

# INF385R Survey of Digitization

## 27705

### Spring 2024

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

**Instructor:** Steven Kantner

**Office:** N/A

**Office hours:** appointment only

**Email:** steven.kantner@ischool.utexas.edu

**Phone:** TBA in class

## 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 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, photographic, and audiovisual media. 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.

## Course Requirements

### Assignments

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

1. **Textual Digitization**  
Create preservation masters of text documents and Dublin Core metadata (15% of grade)
2. **Grant Proposal Draft**  
Draft a portion of the group NEH grant proposal for review (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 (20% of grade)
4. **Audio Transcoding and Metadata**  
Transcode preservation audio files into access copies and embedded BWF, RIFF, and Dublin Core metadata (15% of grade)
5. **Video Digitization**  
Create preservation master and access copy (15% of grade)
6. **Group Project - NEH Grant Proposal**  
Write a grant proposal for the digitization of a collection held at a local institution (20% of grade)
7. **Participation and Attendance**

Participation is based on general attendance in classes, participation in class activities, and providing quality support to your peers in your group project (5% of grade)

## Course Outline

All instructions, assignments, readings, and essential information will be provided via Canvas email, the Canvas course website at <https://utexas.instructure.com>, and some course media files may be provided to you via BOX. Check the Canvas 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	2024-01-22	Introduction Imaging Basics Funding	Reading Assignments, Search for Grant Proposal Collection	
2	2024-01-29	Lecture: Metadata Lab: Command Line	Assign groups for Grant Proposal Collection, Reading Assignments	
3	2024-02-05	Lecture: Imaging Technology   Manuscripts and Text Lab: Document scanning	Reading Assignments	Grant Collection Choice <b>DUE</b>
4	2024-02-12	Lecture: Digitization Project Planning Lab: OCR & Scanning	Reading Assignments	
5	2024-02-19	Lecture: Quality Control   File Integrity Lab: OCR & Scanning wrap up	Reading Assignments	
6	2024-02-26	Lecture: Photographs 1 Lab: Photograph Print Scanning	Reading Assignments	Textual Digitization Assignment <b>DUE</b>
7	2024-03-04	Lecture: Photographs 2 Lab: Transparency Scanning	Reading Assignments	Grant Proposal Draft <b>DUE</b>

8	2024-03-11	<b>SPRING BREAK</b>		
9	2024-03-18	Lecture: Copyright Lab: Photograph Scanning Continued		
10	2024-03-25	Lecture: Audio formats and Analog to Digital Conversion Lab: Audio Software and Transcoding	Reading Assignments	Photograph Digitization Assignment <b>DUE</b>
11	2024-04-01	Lecture: Audio Metadata Lab: Audio Metadata	Reading Assignments	
12	2024-04-08	Lecture: Moving Image - Film and Video 1 Lab: Videotape Transfers	Reading Assignments	Audio Transcoding and Metadata Assignment <b>DUE</b>
13	2024-04-15	Lecture: Moving Image - Film and Video 2 Lab: Transcoding and Transcripts	Reading Assignments	
14	2024-04-22	Lecture: Moving Image - Metadata Lab: Film Image Sequences and Sound Extraction		
15	2024-04-29	Lecture: None Lab: Video Assignment Wrap Up		Video Digitization Assignment <b>DUE</b> Final Grant Proposal <b>DUE</b>

# Policies

## Classroom Policies

### GRADING POLICIES

- Textual Digitization Assignment 15%
- Grant Proposal Draft 10%
- Photograph Digitization Assignment 20%
- Audio Transcoding and Metadata Assignment 15%
- Video Digitization Assignment 15%
- Final Grant Proposal 20%
- Participation and Attendance 5%

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

### LATE WORK

All assignments are to be submitted by the end of the day they are due (11:59PM), except if noted otherwise in the course schedule above. Due to file sizes, preservation master files will be required to be placed in your Box account. Since the classroom is not always available outside of class hours, and 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 and online meeting. Please contact me **ASAP in advance** if you are going to be absent regardless of the reason. Typically absences that will be considered excused are for religious holidays or extenuating circumstances due to an emergency.

## 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:

### 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.

### 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, unless they have added a "preferred name" with the Gender and Sexuality Center, which you can do so here: <http://diversity.utexas.edu/genderandsexuality/publications-and-resources/>. I will gladly honor your request to address you by a name that is different from what appears on the official roster, and by the gender pronouns you use (she/he/they/ze, etc). Please advise me of any changes early in the semester so that I may make appropriate updates to my records. For instructions on how to add your pronouns to Canvas, visit <https://utexas.instructure.com/courses/633028/pages/profile-pronouns>.

### 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 teaching team 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.

### RELIGIOUS HOLY DAYS

By **UT Austin policy**, you must notify me of your pending absence as far in advance as possible to the date of observance of a religious holy day. If you must miss a class, an examination, a work assignment, or a project in order to observe a religious holy day, you will be given an opportunity to complete the missed work within a reasonable time after the absence.

### SERVICES FOR STUDENTS WITH DISABILITIES

The university is committed to creating an accessible and inclusive learning environment consistent with university policy and federal and state law. Please let me know if you experience any barriers to learning so I can work with you to ensure

you have equal opportunity to participate fully in this course. If you are a student with a disability, or think you may have a disability, and need accommodations please contact Services for Students with Disabilities (SSD). Please refer to SSD's website for contact and more information: <http://diversity.utexas.edu/disability/>. If you are already registered with SSD, please deliver your Accommodation Letter to me as early as possible in the semester so we can discuss your approved accommodations and needs in this course.

### COUNSELING AND MENTAL HEALTH CENTER

The **Counseling and Mental Health Center** serves UT's diverse campus community by providing high quality, innovative and culturally informed mental health programs and services that enhance and support students' well-being, academic and life goals. To learn more about your counseling and mental health options, call CMHC at (512) 471-3515. If you are experiencing a mental health crisis, call the CMHC Crisis Line 24/7 at (512) 471-2255.

### STUDENT EMERGENCY SERVICES

UT's **Student Emergency Services** provides assistance, intervention, and referrals to support students navigating challenging or unexpected issues that impact their well-being and academic success. If you need to be absent from class due to a family emergency, medical or mental health concern, or academic difficulty due to crisis or an emergency situation, please register with **Student Emergency Services**. SES will verify your situation and notify your professors.

### CLASSROOM SAFETY AND COVID-19

- Masks are not required in classrooms or offices, but you are welcome to wear one. [https://healthyhorns.utexas.edu/images/pdf/ProtectiveFaceMaskGuidance\\_2020.pdf](https://healthyhorns.utexas.edu/images/pdf/ProtectiveFaceMaskGuidance_2020.pdf)
- If you develop COVID-19 symptoms or feel sick, stay home and contact the **University Health Services'** Nurse Advice Line at 512-475-6877. If you need to be absent from class, contact **Student Emergency Services** and they will notify your professors. In addition, to help understand what to do if you have been had close contact with someone who tested positive for COVID-19, see this **University Health Services link**.
- **Behavior Concerns and COVID-19 Advice Line (BCCAL)** remains available as the primary tool to address questions or concerns from the university community about COVID-19.

### 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 the **Title IX Office** or email [titleix@austin.utexas.edu](mailto:titleix@austin.utexas.edu).

### CAMPUS SAFETY

The following are recommendations regarding emergency evacuation from the **Office of Campus Safety and Security**, 512-471-5767,

- Occupants of buildings on The University of Texas at Austin campus must 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.
- For more information, please visit [emergency\\_preparedness](#).

#### CLASS RECORDING PRIVACY

Class recordings are reserved only for students in this class for educational purposes and are protected under FERPA. The recordings should not be shared outside the class in any form. Violation of this restriction by a student could lead to Student Misconduct proceedings.

#### SHARING OF COURSE MATERIALS IS PROHIBITED

No materials used in this class, including, but not limited to, lecture hand-outs, videos, assessments (quizzes, exams, papers, projects, homework assignments), in-class materials, review sheets, and additional problem sets, may be shared online or with anyone outside of the class without explicit, written permission of the instructor. Unauthorized sharing of materials promotes cheating. It is a violation of the University's Student Honor Code and an act of academic dishonesty. The University is well aware of the sites used for sharing materials, and any materials found on such sites that are associated with a specific student, or any suspected unauthorized sharing of materials, will be reported to [Student Conduct and Academic Integrity](#) in the [Office of the Dean of Students](#). These reports can result in sanctions, including failure of the course.