INF 385R Survey of Digitization

27510 INF 385R Survey of Digitization

Spring 2016 Tuesdays, 3:00 pm – 6 pm. UTA 1.210A

Instructor(s): Margie Foster margie@austin.rr.com
Quinn Stewart quinn@ischool.utexas.edu
Teaching Assistant: Yalin Sun clairesun05@utexas.edu

Office Hours: By appointment (or via e-mail)
Extra Lab Hours: Tuesdays, 6 - 8 p.m. and by appointment

I. Course Description

Introduction to the issues and trends in digitization initiatives and management, including project planning and management, asset delivery and management systems, interoperability and the importance of standards, copyright and other legal issues, metadata basics, digital preservation, and specific digitization processes for documents, images, sound, and video. Three lecture hours a week for one semester.

II. Specific Learning Objectives

By the end of this course, you will:

- Learn a common language and conceptual framework that can connect the diverse areas of specialization within digitization, and express your ideas in class discussions and projects in ways that can be understood by other information professionals involved in digitization projects
- Understand the basic issues concerning whether to digitize a collection for preservation or for access including how digitized materials are digitized, accessed, and used within particular institutional and cultural contexts
- Examine how to design and implement effective work flows that consider the end user, leverage an institution’s particular resources, and keep costs reasonable while also following prescribed standards for sustainability and preservation
- Demonstrate your ability to work with others and independently effectively and professionally by successfully completing the group and individual components of the final project as well as by successfully participating in small group and class discussions

III. Format and Procedures

This is a seminar-style course, so your attendance and participation in class are critical to your success in this course and to the success of the course as a whole. Make sure to complete all required readings prior to class, and to submit your discussion questions via Canvas by Monday at noon. You should come to class prepared to participate in small group and class discussions. You will also work independently and in teams to complete a course project that assesses the digitization needs of a particular collection. The project will combine individual accountability with collaboration, as is common in most positions that you will hold as an information professional. You may use any combination of literature review and/or empirical study to
complete your projects. The success of this course will depend on everyone’s preparation and willingness to share their ideas and opinions, which requires mutual understanding and respect. You are welcome to express ideas that are different from your peers or the instructor, but this should be done politely and professionally, and in a constructive manner.

1. **Course Primary Materials**

A central component to this class is a hands-on introduction to digitization methods through digitizing collections at particular institutions. Through the efforts of former iSchool students in this class, the Tarleton Law Library at the University of Texas School of Law has generously created a funded student digitization fellowship, reserved for an iSchool student with digitization experience. One of our goals is to produce students capable of meeting the requirements for this fellowship. In recognition of this generosity, we will be digitizing text, audio, and video collections for the Tarleton Law Library this semester, along with continued work with photographic collections from the Dolph Briscoe Center for American History.

2. **Course Readings**

- All course readings are available on the course Canvas site at [http://canvas.utexas.edu](http://canvas.utexas.edu) except:

- Please make sure to complete all readings before coming to class.
- You will need to do additional reading to prepare for labs and projects. A sample list of additional publications that may be useful for these activities is available on the Canvas site, although you are also encouraged to seek out additional relevant readings.

3. **Use of Canvas in class**

To supplement our in-class discussions we will use Canvas to distribute course materials, to communicate and collaborate online, to post grades, and to submit assignments. You can find Canvas support at the ITS Help Desk at 475-9400, Monday through Friday, 8 a.m. to 6 p.m., so please plan accordingly.

4. **Late Assignment Policy**

All assignments are due at noon on the day of the class meeting for the week, except as noted in the course schedule. All assignments must be submitted via Canvas. Late assignments will only be excused in situations following university policy (illness, religious holy days, etc.) with proper documentation and timely notification (prior to the deadline for non-emergencies). In all other cases, assignments received after the deadline will be penalized 10% per 24-hour period. If you turn in an assignment (without prior authorization or extreme emergency circumstances) even one minute late, you will have an automatic deduction of 10% prior to grading of the assignment; if you are five days late, even an otherwise perfect assignment will only receive half-credit; and if you are ten days late, your assignment will not be graded and will not receive any credit.

**IV. Grading Procedures**
Grades will be broken down as follows:

- Participation: 10%
- Digitization Portfolio: 50%
- Discussion: 15%
- Final Grant Project: 25%

We will use the following schedule in calculating final grades:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>B+</td>
<td>84-89</td>
</tr>
<tr>
<td>C+</td>
<td>69-73</td>
</tr>
<tr>
<td>A</td>
<td>95-100</td>
</tr>
<tr>
<td>B</td>
<td>79-83</td>
</tr>
<tr>
<td>C</td>
<td>60-68</td>
</tr>
<tr>
<td>A-</td>
<td>90-94</td>
</tr>
<tr>
<td>B-</td>
<td>74-78</td>
</tr>
<tr>
<td>F</td>
<td>&lt;60</td>
</tr>
</tbody>
</table>

V. Academic Integrity

University of Texas Honor Code

The core values of The University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the university is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community.

Each student in this course is expected to abide by the University of Texas Honor Code. [See the UT Honor Code above.] Any work submitted by a student in this course for academic credit will be the student’s own work.

VI. Other University Notices and Policies

Use of E-mail for Official Correspondence

- All students should become familiar with the University’s official e-mail student notification policy. It is the student’s responsibility to keep the University informed as to changes in his or her e-mail address. Students are expected to check e-mail on a frequent and regular basis in order to stay current with University-related communications, recognizing that certain communications may be time-critical. It is recommended that e-mail be checked daily, but at a minimum, twice per week. The complete text of this policy and instructions for updating your e-mail address are available at [http://www.utexas.edu/its/help/utmail/1564](http://www.utexas.edu/its/help/utmail/1564).

Documented Disability Statement

Any student with a documented disability who requires academic accommodations should contact Services for Students with Disabilities (SSD) at (512) 471-6259 (voice) or 1-866-329-3986 (video phone). Faculty are not required to provide accommodations without an official accommodation letter from SSD.

- Please notify me as quickly as possible if the material being presented in class is not accessible (e.g., instructional videos need captioning, course packets are not readable for proper alternative text conversion, etc.).

- Please notify me as early in the semester as possible if disability-related accommodations for field trips are required. Advanced notice will permit the arrangement of accommodations on the given day (e.g., transportation, site accessibility, etc.).
• Contact Services for Students with Disabilities at 471-6259 (voice) or 1-866-329-3986 (video phone) or reference SSD’s website for more disability-related information:  
http://www.utexas.edu/diversity/ddce/ssd/for_cstudents.php
(http://www.utexas.edu/diversity/ddce/ssd/for_cstudents.php)

Behavior Concerns Advice Line (BCAL)

If you are worried about someone who is acting differently, you may use the Behavior Concerns Advice Line to discuss by phone your concerns about another individual’s behavior. This service is provided through a partnership among the Office of the Dean of Students, the Counseling and Mental Health Center (CMHC), the Employee Assistance Program (EAP), and The University of Texas Police Department (UTPD). Call 512-232-5050 or visit http://www.utexas.edu/safety/bcal (http://www.utexas.edu/safety/bcal).

Emergency Evacuation Policy

Occupants of buildings on the UT Austin campus are required to evacuate and assemble outside when a fire alarm is activated or an announcement is made. Please be aware of the following policies regarding evacuation:

• Familiarize yourself with all exit doors of the classroom and the building. Remember that the nearest exit door may not be the one you used when you entered the building.
• If you require assistance to evacuate, inform me in writing during the first week of class.
• In the event of an evacuation, follow my instructions or those of class instructors.

Do not re-enter a building unless you’re given instructions by the Austin Fire Department, the UT Austin Police Department, or the Fire Prevention Services office.
Week 1. (1/19) Introduction to Digitization and Digital Asset Management
Lab: Text Scanning
Assignments: Online Discussion

Week 2. (1/26) Why Digitize? Why not?
Readings:
Diamond, D., pp.31-35
Keathley, E., Ch.2,

Labs: Text Scanning
Assignments: Online Discussion

Week 3. (2/2) Project Management: Establishing Workflow
Readings:
Keathley, E., Ch.11.
and Scanning.


Labs: OCR
Assignments: Online Discussion

**Week 4. (2/9) Types of Assets: Documents**

**Readings:**
- Kealathy, Ch 6.


Labs: Mobile Scanning; Text Peer Assessment
Assignments: Online Discussion

**Week 5. (2/16) Types of Assets: Video**

**Readings:**
- Lamont, J. “Digital Asset Management Video Advances”. KMWorld (October 2015)
Week 6. (2/23) Types of Assets: Audio
Readings:
CLIR The State of Recorded Sound Preservation in the United States: A National Legacy at Risk in the Digital Age. 2010. [Read “Introduction and Summary” and Chapter 1].
OPTIONAL - Preserving Sound: A documentary on the British Library's Sound Archive.
Labs: Audio Digitization
Assignments: Online Discussion

Week 7. (3/1) Types of Assets: Images
Readings:
Labs: Image Digitization
Assignments: Online Discussion

Week 8. (3/8) No DAM? Existing Decrepit DAM? Funding
Readings:
Diamond, D. DAM Initiative Planning pp.37-67
Week 9. (3/22) DAM Systems Implementation
Readings:
Keathley, Ch. 3, 12
Forrester_Wave_Digital_Asset_Management_Q2_2012
Manage Overcoming_3_Big_Challenges_IT_Projects_Whitepaper

Week 10. (3/29) Reporting and Publishing
Readings:
Keathley, Ch. 10

Week 11. (4/5) The DAM World: Organizations and Resources
Readings:
Diamond, Educational Resources pp.173-178

Week 12. (4/12) DAM Issues: Copyright and Brand Management
Readings:
Keathley, Ch.13

Week 13. (4/19) DAM Close Up: Schema
Readings:
Keathley, Ch 7 and 8.
Labs:
Assignments: Online Discussion

**Week 14. (4/26) DAM Proposal and Grant Review Presentation**
Class: Funding Pitch Proposals due
Assignments: Final project due. Digitization portfolios due