

INF385R Survey of Digitization

27245

Fall 2019

Class Meets: UTA 1.210A, Monday evenings, 6-9PM

Instructor: Steven Kantner

Office: N/A

Office hours: by appointment

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Course Description

University Catalog 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, video, and sound. Three lecture hours a week for one semester.

Course Summary:

This course provides a foundation in digitization of cultural heritage materials for all students looking to work in archives, museums, libraries, or anywhere materials “meet” digital. The course includes “big picture” topics such as project planning, funding, and management, but the course also provides workshop style hands-on experience with tools and technologies for imaging and digitization. Students will work with real archival collection materials as well as sample materials to create preservation masters and/or access copies. Students will digitize various items including textual documents, glass plate negatives, film negatives and transparencies, photographic prints, audiocassettes, and videocassettes. Students will apply metadata concepts discussed in class to the collection of metadata for the materials, and ultimately embed metadata or pair sidecar metadata XML with the digitized objects. In addition to the digitization of materials, projects include creation of workflows and writing a grant proposal for a digitization project. Legal issues, digital file management, and enhanced discovery techniques will also be discussed. Students will leave this course with the skills, tools, and confidence to plan and facilitate digitization projects at small or large institutions.

Course Topics:

- Digitization Project Funding, Planning, and Management
- Metadata Schemas and Controlled Vocabularies
- Photograph and Artifact Imaging
- Textual Document Imaging and OCR

- Collecting and Embedding Metadata
- Audio and Video Digitization Fundamentals
- Quality Control
- Copyright and Restrictions in Digitization

Course Objectives/Learning Outcomes:

- Knowledge of hardware and software technologies for digitization of various types of objects
- Create and organize preservation and access files for a variety of media
- Collect, manipulate, and embed metadata for digitized objects
- Use tools to enhance discovery and access of digitized objects
- Develop and document digitization project workflows
- Understand legal issues related to access of digitized objects
- Design a digitization project

Course Structure

This is a seminar-style course that is approximately half lecture and half lab. Due to the nature and amount of hands-on work during each class, attendance and participation is critical for the success in the course as a whole. Students will work independently and in teams to complete projects during class and outside of class. Most classwork is individual work, but one group project will combine individual accountability with collaboration. The class meeting introduces the core topic concepts, providing the students with a foundation that allows students to better understand and follow advanced concepts in follow-up readings. A discussion of the readings the following class will reinforce and assess student understanding and provide the opportunity resolve any questions from the readings. The success of this course will depend on everyone's preparation and willingness to respectfully share ideas and opinions.

Course Requirements

Assignments

Assignment details found in the course Canvas page. Assignments listed below may not be chronological order.

1. **Omeka Set Up & Workflow**
Create account for future digitization portfolio work, and develop a workflow document to be used in digitization portfolio work (5% of grade)
2. **Group Project**
Group project to develop and document a workflow for a specified software tool, present to the class, and train classmates to use with digitized objects (15% of grade)
3. **Photograph Digitization**
Create preservation masters and metadata for various formats of photographs provided in the artificial classroom Prints and Photographs collection and the Texas Parks and Wildlife Photograph Collection from the Texas State Library and Archives (10% of grade)

4. **Textual Digitization**

Create preservation masters, OCR text, and metadata for a portion of the Jack Ruby Case Files (10% of grade)

5. **Audiocassette Digitization**

Create preservation masters and metadata for Texas Prescribed Burn Board or other recordings from a legislative or state agency from the Texas State Library and Archives (10% of grade)

6. **Videocassette Digitization**

Create preservation masters and metadata for a videocassette from the Texas Department of Human Services or Texas Department of Agriculture records (10% of grade)

7. **NEH Grant Proposal**

Write grant proposal for the digitization of a collection held at a local institution (25% of grade)

8. **Omeka Digitization Portfolio**

Provide access copies of all file masters and metadata from digitization assignments, placed into collections for online viewing in student's Omeka site (15% of grade)

Course Outline

All instructions, assignments, readings, and essential information will be on the Canvas website at <https://utexas.instructure.com>. Check this site regularly and use it to ask questions about the course schedule.

Changes to the schedule may be made at my discretion and if circumstances require. It is your responsibility to note these changes when announced (although I will do my best to ensure that you receive the changes with as much advanced notice as possible).

Week	Date	Class Topic	Assigned activities	Assignments due
1	2019-09-02	Labor Day - No Class Meeting	Omeka Set Up and Workflow Assignment, Reading Assignments	
2	2019-09-09	Lecture: Introduction - Imaging Basics Lab: Omeka	Reading Assignments, Search for Grant Proposal Collection, Group Presentations Assigned (see due dates)	Omeka Page Public Link, Omeka Workflow
3	2019-09-16	Lecture: Photographs 1 Lab: Photo Scanning	Reading Assignments	
4	2019-09-23	Lecture: Digitization Project Planning Lab: Photo Scanning	Reading Assignments	
5	2019-09-30	Lecture: Metadata Schemas and Vocabularies Group 1 Presentation Lab: Image Conversion	Reading Assignments	Submit Grant Collection Choice Group 1 Presentation

6	2019-10-07	Lecture: Photographs 2 Group 2 Presentation Lab: Metadata	Reading Assignments, Grant Proposal	Group 2 Presentation
7	2019-10-14	Lecture: Manuscripts Lab: Document scanning	Reading Assignments	
8	2019-10-21	Lecture: Funding Copyright Issues Group 3 Presentation Lab: OCR	Reading Assignments	Photograph Digitization Group 3 Presentation
9	2019-10-28	Lecture: Quality Control File Integrity Lab: Document scanning/OCR wrap up	Reading Assignments	
10	2019-11-04	Lecture: Audio formats and Analog Conversion Lab: audiocassette digitization	Reading Assignments	Textual Digitization
11	2019-11-11	Lecture: Audio Metadata Group 4 Presentation Lab: audiocassette digitization and metadata	Reading Assignments	Group 4 Presentation
12	2019-11-18	Lecture: Moving Image - Video Basics Lab: Videotape transfer	Reading Assignments	Audiocassette Digitization
13	2019-11-25	Lecture: Moving Image - Film Group 5 Presentation Lab: Transcoding and Transcripts	Reading Assignments	Group 5 Presentation
14	2019-12-02	Lecture: Moving Image Metadata Lab: Wrap up video transcript	Reading Assignments	Videocassette Digitization
15	2019-12-09	Final Lab		NEH Grant Proposal DUE at start of class Omeka Digitization Portfolio

Policies

Classroom Policies

Grading Policies

Omeka Workflow 5%

Photograph Digitization 10%

Textual Digitization 10%

Group Project 15%

Audiocassette Digitization 10%

Videocassette Digitization 10%

NEH Grant Proposal & Presentation 25%

Omeka Digitization Portfolio 15%

Grade	Cutoff
A	95%
A-	90%
B+	84%
B	79%
B-	74%
C+	69%
C	60%
F	<60%

Late Work

All assignments are due by the end of the class meeting (9PM) the day they are due, except as noted in the course schedule. Preservation master files often will be required to be placed in your Box account, but all assignments must be "submitted" via Canvas (excluding the large digitization files!) to be marked as complete. Since materials for digitization will not be available to you outside of class, it is imperative to stay on track during class lab time. If you are finding it hard to complete the work in the given lab time, please speak with me during class so we can avoid late work if possible. 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 seven days late, even an otherwise perfect assignment will only receive half-credit; and if you are fourteen days late, your assignment will not be graded and will not receive any credit.

Absences

You are expected to attend every class session. Since materials for digitization will not be available to you outside of class, your grade may be affected by missing class. Please contact me ASAP in advance if you are going to be absent regardless of the reason. The only absences that will be considered excused are for religious holidays or extenuating circumstances due to an emergency.

Student Rights & Responsibilities

- You have a right to a learning environment that supports mental and physical wellness.
- You have a right to respect.
- You have a right to be assessed and graded fairly.
- You have a right to freedom of opinion and expression.
- You have a right to privacy and confidentiality.
- You have a right to meaningful and equal participation, to self-organize groups to improve your learning environment.
- You have a right to learn in an environment that is welcoming to all people. No student shall be isolated, excluded or diminished in any way.

With these rights come responsibilities:

- You are responsible for taking care of yourself, managing your time, and communicating with the instructor and with others if things start to feel out of control or overwhelming.
- You are responsible for acting in a way that is worthy of respect and always respectful of others. • Your experience with this course is directly related to the quality of the energy that you bring to it, and your energy shapes the quality of your peers' experiences.
- You are responsible for creating an inclusive environment and for speaking up when someone is excluded.
- You are responsible for holding yourself accountable to these standards, holding each other to these standards, and holding the teaching team accountable as well.

Personal Pronoun Preference

Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender, gender variance, and nationalities. Class rosters are provided to the instructor with the student's legal name. I will gladly honor your request to address you by a name different than what appears on the roster, and by the gender pronouns you use. Please advise me of this preference early in the semester so that I may make appropriate changes to my records.

University Policies

Academic Integrity

Each student in the course is expected to abide by the University of Texas Honor Code: **"As a student of The University of Texas at Austin, I shall abide by the core values of the University and uphold academic integrity."** **Plagiarism is taken very seriously at UT.** Therefore, if you use words or ideas that are not your own (or that you have used in previous class), you must cite your sources. Otherwise you will be guilty of plagiarism and subject to academic disciplinary action, including failure of the course. You are responsible for understanding UT's Academic Honesty and the University Honor Code which can be found at the following web address: http://deanofstudents.utexas.edu/sjs/acint_student.php

University Resources for Students

Your success in this class is important to me. We will all need accommodations because we all learn differently. If there are aspects of this course that prevent you from learning or exclude you, please let me know as soon as possible. Together we'll develop strategies to meet both your needs and the requirements of the course. Resources on campus include:

Services for Students with Disabilities

This class respects and welcomes students of all backgrounds, identities, and abilities. If there are circumstances that make our learning environment and activities difficult, if you have medical information that you need to share with me, or if you need specific arrangements in case the building needs to be evacuated, please let me know. I am committed to creating an effective learning environment for all students, but I can only do so if you discuss your needs with me as early as possible. I promise to maintain the confidentiality of these discussions. If appropriate, also contact Services for Students with Disabilities, 512-471-6259 (voice) or 1-866-329- 3986 (video phone). <http://ddce.utexas.edu/disability/about/>

Counseling and Mental Health Center

Do your best to maintain a healthy lifestyle this semester by eating well, exercising, avoiding drugs and alcohol, getting enough sleep and taking some time to relax. This will help you achieve your goals and cope with stress.

All of us benefit from support during times of struggle. You are not alone. There are many helpful resources available on campus and an important part of the college experience is learning how to ask for help. Asking for support sooner rather than later is often helpful.

If you or anyone you know experiences any academic stress, difficult life events, or feelings like anxiety or depression, we strongly encourage you to seek support. <http://www.cmhc.utexas.edu/individualcounseling.html>

Important Safety Information:

If you have concerns about the safety or behavior of fellow students, TAs or Professors, call BCAL (the Behavior Concerns Advice Line): 512-232-5050. Your call can be anonymous. If something doesn't feel right – it probably isn't. Trust your instincts and share your concerns.

Title IX Reporting

Title IX is a federal law that protects against sex and gender-based discrimination, sexual harassment, sexual assault, sexual misconduct, dating/domestic violence and stalking at federally funded educational institutions. UT Austin is committed to fostering a learning and working environment free from discrimination in all its forms. When sexual misconduct occurs in our community, the university can:

1. Intervene to prevent harmful behavior from continuing or escalating.
2. Provide support and remedies to students and employees who have experienced harm or have become involved in a Title IX investigation.
3. Investigate and discipline violations of the university's [relevant policies](#).

Faculty members and certain staff members are considered "Responsible Employees" or "Mandatory Reporters," which means that they are required to report violations of Title IX to the Title IX Coordinator. **I am a Responsible Employee and must report any Title IX related incidents** that are disclosed in writing, discussion, or one-on-one. Before talking with me, or with any faculty or staff member about a Title IX related incident, be sure to ask whether they are a responsible employee. If you want to speak with someone for support or remedies without making an official report to the university, email advocate@austin.utexas.edu For more information about reporting options and resources, visit titleix.utexas.edu or contact the Title IX Office at titleix@austin.utexas.edu.

The following recommendations regarding emergency evacuation from the Office of Campus Safety and Security, 512-471-5767, <http://www.utexas.edu/safety/>

Occupants of buildings on The University of Texas at Austin campus are required to evacuate buildings when a fire alarm is activated. Alarm activation or announcement requires exiting and assembling outside.

- Familiarize yourself with all exit doors of each classroom and building you may occupy. Remember that the nearest exit door may not be the one you used when entering the building.
- Students requiring assistance in evacuation shall inform their instructor in writing during the first week of class.

- In the event of an evacuation, follow the instruction of faculty or class instructors. Do not re-enter a building unless given instructions by the following: Austin Fire Department, The University of Texas at Austin Police Department, or Fire Prevention Services office.
- Link to information regarding emergency evacuation routes and emergency procedures can be found at: www.utexas.edu/emergency