

## **LIBR 1395: Special Topics**

### **Creating and Managing Digital Collections**

#### **Scope**

In this 13-week three (3) credit course, the key elements of managing digital collections are explored through discussion, hands-on practice, and project based activities. Topics covered include: project development, selection and electronic processing of materials, copyright, description (cataloguing and metadata), electronic access and preservation. This is an online course using Blackboard.

#### **Learning Outcomes**

At the end of LIBR 1395, students will be able to competently undertake a variety of processes required for creating and managing digital collections. In particular they will be able to:

- Identify the elements of a digitization project, and participate in a sound project planning process
- Outline and assess the skills sets required to undertake digitization projects
- Understand the benefits of outsourcing digital processes
- Select appropriate materials as candidates for digitization, and effective methods to be used in the digitization process
- Identify and address issues regarding copyright of materials pre- and post-digitization.
- Identify and select tools (software, hardware, etc.) required for digitization
- Using appropriate technologies, convert a variety of materials (text, graphic, etc.) to a digital format, considering issues of process, cost-effectiveness, and quality of final product
- Apply sound principles to description of digitized materials, including consideration of current cataloguing standards and practice, and types and appropriate levels of metadata
- Understand the software, hardware, and information management processes involved in the organization of and provision of electronic access to digital materials
- Make decisions required to enhance preservation of digital content

#### **Methodology**

1. Discussions and participation: Students will be expected to interact with each other and the instructor in discussions, and participate in class activities.
2. Quizzes: there will be two quizzes evaluating your understanding of the processes and technology in developing digital libraries.
3. Assignments: Working individually and in groups, students will be expected to complete two assignments. These include an assignment working with digital images and publishing a personal digital library, and an evaluation of a digital library project, which is presented online.
4. Project: Digital Library Proposal. Working in groups students will develop a comprehensive digital library proposal, which will be presented online.

#### **Evaluation:**

- Participation in activities and discussions: 10%
- 2 Quizzes: 20% (10% each)
- 2 Assignments: 40% (20% each)
- Project: Digital Library Proposal: 30%

## Selected Texts and Readings

There is no required textbook for this course. Access to numerous online articles which are required or recommended readings will be available through the course website. Some books that are available (in the Langara College library for sure ; elsewhere, you will have to check your own local access to these) about the topic include:

Arms, W. (2000). **Digital libraries**. Cambridge, MA: MIT Press. Available online at:  
<http://www.cs.cornell.edu/wya/DigLib/>

Caplan, Priscilla. (2003). **Metadata fundamentals for all librarians**. Chicago: American Library Association.

Hughes, Lorna M. (2004). **Digitizing collections : strategic issues for the information manager**. London : Facet.

Jordan, Mark. (2006). **Putting content online : a practical guide for libraries**. Oxford : Chandos.

Melucci, M., and Baeza-Yates, R (2011). **Advanced topics in information retrieval**. New York: Springer.

Schwartz, C. (2000). **Digital libraries: an overview**. J Acad Librarianship 26 (6): 385-93.

Witten, Ian H., and Bainbridge, David (2009). **How to build a digital library**. San Francisco : Kaufman. Available online through Langara Library.

Zhu, Qin and Guevara, Sophia (2009). **A practical guide for building a digital library**. Comp in Lib 2009 (Apr): 6-10.

As assignment I requires familiarity with HTML and web design software, students may want to read a general book such as:

Hofstetter, Fred T. (2006). **Internet literacy**. 4th ed. Boston : McGraw-Hill.

### Expectations:

- All activities must be completed and submitted by the due date in order to receive credit for participation, unless previous arrangements are made with the instructor.
- All assignments and projects must be submitted on the due date, unless previous arrangements are made with the instructor.
- One mark per day will be deducted from projects submitted after the due date (e.g. if the project is worth 30% and is handed in 5 days late, it will be graded out of 25%).

## Library Technician Grading Scheme

Grade	Mark
-------	------

A+ 96-100

A 91-95

A- 88-90

B+ 84-87

B 80-83

B- 77-79

C+ 71-76

C 65-70

C- 60-64

D 50-59

F Below 50%