

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,

Seabrook, J., "The Invisible Library: Can digital technology make the Herculaneum scrolls legible after two thousand years?" *The New Yorker* (2015-11-15).

Hecker, T., "The Twilight of Digitization is Now" *Journal of Scholarly Publishing* 35.1 (2003) 52-62

Lynch, C., "Digital Collections, Digital Libraries, and the Digitization of Cultural Heritage Materials" *First Monday* 7.5 (2002).

Conway, Paul. "Preservation in the Age of Google: Digitization, Digital Preservation, and Dilemmas." *Library Quarterly*, vol. 80, no. 1, pp. 61–79]

Labs: Text Scanning

Assignments: Discussion prep

Week 3. (2/2) Project Management: Establishing Concurrent Workflows for Digitization, OCR & DAM.

Readings:

Keathley, E., Ch.11.

Tutorialspoint. Project Management Fundamentals December 15, 2015 from http://www.tutorialspoint.com/pmp_exams/project_management_fundamentals.htm

Novara, E., "Digitization and Researcher Demand: Digital Imaging Workflows at the University of Maryland Libraries." *OCLC Systems & Services* 26. 3 (August 24, 2010): 166–176.

DeRidder, Jody. 2010. "From Confusion and Chaos to Clarity and Hope: Reorganization of Work Flows, Processes, and Delivery for Digital Libraries". *Digitization in the Real World Lessons Learned from Small and Medium-Sized Digitization Projects 2010*.

Miller, L. and Galbraith, S. "Capture and Release": Digital Cameras in the Reading Room, by Lisa Miller, Steven K. Galbraith, and the RLG Partnership Working Group on Streamlining Photography and Scanning.

Greene, Mark A., and Dennis Meissner. "More Product, Less Process: Revamping Traditional Archival Processing." *The American Archivist* 68.2 (2005): 208–263. JSTOR. Web. 31 Mar. 2013.

Book, Michael. "Organizing for Digitization at Oregon State University: a Case Study and Comparison with ARL Libraries." *Journal of Academic Librarianship* 35(5).

Labs: OCR

Assignments: Discussion prep

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

Readings:

Diamond, D. *The File Formats You Use* pp.77-92.

Kealthy, Ch 6.

Baker, N. *Double Fold: Libraries and the Assault on Paper*. Chapters 1-4. Vintage, 2001.

Overbye, D. "Thousands of Einstein Documents Are Now a Click Away" *The New York Times* (2015/12/15).

Holley, R. "How Good Can It Get? Analysing and Improving OCR Accuracy in Large Scale Historic Newspaper Digitization Programs." *D-Lib Magazine* 15 (3/4) (March/April 2009).

Lynch, C. A. "Authenticity and Integrity in the Digital Environment: An Exploratory Analysis of the Central Role of Trust," *Authenticity in a Digital Environment* (Washington, DC: Council on Library and Information Resources, 2000), pp 32-50.

Miller, L. "All Text Considered: A Perspective on Mass Digitizing and Archival Processing." *American Archivist* 76.2 (2013): 521–541.

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:

Review Diamond, The File Formats You Use pp.77-92.

Manovich, L. "Media Visualization: Visual Techniques for Exploring Large Media Collections" (2011).

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

Horodyski, J. Metadata Maturity Helps You Maintain Business Relevance" CSMwire (2015-04-01).

"How To Become Litigation Ready" posted on 11/24/2010

<http://zylab.wordpress.com/2010/11/24/how-to-become-litigation-ready/>

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].

Review Diamond, The File Formats You Use pp.77-92.

Fleishman, G. "Sound of Silence." Boing-Boing. 19 Jan 2013. Accessed 14 July 2013.

OPTIONAL - Preserving Sound: A documentary on the British Library's Sound Archive.

Sterne, Jonathan. "The MP3 As Cultural Artifact," New Media and Culture, SAGE Publications, 2006.

Weig, E., Terry, K., Lybarger, K. "Large Scale Digitization of Oral History" D-Lib Magazine 13.5/6 (May/June 2007).

Labs: Audio Digitization

Assignments: Discussion prep

Week 9. (3/23) DAM Systems Implementation

Readings:

Keathley, Ch. 3, 12

Diamond, Asset Publishing and Distribution pp. 99-108. Software Considerations, pp. 109-144.

Kaplan, D. "Choosing a Digital Asset Management System That's Right for You." Journal of Archival Organization, 7:33-40, 2009.

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:

Diamond, D. The File Formats You Use pp.77-92.

Lamont, J. "*Digital Asset Management Video Advances*". KMWorld (October 2015)

Adamich, T. "*Digital Broadcast Multimedia Collections in Libraries: Using Consumer Side Information Management and Media Asset Management.*" Technicalities (March/April 2012)

Labs: Video Digitization

Assignments: Discussion prep

RFPs

Plan of Work and Products

Week 11. (4/6) DAM Issues: Copyright

Readings:

Keathley, Ch.13

Hirtle, P. B., Hudson, E., and Kenyon, A.T. Copyright and Cultural Institutions: Guidelines for Digitization for U.S. Libraries, Archives, and Museums. Ithaca, N.Y.: Cornell University Library, 2009. [Focus on Chapters 5, 6 and 7.].

Dryden, J. "The Role of Copyright in Selection for Digitization."
American Archivist 77.1 (2014): 64–95.

Labs:

Assignments: Discussion prep

Week 12. (4/13) Brand Management/Islandora Evaluation

Readings:

Keathley, Ch.13

Labs:

Assignments: Platform Evaluation

Week 13. (4/20) Reporting, Publishing, and the DAM World/Islandora 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