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

Email: megan@ischool.utexas.edu
Phone: (512)471-3969
Office: SZB 562L
Office Hours: Fri: Noon-1:30 PM, and by appointment

Teaching Assistant: Robert Carter

Email: rcarter@ischool.utexas.edu

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 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).]

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.
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

http://www.wired.com/wired/archive/12.10/tail.html?pg=1&topic=tai... (~5 pages)

“Riding the Long Tail: Libraries Confront the World of Infinite Content Supply and Demand” by John Blossom  
(~2 pages)

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**


**SAMPLE SELECTION CRITERIA**


University of California, "Selection Criteria for Digitization" ([http://www.library.ucsb.edu/ucpag/digselect.html](http://www.library.ucsb.edu/ucpag/digselect.html))


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


### September 22

**Project Planning & Management**


### September 29

**Rights Management**

“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


Copyright and Intellectual Property Issues.
http://www.virtualmissouri.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/

- 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/METSOversview.v2.htm)

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


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

UVA Text and Image Scanning Services: Text Scanning – Some Examples:
http://etext.lib.virginia.edu/services/helpsheets/scan/scastrain.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)

(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.nyu.edu/its/humanities/ninchguide/VII/

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


The Holy Grail of Digital Recording. (7 pp.)

(http://www.digitalpreservation.gov/formats/content/sound.shtml)
November 10
Audio

Readings from November 3

November 17
Video & Multimedia


November 24
No Class - Thanksgiving

December 1
Video and Multimedia

Readings from November 17

December 8
Storage, Retrieval & Preservation


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
. Virtual Libraries and Museums Pages: http://vlmp.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