LIS/KM 5990

Digital Collections

Syllabus

Instructor: Dr. June Abbas
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Fall 2010 Office Hours:
Tuesdays 10-12 and by appointment.

Course Catalog Description:
Introduction to the creation and development of digital collections and to the technical requirements for storage and dissemination of digital materials. Topics will include creation, development, organization, maintenance, and use of digital collections. Students will explore a variety of techniques and technologies for digitizing materials, evaluate the strengths and limitations of current efforts in creating, collecting and organizing digital materials, and explore the different opportunities and challenges of digital libraries, repositories, and archives.

Course Delivery Method:
This course will meet face to face on the Norman campus. The class will also be supported by a website on Desire2Learn website at http://learn.ou.edu.

Objectives:

Course objectives:
To provide students with the opportunity to:
1. Acquire an understanding of the fundamental principles and best practices relevant to creating, maintaining and evaluating digital collections.
2. Examine and engage with digital collections relevant to a variety of information environments.

Learner objectives:
Upon successful completion of this course, a student should be able to:
1. demonstrate understanding of the theories and practices relating to digital collections of different kinds
2. identify major issues and current trends in creating and maintaining digital collections
3. understand, evaluate, and use techniques, technologies and tools relevant to a variety of digital collection environments
4. develop a personal philosophy based on professional standards of best practice regarding the ethical use of digital collections
<table>
<thead>
<tr>
<th>DATE</th>
<th>Class Activity</th>
<th>DUE</th>
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<tbody>
<tr>
<td>8/24</td>
<td>Introduction to the course</td>
<td></td>
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<tr>
<td></td>
<td>Discuss assignments and class website</td>
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<td></td>
<td>Overview of Digital Libraries</td>
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<tr>
<td>8/27</td>
<td></td>
<td>Student profile survey submitted (online)</td>
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<tr>
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<td></td>
<td>Hello message posted to Discussion Board</td>
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<td></td>
<td></td>
<td>Email team selection to instructor</td>
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<tr>
<td>8/31</td>
<td><strong>Class will meet off site.</strong></td>
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<tr>
<td>9/7</td>
<td>Issue 1: User Analysis/Management and Project Planning</td>
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<td>Issue 2: Technology: DL Models and Infrastructure</td>
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<td></td>
<td><strong>Best Practices in class exercise</strong></td>
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<td></td>
<td>Team work time</td>
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<tr>
<td>9/10</td>
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<td>Post Best Practices exercise to Discussion Board</td>
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<td>Issue 4: Collection Development</td>
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<td>Issue 5: System Organization/Metadata</td>
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<td>Team work time</td>
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<tr>
<td>9/21</td>
<td>Issue 6: Technology: Digitization</td>
<td>Teams <strong>User’s Analysis and Infrastructure</strong> readings to class members</td>
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<td>Issue 7: Copyright</td>
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<td></td>
<td>Team work time</td>
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<tr>
<td>9/28</td>
<td><strong>Team Report: User Analysis/Needs Analysis</strong></td>
<td>Teams <strong>Interface and Organization/Metadata</strong> readings to class members</td>
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<td></td>
<td>Present Proposed User Assessment and Purpose Statement to class</td>
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<td><strong>Team Report: Technology I: Infrastructure Present Proposed System to class</strong></td>
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<tr>
<td>10/1</td>
<td></td>
<td>ALL students must post comments on Purpose Statement and Proposed Infrastructure by this date</td>
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<tr>
<td>10/5</td>
<td><strong>Team Report: Technology II: Interface and Compliance Present Proposed Interface to class</strong></td>
<td>Teams <strong>Digitization and Copyright</strong> readings to class members</td>
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<tr>
<td>Date</td>
<td>Event Description</td>
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<tr>
<td>10/7</td>
<td>Present Metadata Scheme to class</td>
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<td>Final Purpose Statement and Infrastructure Design Posted to Discussion Board: Final Design forum</td>
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<tr>
<td>10/8</td>
<td>ALL students must post comments on Proposed Interface, Compliance Policy and Metadata Scheme by this date</td>
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| 10/12      | Team Report: Technology III: Digitization  
Present Proposed Digitization Policy and Process to class  
Team Report: Copyright  
Present Copyright Policy to class |
|            | Final Interface Design, Compliance Policy, and Metadata Scheme Posted to Discussion Board: Final Design forum |
| 10/15      | ALL students must post comments on Proposed Digitization Policy and Proposed Copyright Policy by this date  
Progress Reports from ALL teams posted to Discussion Board: Progress Reports forum |
| 10/19      |  |
| 10/20      | Final Digitization Policy and Copyright Policy Posted to Discussion Board: Final Design forum |
| 10/26      | Meet at Site (team work time)  
Will work on gathering metadata and/or creating images. Teams will have the opportunity to talk with curator about any issues their team may have. |
| 11/2       | Meet at Site  
Will work on gathering metadata and/or creating images. |
| 11/9       | Meet at Site  
Will work on gathering metadata and/or creating images. |
| 11/16      | Meet at Site and in Lab (determined by teams)  
Team work time  
Work on metadata, creating images, etc. |
| 11/23      | Meet in Lab (location to be posted later)  
Workshop on image editing  
Working system ready/so students can begin entering images and metadata |
11/30 | **Meet in Lab/Site**
---|---
| **Finalize DL**
| Team work time
| Work on metadata descriptions, record/webpage creation, etc

| 12/1-12/3 | **Metadata Team begin reviewing metadata**
---|---
| **12/3** | Digital Library ready for Project Manager review
| All metadata descriptions completed
| DL 99% completed

| 12/4 | 
---|---
| **12/7** | LAST CLASS
| Demonstration of DL to user representatives and SLIS faculty
| Party!!!

| 12/10 | All Team Final Reports submitted to dropbox
---|---

**Teaching/Learning Methods:**

**Textbook and Readings:**
There is a required textbook and a set of readings for the course as listed in the Readings document.

**Required Textbook:**

All readings complement and supplement class lectures and discussion. Class lectures are not specific to the readings but rather build on and synthesize the content of the readings. Although readings may be listed in connection with specific topics, several readings relate to more than one topic. Students should read the assigned materials before the appropriate class meeting.

Students will also be responsible for locating and contributing readings for the class to read based on the topic they choose for their team participation. Each team will provide students with two additional required readings.

**Methodologies:**
Methodologies used to provide learning opportunities in this class will include face to face lectures and class discussions, required readings, team and intra-team participation activities, a variety of assignments oriented towards conceptualizing and building digital collections, participation in the design, creation, population, and implementation of a digital library, participation in all in-class and online activities and discussions, and team presentation and team reports. Specific details regarding each assignment are available in the Content area of the class website.
Course Requirements:
The requirements that must be fulfilled for successful completion of this course are summarized below. Full descriptions, instructions for each assignment, and evaluation milestones for grading will be located in the Content area of the course website.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>% of grade</th>
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<tbody>
<tr>
<td>Team Report and Moderated Session</td>
<td>40%</td>
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<tr>
<td>Participation in exercises, design, population, implementation of DL (in and out of class)</td>
<td>50%</td>
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<tr>
<td>In class and online participation</td>
<td>10%</td>
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Assignments:

Team Reports and Team Participation
Students will work in teams to research current issues surrounding the creation and maintenance of digital libraries. Each team will moderate a class session on their issue, research and present current readings and findings to the class, and head the discussions concerning their team topic during the design and implementation of the class digital library project. Please refer to the "Team Reports" and "Participation Criteria" assignments for more details.

Digital Library Design
The class will work together to design and develop a digital library. Details will be discussed further in class.

General and Online Participation
Students are expected to read assigned materials prior to class, attend class, contribute to class discussions (in class and online), participate in small-group activities, follow instructions for assignments, and meet deadlines. It is the responsibility of the student to notify the instructor and their team leader as soon as possible if they cannot attend class.

Several of the class sessions will be conducted off site at the organization we are working with this semester. Students are required to attend all off site sessions of class as well. It is also possible that students will have to arrange off site work time outside of class.

Students are required to submit all assignments electronically using the course website. They are also expected to participate in online discussions and other activities and to visit the site three to four times a week to read announcements, new course material, and communications.

Provisions for Undergraduate Students
Undergraduate students will participate in all activities as the graduate students with the following exceptions:
- undergraduate students will contribute to the writing of the team report but they will not be responsible for final editing or submitting the report
- undergraduate students will not be required to participate in the Final Unveiling presentation at the end of the semester. They will, however, participate in the development and presentation of the Team Moderated Session.
• undergraduate students will take a midterm exam and a final exam using the D2L site. Points earned in these exams will replace those participation required activities' points not engaged in, as noted in this section.

Criteria for Evaluation of Work:

Grading: The grade for the course will be determined on the following basis:

- A = 90-100 percent
- B = 80-89 percent
- C = 70-79 percent
- D = 60-69 percent
- F = 59 percent and below

The School of Library and Information Studies policy requires that any student receiving a grade of C in a required course retake the course. The Graduate College considers a grade of D to be a failing grade in terms of graduate degree credit. School of Library and Information Studies policy requires that any student receiving a grade of D or F be recommended for dismissal from the master's program.

Grading Criteria: Participation
Participation is the main criteria of evaluation in this class, and each student is expected to attend every class. A student who cannot attend class should notify the instructor and team leader PRIOR to the class. Participation points are deducted for each class missed without a legitimate excuse approved by the instructor. Students are responsible for obtaining all content and announcements made at missed class meetings.

Grading Criteria: Written reports
Both the substantive content of the report and the quality of the writing will be considered. Substantive content includes completeness and adherence to the assignment, knowledge of appropriate concepts, strong supporting material, and reasonable conclusions or solutions. Quality of writing covers organization and clarity of expression, appropriate use of references, adherence to the format prescribed by the assignment, and correct grammar, punctuation, and spelling. References must be made using the Chicago Manual of Style, in the author-date reference style. Up to one-half grade will be deducted for inaccurate references.

Grading Criteria: Timeliness of submitted assignments
Because this is team project and it must adhere to a very strict schedule of completion, all assignments must be submitted on time. One-half grade will be deducted for each weekday an assignment is late. Team leaders will have the responsibility of notifying the instructor if their team members are NOT complying with all deadlines set by the course schedule or by the team leader.

Extra credit
No assignments for extra credit will be made under any circumstances. A student who is having trouble with regular assignments is strongly encouraged to contact the instructor as early as possible for personal advising.
Course Policies:
This web-based course will be conducted in accordance with the web policies of the University of Oklahoma as stated at http://www.ou.edu/provost/

All participants are expected to welcome open expression of opinions, attitudes, and beliefs and to accept the legitimacy and value of dissent, whether the dissenting opinion is considered valid or not. In discussion conducted electronically, whether in the course web site discussion area, in the course chat room, or in email, participation is expected to reflect the tenor of a professional discussion among colleagues, just as is the case in discussion within a physical classroom. The instructor reserves the right to delete any forum postings or other posted class material that violates any of the policies stated above.

Class Conduct
Instructor and students are expected to be prompt and prepared for class. When class is held off site, students are expected to arrive on time and be ready for the class activities. Students are expected to attend the entire class period and may not leave early unless approved by the instructor.

The instructor will be available for student consultation during office hours, by appointment, and via email, Skype, or phone. Students are asked not to detain the instructor during the instructor's preparation time immediately prior to class and at the beginning of short breaks during class.

The instructor makes plans and keeps records based on students' attendance and work. Students are asked to contact or leave a message for the instructor if they cannot attend class, must arrive late or leave early, expect to submit work late, or intend to withdraw from the course. You are also required to inform your team leader of any absences, late work, etc.

Students participating in class discussions and group assignments (in class and online) are expected to develop positive interaction skills that demonstrate mutual respect for others' ideas and approaches.

Student Evaluation of Course and Instruction:
At the end of the semester, each student will be asked to complete a standard evaluation form that elicits opinions about the quality and relevance of course content and the quality of instruction. The instructor will not see course evaluations until well after grades have been turned in to the registrar's office. This student input is used by the instructor for improvement of teaching and by the School for annual assessment and tenure and promotion decisions. It is important that you be careful and accurate. This evaluation is administered online by the College of Arts and Sciences Director of Online Learning Programs.

Related Policies:

Incompletes:
The Graduate College has strict conditions under which a student is given an incomplete in a regularly scheduled, letter-graded course. A grade of Incomplete (I) will be given only for a justifiable reason (due to unavoidable circumstances, not lack of planning on the student's part) and only if the student is passing the course. It is the responsibility of the student to request a grade of I and to meet with the instructor as early as possible to determine the requirements for completing the course. Any incomplete granted must be removed by the deadline specified by the
instructor. The time limit set for removal of an incomplete will take into account the circumstances of the situation but may not exceed one calendar year.

**As noted in the OU SLIS Graduate Student Handbook:**

Fundamentally, responsibility for education at the graduate level belongs to the individual student. Faculty provide the basic frame in which the study is undertaken, offer assistance in setting the parameters of study, and serve as facilitators and mentors. This approach to the learning environment is particularly necessary as a conceptual framework for the development of information professionals who must exercise critical thinking, analyze problems, and design solutions as a daily part of their work life, who must be independent and lifelong learners who also function effectively as team members in a diverse and dynamic information environment.

It is the policy of the University to excuse absences of students that result from religious observances and to provide without penalty for the rescheduling of examinations and additional required classwork that may fall on religious holidays. Students who plan to observe a religious holiday should notify the instructor as soon as possible in order to make appropriate arrangements.

**Codes And Policies Of Behavior:**

To protect its faculty and students, the School fully subscribes to the University's codes, policies, and procedures involving academic integrity and academic misconduct, grievances, sexual and ethnic harassment, and discrimination based on physical disability. You should acquaint yourself with both your responsibilities and your protections. Links are available from [http://www.ou.edu/provost/pronew/](http://www.ou.edu/provost/pronew/)

**Special Accommodations:**

Any student in this course who has a disability that may prevent full demonstration of the student's abilities should contact the instructor as soon as possible to discuss accommodations necessary to ensure full participation and to facilitate educational opportunities.

Please advise the instructor of such disability on the first day that this course site is open. The instructor will work with you and the Office of Disability Services to provide reasonable accommodations. The Office of Disability Services accepts requests from students for reasonable accommodation after the student has self-identified as an individual with a disability. The [Office of Disability Services](http://www.ou.edu/provost/pronew/) in Norman is located in Goddard Health Center, Suite 166, phone 405/325-3852 or TDD only 405/325-4173. Students in Tulsa should contact [OU-Tulsa Student Affairs](http://www.ou.edu/provost/pronew/) located in Room 1C 53.

**Academic Integrity:**

“Honesty is a fundamental precept in all academic activities, and those privileged to be members of a university community have a special obligation to observe the highest standards of honesty and a right to expect the same standards of all others. Academic misconduct in any form is inimical to the purposes and functions of the university and therefore is unacceptable and rigorously proscribed.” [University of Oklahoma Academic Misconduct Code](http://www.ou.edu/provost/pronew/)

You should review expectations for the academic integrity of your work by reading and reviewing the items posted at the URLs listed below.
http://www.ou.edu/provost/integrity/

Academic Misconduct
http://www.ou.edu/provost/pronew/content/miscond.html

Rights and Responsibilities under the Academic Misconduct Code
http://www.ou.edu/provost/integrity-rights/

Examples of plagiarism
http://www.ou.edu/provost/integrity/plagiarismexample.html

Student Code
http://www.ou.edu/studentcode/OUStudentCode.pdf

**Writing Center:**
Assistance in writing and in interpreting the standards for observance of the rules for use of ideas and material of others is available from the OU Writing Centers. Online assistance is available at http://www.ou.edu/content/writingcenter.html. In Norman, the OU Writing Center is located in 280 Lissa and Cy Wagner Hall. In Tulsa the OU/Tulsa Writing Center is in located in Schusterman Campus Room 1C53.

**Disclaimer:**
This syllabus represents the plan for this course and will be followed to the extent that it is feasible to do so in meeting the instructional goals of the course and the needs of the class. However, it is not, and should not be interpreted as, a contract between the student and the instructor. If necessary, due either to unforeseen circumstances or to unanticipated variations in class progress, it may be changed or adjusted as needed.