

# INF 385R – Survey of Digitization

## Course Meeting Times

Fridays, 9 AM - 12 Noon, SZB 546

## Course Description

Explore the purposes for which digitization used in a range of information agencies, introduction to the technologies of digitization for a variety of formats (print documents, photographic media, audio, video, etc.).

## Instructor of Record: Megan Winget

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## Course Objectives

**At the conclusion of this course students should have knowledge of:**

1. Project Planning
  - a. Develop Skills in Materials Selection
  - b. Documentation & Justification of Decisions
  - c. Appreciate the impact of different types, conditions, and features of source material on the process of imaging
  - d. Define the project standards
    - i. Type of documentary or image material
    - ii. Objectives of a particular digitization initiative
2. Project Management
  - a. Manage digitization process from beginning to end
  - b. Appreciate and understand the role and types of metadata necessary for the long-term reusability of digital materials
  - c. Appreciate the costs of digitization
3. Asset Management
  - a. Gain an awareness of issues associated with digital asset management
  - b. Plan appropriate storage and access facilities
  - c. Understand the role of user evaluation

## Grading

### **Digitization Projects (50% of final grade) = 60 Points**

- Text / Images (DUE November 10) = 20 Points
- Audio (DUE TUESDAY NOVEMBER 22) = 20 Points
- Video (DUE December 8) = 20 Points

Specific directions and expectations will be handed out on the first day of practical lectures for each digitization type.

### **IP Paper (10% of final grade) (DUE October 6) = 12 Points (4 points per object)**

Understanding copyright is very important to a digitization project. A project must abide by the rules or face possible litigation. For this assignment, imagine that in front of you are three documents:

- A personal letter written by Kate Gleason dated December 23, 1932. Gleason had been president of the First National Bank of East Rochester, NY. The letter was written to a friend, who is also deceased.
- A book with the following citation: Phillips, Chester Arthur. Banking and the business cycle; a study of the great depression in the United States. New York: The Macmillan Company, 1937.
- A photograph of Fannie Barrier Williams (1855-1944) that contains no date and no information on who took it or where.

(Note that you do not need any additional information on these three items. You know all that you need to know.)

For each item, write one-page (single spaced) that discusses whether or not the item can be digitized and why. I WILL NOT READ ANYTHING MORE THAN ONE PAGE PER DOCUMENT. Include pointers to rules or guidelines that you might follow or consult. APA-style citations, please.

[This assignment comes from "IST 677: Creating, Managing and Preserving Digital Assets, Page 7" taught at Syracuse University by Jill Hurst-Wahl ([http://www.hurstassociates.com/IST677\\_2006.pdf](http://www.hurstassociates.com/IST677_2006.pdf)).]

### **Class Participation / Blogging (40% of final grade) = 48 Points (24 for blogging / 24 for class discussion participation)**

- Weekly blogging :: See [Blogging Objectives](#) for what I expect from a blog entry
- Discussion in Class :: Discussion Questions will be posted on the [RESOURCES](#) page every Monday before class.

DATE	THEME	ASSIGNMENT
September 1	Course Overview	No Readings <a href="#">Class Slides</a>
September 8	Why Digitize	Readings on <a href="#">Digitization Rationale</a>
September 15	Selection	Readings on <a href="#">Selection</a>
September 22	Project Planning & Management	Readings on the <a href="#">Project Planning</a>
September 29	Rights Management	Readings on <a href="#">Rights Management</a>
October 6	Metadata	Readings on <a href="#">Metadata</a> DUE: IP Essay
October 13	Text	Readings on <a href="#">Text</a>
October 20	Text & Images	Readings on <a href="#">Text and Images</a>
October 27	Images	Readings on <a href="#">Images</a> DUE: Text Digitization Project
November 3	Audio	Readings on <a href="#">Audio</a>
November 10	Audio	No Readings DUE: Image Digitization Project
November 17	Video	Readings on <a href="#">Video</a>
November 24	Thanksgiving	No Readings DUE: Audio Digitization (Tuesday November 22)
December 1	Video	No Readings
December 8	Storage, Retrieval & Preservation	Readings on <a href="#">Storage, Retrieval &amp; Preservation</a> DUE: Video Digitization

## Readings:

### *September 1* *Introductions, Course Setup & Key Concepts*

*A Framework of Guidance for Building Good Digital Collections:*  
<http://www.niso.org/framework/Framework2.html>

### *September 8* *Why Digitize?*

"What do you do with a million books" by Gregory Crane (Diglib Magazine March, 2006) <http://www.dlib.org/dlib/march06/crane/03crane.html>

"The Long Tail" by Chris Anderson (Wired, Oct. 2004)  
[http://www.wired.com/wired/archive/12.10/tail.html?pg=1&topic=tail&topic\\_set=](http://www.wired.com/wired/archive/12.10/tail.html?pg=1&topic=tail&topic_set=) (~5 pages)

"Riding the Long Tail: Libraries Confront the World of Infinite Content Supply and Demand" by John Blossom <http://www.shore.com/commentary/newsanal/items/2005/20050627longtail.html>  
(~2 pages)

*Handbook for Digital Projects*, section 2 "Overview: Rationale for Digitization and Preservation."  
<http://www.nedcc.org/digital/ii.htm> (pp. 15 – 29) (15 pp)

"Why Digitize?" by Abby Smith <http://www.clir.org/pubs/reports/pub80-smith/pub80.html> (~13 pages)

## September 15 *Selecting Collections & Materials for Digitization*

*Moving Theory into Practice: Cornell Digital Imaging Tutorial: Chapter 1: Introduction*  
(<http://www.library.cornell.edu/preservation/tutorial/intro/intro-01.html>)

*Moving Theory into Practice: Cornell Digital Imaging Tutorial: Chapter 2: Selection*  
(<http://www.library.cornell.edu/preservation/tutorial/selection/selection-01.html>)

### SAMPLE SELECTION CRITERIA

Library of Congress, "Selection Criteria for Preservation Digital Reformatting" (<http://lcweb.loc.gov/preserv/prd/presdig/presselection.html>)

Columbia University, "Selection Criteria for Digital Imaging Projects"  
(<http://www.columbia.edu/cu/libraries/digital/criteria.html>)

University of California, "Selection Criteria for Digitization"  
(<http://www.library.ucsb.edu/ucpag/digselec.html>)

Harvard University, "Selection for Digitization: a Decision-Making Matrix"  
(<http://www.clir.org/pubs/reports/hazen/matrix.html>)

National Agricultural Library, "Selection Criteria and Guidelines"  
(<http://preserve.nal.usda.gov:8300/projects/criteria.htm>)

Oxford University, "Decision Matrices and Workflows" (Appendix B)  
(<http://www.bodley.ox.ac.uk/scoping/report.html>)

National Library of Australia Digitisation Policy, 2000-2004.  
(<http://www.nla.gov.au/policy/digitisation.html>)

## September 22 *Project Planning & Management*

*Moving Theory into Practice: Digital Imaging Tutorial, Chapter 9: Management.*  
(<http://www.library.cornell.edu/preservation/tutorial/management/management-01.html>)

*Moving Theory into Practice: Digital Imaging Tutorial, Chapter 6.A: Technical Infrastructure – Digitization Chain* (<http://www.library.cornell.edu/preservation/tutorial/technical/technicalA-01.html>)

"A Study into the Effect of Digitization Projects on the Management & Stability of Historic Photograph Collections" by Veronica Davis-Perkins, et al., (ECDL 2005).  
<http://www.dcs.qmul.ac.uk/~pc/publications/2005/ECDLpreprint.pdf> (12 pgs)

## September 29 *Rights Management*

Section 5 in *Handbook for Digital Projects*, "Overview of Legal Issues for Digitization"  
<http://www.nedcc.org/digital/v.htm> (pp. 74 – 92) (18 pgs)

“Copyright Term and the Public Domain in the United States”  
<http://www.copyright.cornell.edu/training/copyrightterm.pdf> (4 pages)

“Library Digitization Projects and Copyright.” <http://www.llrx.com/features/digitization.htm> Notice that this is a multi-part article.

## SUPPLEMENTAL READINGS

“Digitizing Special Collections: Your ‘Deed of Gift Form’ Said What?”  
<http://www.hurstassociates.com/NYLA.ppt>

“A Guide to Deed of Gifts” [http://www.archivists.org/catalog/deed\\_of\\_gift.asp](http://www.archivists.org/catalog/deed_of_gift.asp)

*Copyright and Intellectual Property Issues.*  
[http://www.virtuallymissouri.org/guidelines/copyright\\_rev2.pdf](http://www.virtuallymissouri.org/guidelines/copyright_rev2.pdf)

"Ad\*Access: Seeking Copyright Permissions for a Digital Age."  
<http://www.dlib.org/dlib/february00/pritcher/02pritcher.html>

### **October 6** **Metadata**

*Introduction to Metadata,*  
[http://www.getty.edu/research/conducting\\_research/standards/intrometadata/](http://www.getty.edu/research/conducting_research/standards/intrometadata/)

- Introduction (1 pp.)
- Setting the Stage (10 pp.)
- Metadata and the World Wide Web (17 pp.)
- Crosswalks: The Path to Universal Access? (8 pp.)

Library of Congress: METS Overview and Tutorial  
(<http://www.loc.gov/standards/mets/METSOverview.v2.htm>)

PREMIS working group final report. Data Dictionary for Preservation Metadata  
(<http://www.oclc.org/research/projects/pmwg/premis-report.pdf>)

Research Libraries Group. Automatic Exposure: Capturing Technical Metadata for Digital Still Images ([http://www.rlg.org/en/page.php?Page\\_ID=20462&Printable=1&Article\\_ID=1676](http://www.rlg.org/en/page.php?Page_ID=20462&Printable=1&Article_ID=1676))

### **October 13** **Text**

*Handbook for Digital Projects*, Chapter 6: “Technical Primer” (pp. 93 – 111)  
<http://www.nedcc.org/digital/vi.htm>

*Moving Theory into Practice: Digital Imaging Tutorial*: Chapter 6B: Technical Infrastructure: Image Creation (<http://www.library.cornell.edu/preservation/tutorial/technical/technicalB-01.html>)

*Handbook for Digital Projects*, Section 7: Guidelines from Case Studies

- “Working with Printed Text and Manuscripts” <http://www.nedcc.org/digital/vii.htm#1>
- “An OCR Case Study” <http://www.nedcc.org/digital/vii.htm#3>

*Sustainability of Digital Formats: Planning for Library of Congress Collections: Text*  
(<http://www.digitalpreservation.gov/formats/content/text.shtml>)

## **October 20** **Text & Images**

Text Encoding Initiative. Encoding for Interchange: An Introduction to the TEI [http://www.tei-c.org/Lite/teiu5\\_split\\_en.html](http://www.tei-c.org/Lite/teiu5_split_en.html)

UVA Text and Image Scanning Services: Text Scanning – Some Examples:  
<http://etext.lib.virginia.edu/services/helpsheets/scan/scan-train.html>

UVA Electronic Text Center: Archival Digital Image Creation.  
<http://etext.lib.virginia.edu/services/helpsheets/scan/specscan.html>

## **October 27** **Images**

*Handbook for Digital Projects*, Section 7: Guidelines from Case Studies

- “Working with Photographs” <http://www.nedcc.org/digital/vii.htm#2>
- “Digitization of Maps and Other Oversize Documents”  
<http://www.nedcc.org/digital/vii.htm#4>

Digital Imaging for Photographic Collections: Foundations for Technical Standards  
(<http://www.rlg.org/preserv/diginews/diginews3.html#com>)

*Sustainability of Digital Formats: Planning for Library of Congress Collections: Still Images*  
(<http://www.digitalpreservation.gov/formats/content/still.shtml>)

## **November 3** **Audio**

*Digital Audio Best Practices, version 2.0*, Colorado Digitization Program, Nov. 2005 (40 pp.),  
[http://www.cdpheritage.org/digital/audio/documents/CDPDABP\\_1-2.pdf](http://www.cdpheritage.org/digital/audio/documents/CDPDABP_1-2.pdf)

*NINCH Guide to Good Practice*. Chapter 7. Audio / Video Capture & Management.  
<http://www.nyu.edu/its/humanities/ninchguide/VII/>

“Planning An Audio Preservation Transfer Project”  
<http://www.safesoundarchive.com/PDF/AudioPreservProjectPlanning.pdf> (6 pp.)

*Digital Recording: Here to Stay*. (5 pp.) <http://www.ttctranscriptions.com/Digitalvsanalog.html>

*The Holy Grail of Digital Recording*. (7 pp.)  
<http://www.ttctranscriptions.com/DigitalRecordingHolyGrail.html>

*Sustainability of Digital Formats: Planning for Library of Congress Collections: Sound (Audio)*:  
(<http://www.digitalpreservation.gov/formats/content/sound.shtml>)

*November 10*

*Audio*

Readings from November 3

*November 17*

*Video & Multimedia*

Jerome McDonough. "Preservation Worthy Digital Video; or, How to Drive Your Library into Chapter 11." Paper presented at the AIC Electronic Media Group 2004 Meeting in Portland, Oregon. <http://aic.stanford.edu/sg/emg/pdfs/McDonough-EMG2004.pdf>

Judith Thomas. "Digital Video, the Final Frontier." In *Library Journal netConnect* – January 2004. <http://www.libraryjournal.com/article/CA371213&>

Howard Wachtlar & Michael G. Christel. Digital Video Archives: Managing through Metadata. In *Building a National Strategy for Preservation: Issues in Digital Media Archiving*. Washington, DC: Council on Library and Information Resources. 2002. <http://www.clir.org/pubs/reports/pub106/video.html>

Digital Imaging for Photographic Collections: Foundations for Technical Standards  
(<http://www.rlg.org/preserv/diginews/diginews3.html#com>)

Conservation Online (COOL) : Video Preservation Page  
<http://palimpsest.stanford.edu/bytopic/video/>

Sustainability of Digital Formats: Planning for Library of Congress Collections: Moving Images  
(<http://www.digitalpreservation.gov/formats/content/video.shtml>)

*November 24*

*No Class - Thanksgiving*

*December 1*

*Video and Multimedia*

Readings from November 17

*December 8*

*Storage, Retrieval & Preservation*

"Attributes of a Trusted Digital Repository: Meeting the Needs of Research Resources."  
<http://www.rlg.org/longterm/attributes01.pdf>

Brian Lavoie. "Meeting the Challenges of Digital Preservation: The OAIS Reference Model."  
OCLC Newsletter, no. 243, pp. 26 – 30. <http://www.rlg.org/longterm/attributes01.pdf>

OAIS Modeled Repositories: [http://www.rlg.org/en/page.php?Page\\_ID=377](http://www.rlg.org/en/page.php?Page_ID=377)

*Handbook for Digital Projects*; Section 8: Vendor Relations. <http://www.nedcc.org/digital/viii.htm>

*RLG Guidelines for Creating a Request for Proposal For Digital Imaging Services.*  
<http://www.rlg.org/preserv/RFPGuidelines.pdf>

Predicting the Life Expectancy of Modern Tape and Optical Media  
[http://www.rlg.org/en/page.php?Page\\_ID=20744#article3](http://www.rlg.org/en/page.php?Page_ID=20744#article3)

Digital Preservation Coalition: Decision Tree for Selection of Digital Materials for Long-Term Retention <http://www.dpconline.org/graphics/handbook/dec-tree.html>

## **Class Resources**

### **Lecture Notes & Discussion Questions**

(Discussion Questions will be posted to the listserv on the Monday before class)  
(Lecture Notes Will be posted right after class on Friday on the Website – Schedule Page)

### **Digitization Assignments : Directions**

(Will be posted on the listserv as they come available - on first day of that section)

### **Blogging Resources**

- . Smithsonian Institution Library: Library and Archival Exhibitions on the Web
  - o [http://www.sil.si.edu/SILPublications/Online-Exhibitions/CF/oe\\_display\\_alphabetical.cfm?AlphabeticalSort=A](http://www.sil.si.edu/SILPublications/Online-Exhibitions/CF/oe_display_alphabetical.cfm?AlphabeticalSort=A) [=B, =C, =D...]
- . Virtual Libraries and Museums Pages: <http://vtmp.icom.museum/>
- . Smithsonian Institution Library: Smithsonian Online Exhibitions:
  - o Industry and Technology Galaxy: <http://www.sil.si.edu/galaxy/industry.cfm>
  - o Mosaic of Science Galaxy: <http://www.sil.si.edu/galaxy/mosaic.cfm>
  - o Art and Design Galaxy: <http://www.sil.si.edu/galaxy/art.cfm>
  - o American Discovery Galaxy: <http://www.sil.si.edu/galaxy/american.cfm>
- . New York Public Library Digital: <http://digitalgallery.nypl.org/nypldigital/>