Management of Digital Information: A File Format Investigation.” *RLG DigiNews* 4/3 (June 2000). <http://www.rlg.org/legacy/preserv/diginews/diginews4-3.html#technical1>
- Rog, Judith and Caroline van Wijk. “Evaluating File Formats for Long-term Preservation.” White Paper: National Library of the Netherlands, 2007.
http://www.kb.nl/hrd/dd/dd_links_en_publicaties/publicaties/KB_file_format_evaluation_meth od_27022008.pdf

Storage Media

- Baker, Mary, Kimberly Keeton, and Sean Martin. “Why Traditional Storage Systems Don’t Help Us Save Stuff Forever.” HP Laboratories Palo Alto, 1005.
<http://www.hpl.hp.com/techreports/2005/HPL-2005-120.pdf>

Standards

- “PDF as a Standard for Archiving.”
<http://www.adobe.com/products/acrobat/pdfs/pdfarchiving.pdf>
- Library of Congress. “Standards Related to Digital Imaging of Pictorial Materials.” September 2004. <http://www.loc.gov/rr/print/tp/DigitizationStandardsPictorial.pdf>

Note: Also see Course Supplement for listing of standards bodies and file format registries.

In-Class:

- View the video, Keeping Up With Data Rot.
<http://www.cbsnews.com/video/watch/?id=4836762n>

8) Thursday, September 17, 2009: Best Practices for Creating Digital Objects

Objectives:

- Students will be able to identify best practices and standards for creating durable digital objects.
- Students will be able to discuss motivations for digitization projects, as well as challenges.

Required Reading for Today:

- Cornell University. *Moving Theory into Practice Digital Imaging Tutorial*, Chapter 6: Technical Infrastructure (parts a, b, c and d).
<http://www.library.cornell.edu/preservation/tutorial/contents.html>
- NCECHO. "Chapter 4: Digital Production." In *Guidelines for Digitization*.
http://www.ncecho.org/dig/guide_4production.shtml
- NINCH. "Chapter I: Introduction," and "Chapter V: Digitization and Encoding of Text." In *NINCH Guide to Good Practice*. <http://www.nyu.edu/its/humanities/ninchguide/index.html>

Optional Readings:

- BCR's CDP Digital Imaging Best Practices, V. 2.0. June 2008.
<http://www.bcr.org/cdp/best/digital-imaging-bp.pdf>
- Coyle, Karen. Mass Digitization of Books. *The Journal of Academic Librarianship* 32(6) (2006): 641-645. In UNC Libraries' e-Journals.
- DigiCult. "Digital Collections and the Management of Knowledge: Renaissance Emblem Literature as a Case Study for the Digitization of Rare Texts and Images." February 2004.
<http://www.digicult.info/downloads/html/8/8.html>
- Eisen, B. "Brand New Again." *Inside Higher Ed*. (August 3, 2009).
<http://www.insidehighered.com/news/2009/08/03/reprinting>
- Library of Congress. "Steps in Digitization"
<http://lcweb2.loc.gov/ammem/award/docs/stepsdig.html>
- Library of Congress. "What to Look for in a Scanner." June 2005.
<http://www.loc.gov/rr/print/tp/LookForAScanner.pdf>
- Smith, Abby. "Why Digitize?" Washington, D.C.: Council on Library and Information Resources, 1998. <http://www.clir.org/pubs/reports/pub80-smith/pub80.html>

THEME: TRANSITION POINT IN INFORMATION CONTINUUM (Sessions 9-11)

9) Tuesday, September 22, 2009: Open Archival Information System (OAIS) and the Producer-Archive Interface Methodology Abstract Standard (PAIMAS)

Objectives:

- Students will be able to identify and describe functional components and stakeholder roles of the OAIS Reference Model.
- Specifically, students will be able to describe key considerations to be negotiated at the ingest stage.

Required Reading for Today:

- Cornell University. “Digital Preservation Management Tutorial: Implementing Short-term Strategies for Long-term Problems.” Section 4b: OAIS Reference Model, under Section 4: Foundations: <http://www.icpsr.umich.edu/dpm/dpm-eng/foundation/oais/index.html>.
- CCSDS 650.1-B-1: Producer-Archive Interface Methodology Abstract Standard. Blue Book. Issue 1. May 2004. [This Recommendation has been adopted as ISO 20565.] <http://public.ccsds.org/publications/archive/651x0b1.pdf>
- 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.

10) Thursday, September 24, 2009: Digital Preservation in Practice: Guest Speaker Panel of Local Experts in Digital Preservation and Access

Objectives:

- Students will be able to engage with local practitioners working in the areas of digitization, digital preservation, digital access, and use/reuse.
- Students will learn about the requirements for the Professional Field Experience Program at SILS.

Required Reading for Today:

Please browse the following websites to become more familiar with a few of our guest speakers:

- Papyri.info. <http://www.papyri.info/>
- Odum Institute for Research in Social Science. <http://www.irss.unc.edu/odum/jsp/home.jsp>
- Learning Objects. http://www.lib.unc.edu/instruct/learning_objects/index.html
- Classroom Resources. <http://docsouth.unc.edu/classroom/>
- SILS Field Experience. http://sils.unc.edu/programs/msls/field_exp.html

***** September 28- October 2, 2009: Meet with Instructor Regarding Group Grant Project *****
Grant Progress Report Due at Meeting

11) Tuesday, September 29, 2009: Trusted Digital Repositories

Objectives:

- Students will be able to describe what is meant by “trusted” in relation to digital preservation repositories.
- Students will be able to identify current audit and certification initiatives, and describe essential criteria for establishing and evidencing trust.

Required Reading for Today:

- Center for Research Libraries. *Trustworthy Repositories Audit & Certification: Criteria and Checklist*. Version 1.0. February 2007. <http://www.crl.edu/content.asp?l1=13&l2=58&l3=162&l4=91>

- Long-Lived Digital Collection Case Studies. “Repository Profile: NORC General Social Survey.” December 2, 2008. http://www.crl.edu/PDF/NORC_Profile.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>

Optional Readings:

- Jantz, Ronald and Michael J. Giarlo. “Digital Preservation: Architecture and Technology for Trusted Digital Repositories.” *D-Lib Magazine* 11, no. 6 (June 2005). <http://www.dlib.org/dlib/june05/jantz/06jantz.html>

THEME: PROFESSIONAL, DISCIPLINARY, INSTITUTIONAL, ORGANIZATIONAL OR CULTURAL CONTEXT (Sessions 12-14)

12) Thursday, October 1, 2009: Institutional Repositories

*** Due Today: Briefing Paper 2: Needs Assessment

Objectives:

- Students will be able to describe the current institutional repository (IR) landscape, and define and distinguish IRs from other types of digital repositories.
- Students will be able to discuss best practices for developing institutional repositories, as well as issues and challenges in planning and deployment.

Required Reading /Viewing for Today:

- Lynch, Clifford. "Institutional Repositories: Essential Infrastructure for Scholarship in the Digital Age," *ARL Bimonthly Report*, 226 (2003). <http://www.arl.org/newsltr/226/ir.html>.
- Markey, Karen, Soo Young Rieh, Beth St. Jean, Jihyun Kim, and Elizabeth Yakel. “Executive Summary” and “Chapter 9: Discussion of Census Findings.” In *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>.
- View the video, Revisiting Institutional Repositories, featuring Clifford Lynch. <http://vimeo.com/5498937>

Optional Readings:

- Barton, M. and J. Walker. “Building a Business Plan for DSpace, MIT Libraries Digital Institutional Repository.” *JoDI* 4/2 (May 2003). <http://jodi.ecs.soton.ac.uk/Articles/v04/i02/Barton/> & <http://jodi.ecs.soton.ac.uk/Articles/v04/i02/Barton/barton-final.pdf> (If link rot, use: <http://journals.tdl.org/jodi/article/viewFile/99/98>)
- Gibbons, Susan and Nancy Foster. “Understanding Faculty to Improve Content Recruitment for Institutional Repositories.” *D-Lib Magazine* 11/1 (January 2005). <http://www.dlib.org/dlib/january05/foster/01foster.html>
- Crow, Raym. *The Case for Institutional Repositories: A SPARC Position Paper*. The Scholarly Publishing & Academic Resources Coalition, 2002. <http://www.arl.org/sparc/IR/ir.html>
- Heery, Rachel and Sheila Anderson. “Digital Repositories Review” (Final version). Bath UK: UKOLN and AHDS. (2005). <http://ahds.ac.uk/preservation/digital-repositories-review-2005.pdf>

- Lynch, Clifford and Joan K. Lippincott. "Institutional Repository Deployment in the United States as of Early 2005." *D-Lib Magazine* 11 no. 9. (Sept. 2005).
<http://www.dlib.org/dlib/september05/lynch/09lynch.html>
- Van Westrienen, G. and Lynch, C.A. Academic Institutional Repositories: "Deployment Status in 13 Nations as of Mid 2005." *D-Lib Magazine* 11no. 6. (Sept. 2005).
<http://www.dlib.org/dlib/september05/westrienen/09westrienen.html>

In-Class:

- Assign dates for group grant presentation (November 17, and 19).

13) Tuesday, October 6, 2009: iRODS: Guest Lecture by Dr. Richard Marciano**Objectives:**

- Students will be able to define a distributed custodial framework for digital preservation.
- Specifically, students will be able to describe key features of iRODS, the Integrated Rule-Oriented Data System.

Required Readings for Today:

- Moore, Reagan. "Building Preservation Environments with Data Grid Technology." *The American Archivist*, 69 (Spring/Summer 2006): 139-158. In UNC Libraries' e-Journals.
- Moore, Reagan. "Towards a Theory of Digital Preservation." *International Journal of Digital Curation*. (June 2008). <http://www.ijdc.net/ijdc/article/view/63/82>

14) Thursday, October 8, 2009: Institutional Readiness for Preservation**Objectives:**

- Students will be able to discuss the necessary infrastructures (technological and organizational), and resource framework required for digital preservation programs.
- Further, students will be able to identify functional competencies required to initiate, plan, implement, and manage these programs.

Required Reading for Today:

- Cornell University Library. "Digital Preservation Management: Implementing Short-Term Strategies for Long-Term Problems."
http://www.library.cornell.edu/iris/tutorial/dpm/eng_index.html. Please complete 5: Challenges; 6: Program Elements; and Conclusion.
- ERPANET. "Digital Preservation Policy Tool." (2003).
<http://www.erpanet.org/guidance/docs/ERPANETPolicyTool.pdf>
- Kenney, A.R. and Buckley, E. "Developing Digital Preservation Programs: the Cornell Survey of Institutional Readiness, 2003-2005." *RLG DigiNews*, 9, no. 4 (Aug. 15, 2005).
http://library.oclc.org/cdm4/item_viewer.php?CISOROOT=/p267701coll33&CISOPTR=71
- National Library of Australia. Digital Preservation Policy, October 2007.
<http://www.nla.gov.au/policy/digpres.html>
- Russell, A. "Surveying the Digital Readiness of Institutions." *First Monday*, 12, no. 7 (2007).
<http://firstmonday.org/htbin/cgiwrap/bin/ojs/index.php/fm/article/view/1921/1803>

Optional Readings:

- Heritage Preservation. A Public at Risk: The Heritage Health Index Report on the State of America's Collections; a project of Heritage Preservation and the Institute of Museum and Library Services, 2005. <http://www.heritagepreservation.org/HHI/HHIsummary.pdf>
- Hoorens, Stign, Jeff Rothenberg, Constantijn van Oranje-Nassau, Martin van der Mandele, and Ruth Levitt. *Towards a Robust Strategy for Digital Archiving and Preservation*. Santa Monica, Calif.: Rand Europe, 2007.
- Reiger, Oya Y. Chapter 8: "Project to Programs: Developing a Digital Preservation Policy," In: Kenney, Anne R. & Oya Reiger. *Moving Theory into Practice*. Mountain View, CA: RLG, 2000, 135-152. On reserve in SILS Library.

THEME: FUNCTIONS AND SKILLS
(Sessions 15-23, 26, 28)

15) Tuesday, October 13, 2009: Project Planning and Workflows**Objective:**

- Students will be able to identify and describe critical steps in digital preservation project planning, as well as be able to discuss best practices in designing project work flows.

Required Readings for Today:

- DigitalPreservationEurope (2008). D3.3 Repository Planning Checklist and Guidance (PLATTER). http://www.digitalpreservationeurope.eu/publications/reports/Repository_Planning_Checklist_and_Guidance.pdf
- JISC Digital Media. "Project Management for a Digitisation Project." <http://www.jiscdigitalmedia.ac.uk/crossmedia/advice/project-management-for-a-digitisation-project/>
- National Information Standards Organization (NISO). "A Framework of Guidance for Building Good Digital Collections." 3rd Ed. December 2007. <http://framework.niso.org/node/5>

Optional Readings:

- Arts & Humanities Data Service. "Digitisation: A Project Planning Checklist." <http://ahds.ac.uk/checklist.htm>.
- Library of Congress. "Digital Master Images: Sample Technical Specifications for Photograph Collections." June 2004. http://www.loc.gov/rr/print/tp/DgtlMastersSamplSpecsSelctdRcmndFinal7_2004.pdf.
- Library of Congress. "Introduction to Basic Measures of a Digital Image for Pictorial Collections." June 2005. <http://www.loc.gov/rr/print/tp/IntroDgtlImage.pdf>
- Library of Congress. "NDLP Project Planning Checklist." January 1997. <http://memory.loc.gov/ammem/prjplan.html>
- *NINCH Guide to Good Practice*. Chapter 2. "Project Planning." <http://www.nyu.edu/its/humanities/ninchguide/II/>
- *NINCH Guide to Good Practice*. Chapter 9. "Working with Others." <http://www.nyu.edu/its/humanities/ninchguide/IX/>

- “Questions to Consider Before Beginning an Image Database Project.” University of Illinois Library, Digital Imaging & Media Technology Initiative.
<http://images.library.uiuc.edu/resources/20questns.html>

16) Thursday, October 15, 2009: Digital Preservation Approaches

Objectives:

- Students will be able to describe the core goals of digital preservation.
- Students will be able to define and distinguish between active and passive approaches to preservation.

Required Readings for Today:

- Caplan, Priscilla. "The Preservation of Digital Materials." *Library Technology Reports* 44 (2), (February/March 2008).
<https://publications.techsource.ala.org/products/archive.pl?article=2614>
- Cornell University. Digital Preservation Management Tutorial: Implementing Short-term Strategies for Long-term Problems. “Digital Preservation Strategies (in Terms and Concepts)”.
<http://www.icpsr.umich.edu/dpm/dpm-eng/terminology/strategies.html>
- Becker, Christoph, Hannes Kulovits, Andreas Rauber, and Hans Hofman. “Plato: A Service-Oriented Decision Support System for Preservation Planning.” *Proceedings of the ACM IEEE Joint Conference on Digital Libraries*. June 16-20, 2008: Pittsburgh, PA .
<http://www.ifs.tuwien.ac.at/~becker/pubs/becker-plato-jcdl2008.pdf>
- Thibodeau, Kenneth. “Overview of Technological Approaches to Digital Preservation and Challenges in Coming Years.” *In The State of Digital Preservation: An International Perspective. Conference Proceedings*. Washington, D.C., April 24-25, 2002. Washington, D.C.: Council on Library and Information Resources, <http://www.clir.org/pubs/reports/pub107/thibodeau.html>

Optional Readings:

- ADHS. “Excavating Data: Retrieving the Newham Archive.” (May 3, 2001).
<http://ahds.ac.uk/creating/case-studies/newham/index.htm>
- Hedstrom, Margaret L., Christopher A. Lee, Judith S. Olson, and Clifford Lampe. “The Old Version Flickers More:” Digital Preservation from the User’s Perspective. *The American Archivist* 69 (Spring/Summer 2006): 159-187. In UNC Libraries’ e-Journals.
- CAMiLEON. “BBC Domesday (Proof of Concept Case Study).
<http://www.si.umich.edu/CAMiLEON/domesday/domesday.html>
- National Archives of Australia. An Approach to the Preservation of Digital Records. 2002.
http://www.naa.gov.au/Images/An-approach-Green-Paper_tcm2-888.pdf
- Oltmans, Erik and Nanda Kol. “A Comparison between Migration and Emulation in Terms of Costs.” *RLG DigiNews* 9 no. 2 (April 15, 2005).
<http://www.worldcat.org/arcviewer/1/OCC/2007/08/08/0000070513/viewer/file2264.html>
- Rothenberg, Jeff. “Ensuring the Longevity of Digital Documents.” *Scientific American* 272 (January 1995): 42–47. In UNC Libraries’ e-Journals.

In-Class:

View the video, LOCKSS. http://www.youtube.com/watch?v=TOE_Jw23cVg&feature=channel

17) Tuesday, October 20, 2009: How Much Does This All Cost?***** Due Today: Briefing Paper 3: Position Paper****Objective:**

- Students will be able to identify and discuss criteria for assessing costs of digital preservation, from planning through program stage.

Required Readings for Today:

- Beagrie, Neil, Julia Chruszcz, and Brian Lavoie. *Keeping Research Data Safe*. May 2008. <http://www.jisc.ac.uk/publications/publications/keepingresearchdatasafe.aspx>. Read Executive Summary.
- Digital Preservation Coalition. *Handbook*. Chapter 3.7: "Institutional Strategies – Costs and Business Modeling." <http://www.dpconline.org/graphics/inststrat/costs.html>
- Center for Technology in Government. *Opening Gateways: A Practical Guide for Designing Electronic Records Access Programs* (2002). Cost estimation tool, pp. 29-34 and appendix. <http://www.ctg.albany.edu/publications/guides/gateways/gateways.pdf>
- McLeod, R., Wheatley, P. and Ayris, P. (2006) Lifecycle Information for e-Literature: A Summary from the LIFE project. Research report. LIFE Project, London, UK. <http://eprints.ucl.ac.uk/1855/1/LifeProjSummary.pdf>

Optional Readings:

- Connaway, Lynn S. and Stephen R. Lawrence. "Comparing Library Resource Allocations for the Paper and the Digital Library: An Exploratory Study." *DLib Magazine*, 9 no. 12 (December 2003). <http://www.dlib.org/dlib/december03/connaway/12connaway.html>
- Kenney, Anne R. Chapter 9: "Project to Programs: Mainstreaming Digital Imaging Initiatives," In: Kenney, Anne R. & Oya Reiger. *Moving Theory into Practice*. Mountain View, CA: RLG, 2000, 153-176.
- NINCH Symposium: "The Price of Digitization: New Cost Models for Cultural and Educational Institutions." (April 8, 2003) <http://www.ninch.org/forum/price.report.html>
- Sanett, Shelby. "The Cost to Preserve Authentic Electronic Records in Perpetuity: Comparing Costs across Cost Models and Cost Frameworks." *RLG DigiNews* 7 no. 4 (Aug. 15, 2003). <http://www.worldcat.org/arcviewer/1/OCC/2007/08/08/0000070513/viewer/file117.html>

***** THURSDAY, OCTOBER 22, 2009: NO CLASS (FALL BREAK) *****

18) Tuesday, October 27, 2009: Authenticity**Objectives:**

- Students will be able to describe what is meant by “authenticity” in relation to digital objects.
- Students will be able to discuss challenges and issues associated with authenticity in a digital environment, and identify emerging best practices in response to these challenges.

Required Readings for Today:

- Bearman, David and Jennifer Trant. “Authenticity of Digital Resources: Towards a Statement of Requirements in the Research Process.” *D-Lib Magazine* (June 1998). <http://www.dlib.org/dlib/june98/06bearman.html>
- CLIR. *Authenticity in a Digital Environment*. Washington, DC.: Council on Library and Information Resources, 2000. <http://www.clir.org/pubs/reports/pub92/pub92.pdf>. Scan all; read Lynch (pp. 32-50).
- DigiCULT. *Integrity and Authenticity of Digital Cultural Heritage Objects: Thematic Issue #1*, 2002. http://www.digicult.info/downloads/thematic_issue_1_final.pdf Scan all; read Ross (pp. 6-8).

Optional Readings:

- Characteristics of Archival Documents. UCL. SLAIS. <http://www.ucl.ac.uk/~uczcw09/appraisal/characs.htm>
- Interpares. Authenticity Task Force Report. 34p. 2002. http://www.interpares.org/book/interpares_book_d_part1.pdf

19) Tuesday, October 29, 2009: Ethics in Digital Preservation: Guest Lecture by Dr. Cal Lee**Objectives:**

- Students will be able to identify and discuss ethically-sound decision making for digital preservation program planning and implementation.

Required Readings for Today:

- Anderson, Cokie G. *Ethical Decision Making for Digital Libraries*, Chandos Information Professional Series. Oxford: Chandos Pub., 2006 (pp. 1-18). [On Blackboard]
- *Note: Additional reading(s) to be announced.*

20) Tuesday, November 3, 2009: Selection and Appraisal**Objectives:**

- Students will be able to define key terms in relation to selecting and appraising digital objects for digitization and preservation.
- Students will be able to discuss criteria and approaches for selection and appraisal.

Required Readings for Today:

- “Decision Tree for Selection of Materials for Long-Term Retention.” Modified and updated by Deborah Woodyard-Robinson. Digital Preservation Coalition, March 8, 2006.
<http://www.dpconline.org/graphics/handbook/dec-tree.html>
- Hazen, Dan, Jeffrey Horrell, and Jan Merrill-Oldham. “A Decision-Making Matrix” from *Selecting Research Collections for Digitization*. Washington, DC: CLIR, 1998.
<http://www.clir.org/pubs/reports/hazen/matrix.html>
- Johnson, Richard K. “In Google's Broad Wake: Taking Responsibility for Shaping the Global Digital Library.” *ARL: A Bimonthly Report* 250 (2007): 1-15.
<http://www.arl.org/bm~doc/aribr250digprinciples.pdf>
- Library of Congress, Preservation Reformatting Division. 2005. “Selection Criteria for Preservation Digital Reformatting.”
<http://lcweb.loc.gov/preserv/prd/presdig/presselection.html>
- “Moving Theory into Practice Digital Imaging Tutorial,” Chapter 2: Selection.
<http://www.library.cornell.edu/preservation/tutorial/selection/selection-01.html>
- *NINCH Guide to Good Practice*. Chapter 3. “Selecting Materials: An Iterative Process.”
<http://www.nyu.edu/its/humanities/ninchguide/III/>

Optional Readings:

- Ayris, Paul. 1998. “Guidance for Selecting Materials for Digitisation.” Joint RLG and NPO Preservation Conference Guidelines for Digital Imaging.
http://eprints.ucl.ac.uk/492/1/paul_ayris3.pdf
- DeStefano, Paula. Chapter 2: “Selection for Digital Conversion,” In: Kenney, Anne R. & Oya Reiger. *Moving Theory into Practice*. Mountain View, CA: RLG, 2000, 11-23.
- Task Force on the Artifact in Library Collections. *The Evidence in Hand*. Council on Library and Information Resources, 2001. <http://www.clir.org/pubs/abstract/pub103abst.html>
- Gertz, Janet. 2001. Selection for Preservation in the Digital Age: An Overview. *Microform & Imaging Review*, 30, 2, Pages 48–56. In UNC Libraries e-Journals.
- Gertz, Janet. 2007. “Preservation and Selection for Digitization.” NEDCC.
<http://www.nedcc.org/resources/leaflets/6Reformatting/06PreservationAndSelection.php>
- Hazen, Dan, Jeffrey Horrell, and Jan Merrill-Oldham. 1998. *Selecting Research Collections for Digitization*. Council on Library and Information Resources.
<http://www.clir.org/pubs/reports/hazen/pub74.html>
- Kenney, Anne R. and Oya Y. Rieger. “Introduction.” *Moving Theory into Practice*. Mountain View, CA: RLG, 2000, 1-10. On reserve.
- Menne-Haritz, Angelika, and Nils Brübach. 2005. “The Intrinsic Value of Archive and Library Material.” Archivschule Marburg. <http://www.archivschule.de/content/292.html>
- National Library of Australia. 2006. “Collection Digitisation Policy.”
<http://www.nla.gov.au/policy/digitisation.html>
- Oxford University. “Assessment Criteria for Digitization.”
<http://www.bodley.ox.ac.uk/scoping/assessment.html>
- Rieger, Oya Y. *Preservation in the Age of Large-Scale Digitization A White Paper*. CLIR Report 141 (February 2008). <http://www.clir.org/pubs/abstract/pub141abst.html>
- Smith, Abby. “Strategies for Building Digitized Collections.” Washington, DC: Council on Library and Information Resources, 2001. <http://www.clir.org/pubs/abstract/pub101abst.html>
- University of California Libraries. 1997. “Selection Criteria for Digitization.”
<http://libraries.universityofcalifornia.edu/cdc/pag/digselec.html>

- University of California. California Digital Library. "Collection Development Process." 2004. <http://www.cdlib.org/inside/collect>

21) Thursday, November 5, 2009: Copyright and Rights Management

Objectives:

- Students will be able to describe the implications of copyright law, and other intellectual property rights, on digital preservation and access.
- Students will be able to identify the six exclusive rights of copyright holders, and exemptions to these rights, including those granted to libraries as well as the fair use exemption.

Required Readings for Today:

- ✚ Besek, June M. *Copyright Issues Relevant to the Creation of a Digital Archive: A Preliminary Assessment*. Washington, DC: CLIR & LOC (January 2003). <http://www.clir.org/pubs/abstract/pub112abst.html>
- ✚ Gasaway, Laura N. "America's Cultural Record: A Thing of the Past?" *Houston Law Review*, 2003. <http://www.unc.edu/%7Eunclng/America%27s%20cultural%20record.htm>
- ✚ Hirtle, Peter. "Copyright Term and the Public Domain in the United States" (table). (January 2007). <http://www.copyright.cornell.edu/resources/publicdomain.cfm>
- ✚ Hirtle, Peter B. "Digital Preservation and Copyright." Stanford University Libraries. Copyright and Fair Use. http://fairuse.stanford.edu/commentary_and_analysis/2003_11_hirtle.html
- ✚ Section 108 Study Group. *Executive Summary*. March 2008. <http://www.section108.gov/docs/Sec108ExecSum.pdf>
- ✚ Copyright Slide Ruler. <http://www.librarycopyright.net/digitalslider/>

Optional Readings:

- Hirtle, Peter. "The Impact of the Librarian of Congress's Rulemaking on the Digital Millennium Copyright Act." *RLG DigiNews* 7/6 (December 15, 2003). <http://www.rlg.org/preserv/diginews/diginews7-6.html#faq>
- Library of Congress. Section 108 Study Group Report; an independent report sponsored by the United States Copyright Office and the National Digital Information Infrastructure and Preservation Program of the Library of Congress. Washington, D.C.: Library of Congress, March 2008. <http://www.section108.gov/docs/Sec108StudyGroupReport.pdf>.
- *NINCH Guide to Good Practice*. Chapter 4. "Rights Management." <http://www.nyu.edu/its/humanities/ninchguide/IV/>.
- Ryan, Alicia. "Contract, Copyright, and the Future of Digital Preservation." *Journal of Science and Technology Law*, 10, 1 (Winter 2004). <http://www.bu.edu/law/central/jd/organizations/journals/scitech/volume101/ryan.pdf>
- Sherpa/RoMEo. "Publisher Copyright Policies and Self-Archiving." <http://www.sherpa.ac.uk/romeo.php>
- Stanford University. Copyright Renewal Database. <http://collections.stanford.edu/copyrightrenewals/bin/page?forward=home>

22) Tuesday, November 10, 2009: Metadata for Access, Management and Preservation

Objectives:

- Students will be able to define and distinguish between different types of metadata (e.g., descriptive, structural, and administrative).
- Students will be able to identify dominant metadata schemes used in digital preservation repositories, and best practices for creating sound metadata for digital objects.

Required Readings for Today:

- Coyle, Karen. "Rights in the PREMIS Data Model: A Report for the Library of Congress." Washington, D.C.: Library of Congress, December 2006.
<http://www.loc.gov/standards/premis/Rights-in-the-PREMIS-Data-Model.pdf>.
- Gill, Tony, Anne J. Gilliland, Maureen Whalen, and Mary S. Woodley. "Introduction to Metadata: Setting the Stage," Getty Research Institute, Online Edition. Version 3.0.
<http://www.getty.edu/research/institute/standards/intrometadata/>
- *Moving Theory into Practice Digital Imaging Tutorial*, Chapter 5: Metadata.
<http://www.library.cornell.edu/preservation/tutorial/metadata/metadata-01.html>
- NISO. *Understanding Metadata*. NISO Press, 2004.
<http://www.niso.org/publications/press/UnderstandingMetadata.pdf>

Optional Readings:

- Lagoze, Carl and Sandra Payette. Chapter 5: "Metadata: Principles, Practices, & Challenges," In: Kenney, Anne R. & Oya Reiger. *Moving Theory into Practice*. Mountain View, CA: RLG, 2000, 84-100.
- Lavoie, Brian and Richard Gartner. "Preservation Metadata." DPC Technology Watch Report 05-01. London: Digital Preservation Coalition, 2005.
<http://www.dpconline.org/docs/reports/dpctw05-01.pdf>
- Metadata Encoding and Transmission Standard (METS). <http://www.loc.gov/standards/mets>.
- *NINCH Guide to Good Practice*. "Appendix B: Metadata."
<http://www.nyu.edu/its/humanities/ninchguide/appendices/metadata.html>
- OCLC Website for Dublin Core materials: <http://dublincore.org/>
- PREMIS Web Site. (PREservation Metadata Implementation Strategies).
<http://www.oclc.org/research/projects/pmwg/>
- RLG. "Descriptive Metadata Guidelines for RLG Cultural Materials." 2005.
http://www.oclc.org/programs/ourwork/past/culturalmaterials/RLG_desc_metadata.pdf
- Seybold. "'No Pain, No Metadata': This article in the June 22, 2005 issue of the Seybold Report provides a synopsis of the PREMIS final report. In UNC Libraries e-Journals.

23) Thursday, November 12, 2009: Risk Management and Evaluation

Objectives:

- Students will be able to describe risk criteria and current guidelines for identifying and evaluating risks at the management level.
- Students will be able to discuss criteria and strategies for evaluating digital preservation programs at the consumer level.

Required Readings for Today:**Risk Management**

- DCC & DPE. *DRAMBORA*. 1.0 (2007), 1-28. <http://www.repositoryaudit.eu/>
- ERPANET. "Risk Communication Tool." (2003). <http://www.erpanet.org/guidance/docs/ERPANETRiskTool.pdf>
- Lawrence, Gregory W., et al. "Section 2: Risk Assessment and Measurement." In *Risk Management of Digital Information: A File Format Investigation*. (CLIR Report, June 2000), 23-26. <http://www.clir.org/pubs/reports/pub93/pub93.pdf>

Evaluation

- *NINCH Guide to Good Practice*. Chapter 12. "Assessment of Projects by User Evaluation." <http://www.nyu.edu/its/humanities/ninchguide/XII/>.

Optional Readings:**Risk Management**

- Kenney, Anne R. Chapter 9: "Project to Programs: Mainstreaming Digital Imaging Initiatives," In: Kenney, Anne R. & Oya Reiger. *Moving Theory into Practice*. Mountain View, CA: RLG, 2000, 153-176.
- Kenney, Anne R. et al. "Preservation Risk Management for Web Resources Virtual Remote Control in Cornell's Project Prism." *D-Lib Magazine* 8/1 (January 2002). <http://www.dlib.org/dlib/january02/kenney/01kenney.html>

24) Tuesday, November 17, 2009: Grant Project Presentations (3 Groups)**25) Thursday, November 19, 2009: Grant Project Presentations (3 Groups)****26) Tuesday, November 24, 2009: Sustainability and Future Directions******* Due Today: Grant Proposal****Objectives:**

- Students will be able to discuss strategic approaches to sustaining digital preservation programs.
- Students will be able to identify key areas for future research in digital preservation and access.

Required Reading:

- DigitalPreservationEurope. "DPE Research Roadmap, DPE-D7-.2." (June 2006). http://www.digitalpreservationeurope.eu/publications/reports/dpe_research_roadmap_D72.pdf (Read Executive Summary).
- *NINCH Guide to Good Practice*. Chapter 11. "Sustainability: Models for Long-Term Funding." <http://www.nyu.edu/its/humanities/ninchguide/XI/>
- S. Ross (2007). *Digital Preservation, Archival Science and Methodological Foundations for Digital Libraries*. Keynote Address at the 11th European Conference on Digital Libraries (ECDL), Budapest (17 September 2007). © Seamus Ross, HATII at the University of Glasgow. http://www.ecdl2007.org/Keynote_ECDL2007_SROSS.pdf

- Zorich, Diane M. *A Survey of Digital Cultural Heritage Initiatives and Their Sustainability Concerns*. Washington, D.C.: CLIR, June 2003.
<http://www.clir.org/pubs/abstract/pub118abst.html> (Read Executive Summary).

***** Thursday, November 26, 2009: NO CLASS (Holiday) *****

27) Tuesday, December 1, 2009: Grant Review Work Period

Note: Class will not meet today; however, you are to use the regular class time to complete your evaluations of grant proposals (See Detailed Course Assignment handout for details).

28) Thursday, December 3, 2009: Self-Directed Study: OCR and Encoding

***** Due Today: Grant Evaluations**

Note: Class will not meet today; however, you are to use the time for self-directed study on Optical Character Recognition (OCR) and Encoding. Please read the following. We will not be discussing these in class, but you are still expected to have a foundation in these areas. A discussion thread on Blackboard will be posted for you to share reflections, comments and questions raised with your classmates.

Required Readings for Self-Directed Study:

- Fenton, Eileen G. "VII: Developing Best Practices: Guidelines from Case Studies: 3. An OCR Case Study." *Handbook for Digital Projects: A Management Tool for Preservation and Access*. Andover, MA: NEDCC, 2000. <http://www.nedcc.org/resources/digitalhandbook/dman.pdf>
- *NINCH Guide to Good Practice*. Chapter 5. "Digitization and Encoding of Text." <http://www.nyu.edu/its/humanities/ninchguide/V/>
- DigiCult Technology Watch Briefing 7: "The XML Family of Technologies." Pp.41-66. <http://www.digicult.info/downloads/html/1082026370/1082026370.html>

Optional Readings:

- Price-Wilkin, John. Chapter 6: "System Building and Image Processing," In Kenney, Anne R. & Oya Reiger. *Moving Theory into Practice*. Mountain View, CA: RLG, 2000, 101-118. On reserve.
- The Text Encoding Initiative: <http://www.tei-c.org/>. Browse.
- See the OASIS SGML/XML Web Page by Robin Cover for extensive explanations, bibliographies, standards, and position papers at: <http://www.oasis-open.org/cover/xml.html>.

29) Tuesday, December 8, 2009: Wrap-Up and Grant Evaluations

Note: This is our final session; we will also be discussing the class evaluations of the grant proposals. No required readings for today.