**Week 1. (8/25) Introduction to Digitization and Digital Asset Management**
Lab: Text Scanning
Assignments: Discussion prep

**Week 2. (9/1) Why Digitize? Is a DAM System Needed?**

**Readings:**
Diamond, D., pp.31-35
Keathley, E., Ch.2,

**Labs:** Text Scanning
Assignments: Discussion prep

**Week 3. (9/8) Project Management: Establishing Concurrent Workflows for Digitization, OCR & DAM.**

**Readings:**
Keathley, E., Ch.11.


Labs: OCR
Assignments: Discussion prep

Week 4. (9/15) Types of Assets: Documents & Mobile Scanning

Readings:
Kealty, Ch 6.


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

Week 5. (9/22) DAM Schema & Metadata

Readings:
Keathley, Ch 7 and 8.
Labs:
Assignments: Online Discussion

**Week 6. (9/29) Types of Assets: Images**

**Readings:**
Labs: Image Digitization
Assignments: Discussion prep
Assets, Stakeholders, Workflow Analysis, and Vendor Reports
Grant Collection and Access Description

**Week 7. (10/6) No DAM? Existing Decrepit DAM? Funding**

**Readings:**
- Diamond, D. DAM Initiative Planning pp.37-67
Labs:
Assignments: Discussion prep

**Week 8. (10/13) 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: Discussion prep

Week 9. (10/20) DAM Systems Implementation
Readings:
Keathley, Ch. 3, 12
Forrester_Wave_Digital_Asset_Management_Q2_2012
Manage Overcoming_3_Big_Challenges_IT_Projects_Whitepaper
Labs:
Assignments: Discussion prep

Week 10. (10/27) Types of Assets: Video
Readings:
Lamont, J. “Digital Asset Management Video Advances”. KMWorld (October 2015)
Labs: Video Digitization
Assignments: Discussion prep
RFPs
Plan of Work and Products

Week 11. (11/3) DAM Issues: Copyright
Readings:
Keathley, Ch.13

Labs:
Assignments: Discussion prep

**Week 12. (11/10) Brand Management/Islanora Evaluation**
- **Readings:**
  - Keathley, Ch.13
- Labs:
  - Assignments: Platform Evaluation

- **Readings:**
  - Keathley, Ch. 10
  - Diamond, Educational Resources pp. 173-178
- Labs:
  - Assignments: Proposal or Presentation Prep

**Week 14. (Thanksgiving Break)**

**Week 15. (12/1) DAM Proposal & Grant Review Presentations**
- Assignments: Final Recommendation, Completed Grant Proposal, and Islandora Evaluation

**Week 16. (12/6) CLASS DOES NOT MEET But DAM Proposal & Grant Review EVALUATIONS DUE**