

# INF385R Survey of Digitization 27610 Spring 2020

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**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 various forms of materials to create preservation masters and/or access copies. Students will digitize 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 covered. Students will leave this course with the skills, tools, and confidence to plan and facilitate digitization projects at small or large institutions.

### Course Topics:

- 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
- Digitization Project Funding, Planning, and Management
- Copyright and Restrictions in Digitization
- Software Tools

## 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 basic 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. **Textual Digitization**  
Create preservation masters of text documents and Dublin Core metadata (10% of grade)
3. **Photograph Digitization**  
Create preservation masters and Dublin Core metadata for various formats of photographs in the classroom Prints and Photographs collection (10% of grade)
4. **Audiocassette Digitization**  
Create preservation masters and BWF, RIFF, and Dublin Core metadata for recordings (10% of grade)

5. **Videocassette Digitization**

Create preservation masters and PBCore metadata for a videocassette collection (10% of grade)

6. **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)

7. **Group Project - NEH Grant Proposal**

Write a grant proposal for the digitization of a collection held at a local institution (30% of grade)

8. **Participation and Attendance**

Participation is based on general attendance in classes, participation in class activities and presentations, and providing quality support to your peers in your group project (10% of grade)

## Course Outline

All instructions, assignments, readings, and essential information will be on the Canvas course website at <https://utexas.instructure.com>. Check the 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	2020-01-27	Lecture: Introduction Imaging Basics Lab: Linux, Omeka	Reading Assignments Omeka Set Up and Workflow	
2	2020-02-03	Lecture: Funding   Metadata Lab: Files/XML/Metadata Exercise	Assign groups Search for Grant Proposal Collection Reading Assignments	
3	2020-02-10	Lecture: Imaging Technology   Manuscripts and Text Lab: Document scanning	Reading Assignments	Omeka Page Public Link, Omeka Workflow
4	2020-02-17	Lecture: Digitization Project Planning Lab: OCR & Scanning	Reading Assignments, Grant Proposal	Submit Grant Collection Choice
5	2020-02-24	Lecture: Quality Control   File Integrity Lab: OCR & Scanning wrap up	Reading Assignments	

6	2020-03-02	Lecture: Photographs 1 Lab: Photograph Print Scanning	Reading Assignments	Text Digitization
7	2020-03-09	Lecture: Photographs 2 Lab: Transparency Scanning	Reading Assignments	
8	2020-03-16	<b>SPRING BREAK</b>		
9	2020-03-23	Lab: Photograph Scanning	Wrap-up scanning. Upload metadata and JPEG images to Omeka Reading Assignments	
10	2020-03-30	Lecture: Audio formats and Analog Conversion Lab: audiocassette digitization	Reading Assignments	Photograph Digitization
11	2020-04-06	Lecture: Audio Metadata Lab: audiocassette digitization and metadata	Reading Assignments	
12	2020-04-13	Lecture: Moving Image - Video Basics Lab: Videotape transfer	Reading Assignments	Audiocassette Digitization
13	2020-04-20	Lecture: Moving Image - Film Lab: Transcoding and Transcripts	Reading Assignments	
14	2020-04-27	Lecture: Moving Image - Film Lab: Transcoding and Transcripts	Reading Assignments	Video Digitization
15	2020-05-04	Final Lab		NEH Grant Proposal <b>DUE</b> at start of class   Omeka Digitization Portfolio

# Policies

## Classroom Policies

### Grading Policies

Omeka Workflow 5%

Photograph Digitization 10%

Textual Digitization 10%

Audiocassette Digitization 10%

Videocassette Digitization 10%

NEH Grant Proposal 30%

Omeka Digitization Portfolio 15%

Participation and Attendance 10%

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 if noted otherwise in the course schedule. Preservation master files will be required to be placed in your Box account. Since some 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) 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.

## 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.

## 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](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](mailto:advocate@austin.utexas.edu) For more information about reporting options and resources, visit [titleix.utexas.edu](http://titleix.utexas.edu) or contact the Title IX Office at [titleix@austin.utexas.edu](mailto: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](http://www.utexas.edu/emergency)