



## INLS 890-046: Digital Curation: Applications and Challenges

### The Instructors.

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### Office Hours.

Dr. Tibbo will be in her office most Wednesdays & Thursday, days 1-3 PM, although project and committee meetings may change this. Please feel free to drop by for random or chance meetings, or send me an e-mail message for a more definite scheduling opportunity. My door is often closed, but just knock! Dr. Lee's office hours are

### Course Timeline.

First Class: Thursday, January 10, 2008.  
Last Class: Thursday, April 24, 2008.

### Brief Course Description.

Explores a range of issues central to digital curation and trustworthy repositories including history and definition of digital curation; lifecycle management of digital assets; digital collection building; codifying relationships and agreements with contributors and partner institutions; audit and certification; standards development; related aspects of organizational behavior; project and risk management; preservation strategies; policy setting and external policies relevant to repository management.

### Goals and Objectives.

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

- ✚ Discuss the differences between digital preservation and digital curation.
- ✚ Identify and discuss the primary research and professional issues and challenges in digital preservation and curation.
- ✚ Discuss the stages of the digital lifecycle and the activities necessary for preservation.
- ✚ Discuss what makes a repository “trustworthy.”

- ✚ Analyze and evaluate the potential repository audit and certification process and the existing tools.
- ✚ Understand the standards development process and discuss standards relevant to digital preservation.
- ✚ Be familiar with the policy development process and be conversant with policies relevant to digital curation and the digital object lifecycle.
- ✚ Understand the role of risk management and risk mitigation in digital preservation.
- ✚ Understand how organization theory and behavior influences digital preservation and curation strategies.

## **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>

## **Class Listserv.**

The Email Address for this list is: [inls890-spring2008@listserv.unc.edu](mailto:inls890-spring2008@listserv.unc.edu)

You can find out about UNC list at: <http://listserv.unc.edu/> .

## **Blackboard.**

You can access the class website at: <http://blackboard.unc.edu>. Log in with your Onyen and password, and you should see listing of all your classes. Click on: Spring 2008 Advanced Sel Topics.inls890.046.

## **Assignments & Evaluation.**

Due to the nature of this course, positive and active participation is required. 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; allowing other students the opportunity to participate; and freely agreeing and disagreeing with others when warranted. Please note that an intellectual exchange of ideas is the cornerstone of education, but any criticism should be limited to an idea and not the person specifically.

In addition to active participation students will turn in a term paper on a relevant topic of their choice, approved by the instructors. Students will present this topic in class. Paper topic to Blackboard by 5pm on Friday, February 8<sup>th</sup>.

On Thursday, March 28, students will present proposed final paper topics. Papers are due April 17<sup>th</sup>.

**Week 1 – Thursday, January 10**

- A. Introduction to the class, instructor, and students. We will discuss how we want to conduct the class and the nature of the assignments and the expectations of all of us. What do we value in class participation?
- B. Framework for semester. Overseeing digital assets from planning and resource allocation through creation, management, delivery and preservation.
- C. “How to Read a Book.” <http://www.si.umich.edu/~pne/PDF/howtoread.pdf>
- D. What do we mean by “digital preservation & access” and “digital curation”? David Giarretta from the DCC and the CASPAR Project will be our virtual guest at 8:30.
- Digital Curation Center (DCC) <http://www.dcc.ac.uk/about/what/>
- E. Major initiatives and projects in digital curation and preservation.
- CAMiLEON: Creative Archiving at Michigan & Leeds: Emulating the Old on the New. <http://www.si.umich.edu/CAMILEON/>
  - CASPAR: Cultural, Artistic and Scientific knowledge for Preservation, Access and Retrieval. <http://www.casparpreserves.eu/>
  - CEDARS: CURL Exemplars in Digital Archives. <http://www.leeds.ac.uk/cedars>
  - DELOS: Network of Excellence on Digital Libraries. <http://www.delos.info/>
  - DigCCurr: Preserving Access to Our Digital Future: Building an International Digital Curation Curriculum. <http://www.ils.unc.edu/digccurr/>
  - digiCULT: Technology Challenges for Digital Culture. <http://www.digicult.info/pages/index.php>
  - The Digital Archives at the National Archives (UK). <http://www.nationalarchives.gov.uk/preservation/digitalarchive/>
  - DCC: Digital Curation Centre. <http://www.dcc.ac.uk/index>
  - DPE: Digital Preservation Europe. <http://www.digitalpreservationeurope.eu/>
  - DPC: Digital Preservation Coalition. <http://www.dpconline.org/graphics/index.html>
  - ERPANET: Electronic Resource Preservation and Access Network. <http://www.erpanet.org/about.php>
  - IIPC: International Internet Preservation Consortium. <http://netpreserve.org/about/index.php>
  - InterPARES I & II: International Research on Permanent Authentic Records in Electronic Systems. <http://www.interpares.org/>
  - LOC DP: Library of Congress Digital Preservation division. (Including information on NDIIP (National Digital Information Infrastructure and Preservation) Program). <http://www.digitalpreservation.gov/>
  - LOCKSS: Lots of Copies Keep Stuff Safe. <http://www.lockss.org/lockss/Home>
- F. Curation Issues throughout the Lifecycle.
- Sarah Higgins, “Draft DCC Curation Lifecycle Model,” *The International Journal of Digital Curation* 2/2 (2007): 82-87. <http://www.ijdc.net/.ijdc/article/view/45/52>.

### ***Week 2 – Thursday, January 17***

A. History of Digital Curation.

- 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.

B. Professionalization of Digital Curation Activities.

### ***Week 3 – Thursday, January 24***

A. Evaluation of Digital Curation Functions and Repository Services – Part 1: Introduction to evaluation of systems and services. Guest speaker: Jeffrey Pomerantz.

B. Archival Metrics project and tools. – Helen Tibbo.

### ***Week 4 – Thursday, January 31***

A. Evaluation of Digital Curation Functions and Repository Services – Part 2: Certification and Criteria for Evaluating Trustworthiness of Repositories. Guest speaker: Andrew McHugh.

1. TRAC.

- Trustworthy Repositories Audit & Certification (TRAC): Criteria and Checklist.  
<http://www.crl.edu/content.asp?l1=13&l2=58&l3=162&l4=91>
- RLG, “Trusted Digital Repositories: Attributes and Responsibilities.” Mountain View, CA: Research Libraries Group, 2002.  
<http://www.rlg.org/legacy/longterm/repositories.pdf>.

2. DRAMBORA.

- “Digital Repository Audit Method Based on Risk Assessment”  
<http://www.repositoryaudit.eu/>
- 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>.

3. ISO activities. Helen Tibbo.

***Week 5 – Thursday, February 7***

A. Standards Development.

1. Standards development process.
2. ISO standards-setting activities that address digital curation.

Likely Guest speaker - Hans Hofman

Due: Paper topic to Blackboard by 5pm on Friday, February 8

***Week 6 – Thursday, February 14***

A. Codifying Relationships and Agreements. Guest Speakers: Selden Lamoureux & Robin Chandler (date needs confirmation for Chandler closer to date).

1. Submission agreements.
2. Service level agreements.
3. Inter-institutional agreements.
4. Requests for proposals.

***Week 7 – Thursday, February 21***

Digital Collection Building – Part 1 Guest Speakers: Jon Crabtree, Odum Institute (confirmed for 8:00-9:30), Raymond Van Diessen (confirmed for 9:45-10:45).

- Identifying, Locating and Harvest.
- Transfer.
- Ingest.
- Validation and quality control of digital objects/packages.

***Week 8 – Thursday, February 28***

- A. Mid-Semester Review and Synthesis.
- B. Students present proposed final paper topics.

***Week 9 – Thursday, March 6***

- A. Project Management. Guests to be confirmed.
- B. Helen will join via Skype from WebWise.

***Week 10 – Thursday, March 13: NO CLASS - Spring Break***

***Week 11 – Thursday, March 20***

A. Risk Management. Guest Speaker: Nancy McGovern.

***Week 12 – Thursday, March 27***

Policy – Part 1 – Processes and strategies for setting policies.

Guest Speakers: Kelly Eubank & Shannon Schelin.

***Week 13 – Thursday, April 3***

Policy – Part 2 - Overview of many relevant policies. Dr. Tibbo and David Stephens.

- HIPAA
- FERPA
- FOIA
- DMCA
- Sarbanes-Oxley

***Week 14 – Thursday, April 10***

Digital Collection Building – Part 2: Guest Speaker to be confirmed.

- Analysis and characterization of digital objects/packages
- Representation information
- File formats and format registries
- Transformation of digital objects/packages

***Week 15 – Thursday, April 17***

Implications of Organizational Theory and Organizational Behavior research on Digital Curation.

Speaker: Cal

Due: Final papers to be turned in at beginning of class in paper AND post to Blackboard

***Week 16 – Thursday, April 24***

Synthesis and Wrap Up.