Week 1. (1/19) Introduction to Digitization and Digital Asset Management
Lab: Text Scanning
Assignments: Discussion prep

Week 2. (1/26) 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. (2/2) Project Management: Establishing Concurrent Workflows for Digitization, OCR & DAM.
Readings:
Keathley, E., Ch.11.


Labs: OCR
Assignments: Discussion prep

Week 4. (2/9) Types of Assets: Documents & Mobile Scanning

Readings:
Kealthy, Ch 6.


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

Week 5. (2/16) DAM Schema & Metadata

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

**Week 6. (2/23) 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. (3/2) No DAM? Existing Decrepit DAM? Funding**  
**Readings:**  
Diamond, D. DAM Initiative Planning pp.37-67  
“How To Become Litigation Ready” posted on 11/24/2010  
Labs:  
Assignments: Discussion prep

**Week 8. (3/9) 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. (3/23) 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. (3/30) 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. (4/6) DAM Issues: Copyright**

Readings:
Keathley, Ch.13

Labs:
Assignments: Discussion prep

Week 12. (4/13) Brand Management/Islandora 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. (4/27) DAM Proposal & Grant Review Presentations
Assignments: Final Recommendation, Completed Grant Proposal, and Islandora Evaluation

Week 16. (5/4) CLASS DOES NOT MEET But DAM Proposal & Grant Review EVALUATIONS DUE