

OFFICE OF ACADEMIC AFFAIRS
COURSE APPROVAL FORM
NEW COURSE



College: Arts, Humanities and Social Sciences Prefix/Subject Code: HY Course Number: 494

Banner Title: Developing Digital Archives Credit Hours: 3 First Offered: 2017
 (32 Characters)

Full Course Name: Developing Digital Archives

Instructional Method: Online Hybrid Classroom

Cross-listed: 594

Cross-listed courses must provide both graduate and undergraduate syllabi.

Prerequisites: NA

Min. Grade: NA

Co-requisites: NA

Prerequisites with Concurrency: NA

Restrictions: NS

Class, Level, Department, Program, College, etc.

Catalog Description: (300 Characters)

Survey of the theory and practice of developing digital access tools in archives, libraries, and museums.

Grading System: A-F S-U

Does this course involve multiple academic units in the originating college? Yes No
If so, the chair of each academic unit must sign this form.

Is this course to be added to Charger Foundations? Yes No
If so, the Charger Foundations committee must review this form.

Does this course involve academic units external to the originating college? Yes No
If so, deans of all colleges involved must sign this form.

Is this a Laboratory course (stand alone or combined)? Yes No
If yes, indicate the number of credit hours for the lab and the number of contact hours.

Lab Hours: _____ Contact Hours: _____ Total Credit Hours: _____

Indicate type and hours for studio, clinical, internship, and study abroad courses.

- Studio Course Studio Hours: _____ Contact Hours: _____ Total Credit Hours: _____
- Clinical Course Clinical Hours: _____ Contact Hours: _____ Total Credit Hours: _____
- Internship Internship Hours: _____ Contact Hours: _____ Total Credit Hours: _____
- Study Abroad Abroad Hours: _____ Contact Hours: _____ Total Credit Hours: _____

Compare with existing catalog offerings, with justification if apparent overlap:

NA

Discuss demonstrated value of course. Please justify why this new course is needed.

The history department currently has no courses with the primary focus of developing skills related to digital materials. This course will give students the theoretical underpinnings to understand the digitization process and to create databases for digitized and born digital materials. The course will support the history major and public history minor, and will prepare students for internships in archives, libraries and museums.

Will this course be required? Explain.

No.

Is this course part of a program core? Explain.

No.

Is this course part of a new major or minor? Explain.

No.

Textbooks: Digital Library Programs for Libraries and Archives: Developing, Managing, and Sustaining Unique Digital Collections

Intended Instructors: Reagan L. Grimsley

Implications for faculty workload: Mr. Grimsley is a faculty lecturer in the library and will teach this course separate from his normal duties in the library.

Implications for facilities: NA

A detailed syllabus must be attached giving an overview of topics covered, course goals and structure, grading system, and policies.

Department Chair: [Signature]

Grad. Council: _____

College Dean: [Signature]

Graduate Dean: _____

College Curriculum Committee: [Signature]

Undergrad Curriculum Cmte: _____

Charger Foundations: _____

Provost: _____

Acknowledgements from other units:

Department Chair: _____

College Dean: _____

History 494 Developing Digital Archives

Semester-Day Time

Professor: Reagan L. Grimsley
Office: Salmon Library, 343A
Phone: 256-824-5781
Email: rlg0020@uah.edu
Office Hours: TBD, at least three hours weekly or by appointment

Course Overview

The digital revolution and the rise of a global communication network allows libraries, archives, and museums (LAM's) to share information online. This class is a mixture of theory and practice. On the theoretical side, students will examine the role of the archivist, librarian and museum curator in developing digital archives, libraries, or museum collections. We will also examine major themes in this field, and examine the major steps in creating this type of content. Actual hands on practice is an important part of the learning experience, and students will participate in the creation of a digital archives utilizing either ContentDM, dSpace, or Omeka content management software, and will learn hands on how to appraise, develop metadata schema, and apply controlled vocabulary via this project.

Course Objectives

- Students will be able to recognize and understand the major themes and current issues in the field of digital archives, digital libraries, and digital museums.
- Through class lectures, discussion, and course assignments, students will gain a basic knowledge of the role of the archivist, librarian, and museum curator in developing and managing digital content in LAM's.
- Students will be familiar with and able to interpret the current literature on the topic of digital archives.
- Through class assignments, students will sharpen their written communication skills.
- Students will gain practical experience in creating a digital project using a recognized digital content management system.

Textbooks

One textbook is required for this course:

Aaron D. Purcell, *Digital Library Programs for Libraries and Archives: Developing, Managing, and Sustaining Unique Digital Collections*, Chicago: ALA Neal-Schuman, 2016.

Please purchase this text. Reading assignments will be made available via Canvas. Students are expected to complete reading before each class period and be ready to extrapolate on the readings during class.

Grading Policy

Weekly Synopses	30%
Digital Content Management Review	20%
Building a Digital Archive Assignments	30%
Final Exam	20%

Weekly Synopses

Readings will be assigned weekly during the semester, and will include selections from the text, journal articles, and book chapters. The readings are expected to be completed prior to the class period, and on the weeks assignments are due each student will turn in a 500-750 word synopsis of one or more of the required readings by 10:00 am the morning before class. Information to be included in the synopsis include the thesis and theme of the article(s), analysis of at least one salient point you gained from the piece, and a general summary of the content. You should also compare and contrast at least two of the articles in the readings (you may compare prior readings). Also, include at least one question for class discussion. Go beyond the facts and provide analysis, as this will help both your grade and provide you with points to discuss in class. The readings grades are averaged at the end of the semester and will comprise 30 % of the final grade. You are allowed one "pass" during the semester, ie if you are late, don't have the required work, are sick, etc you will not be penalized for that week.

Digital Content Management Review

Each student will select a digital content management system and complete a 1500-2000 word comprehensive review. Some examples include: ArchivesSpace, Drupal, Islandora, Streetprint, Omeka, Pastperfect, Content DM, Dspace, re: Discovery, and Greenstone. You may select another CMS with my permission. The review should be footnoted according to the latest edition of Chicago Manual of Style, and should include:

- an overview of the system
- a discussion of the types of formats (ie photographs, text, audio) it is useful for

- discussion of at least two facilities using the system and how it is utilized
- pros and cons (ie strengths and weaknesses of utilizing this system)
- Review of interoperability, for example can you use EAD, TEI, MARC, etc
- Analysis of the value of the system for archives, libraries, and museums

This review should be academic in nature and include both fact and analysis. The review will count 20% of your grade. You will also briefly discuss your CMS in class during our weekly discussion.

Building a Digital Archive Assignments

During the semester we will be working through the steps to develop a digital archives for one of the collections in UAH Special Collections and Archives. The three assignment will be spaced throughout the semester and will count a combined 30% of the overall grade.

Assignment One:	selecting materials for digitization
Assignment Two:	compiling metadata
Assignment Three:	entering data into the CMS

Final Exam

The final exam for this course will consist of essay questions designed to test student knowledge of the course content.

Basic Rules for the Course

- Respect of your fellow students, visitors to the class, and the instructor is required.
- Our society places high value on effective communication skills, so even though you may disagree with your neighbor, allow him or her the courtesy of open and polite debate. Class participation is encouraged and will be a factored into the final grade.
- Students are expected to attend class regularly.
- Cheating and plagiarism will not be tolerated, and the maximum academic penalty will be imposed on anyone found partaking in this activity. All work submitted for credit in this class must be original and may not be submitted for credit in any other course at University of Alabama in Huntsville.
- Please note that I will not accept any work via email unless agreed upon beforehand.
- Late assignments (ie turned in after class begins) will be downgraded 1 letter grade each calendar day.
- Students are expected to turn off cell phones and other electronic devices while in class.

- Students at all sites should focus on classroom discussion and not engage in sidebar conversations.

ADA Accommodation Notice:

Students with accommodations are asked to arrange a meeting during office hours the first week of classes, or as soon as possible if accommodations are needed immediately. If you have a conflict with my office hours, an alternate time can be arranged. To set up this meeting, please contact me by E-mail.

Tentative Schedule

Week 1: Digital Archives, Libraries, and Museums: An Overview

Readings:

- *Digital Library Programs*, Chapter One
- Ross, "Digital Preservation, Archival Science and Methodological Foundations for Digital Libraries" Keynote Address at the 11th European Conference on Digital Libraries (ECDL), Budapest (17 September 2007).

Assignment: Learn how to access and utilize Canvas for course assignments.

Week 2: What is digitization?

Readings:

- *Digital Library Programs*, Chapter 2,3
- Brad Reagan, "The Digital Ice Age," *Popular Mechanics*, December 2006.
- Harvey, "Appraisal and Selection" DCC Briefing Paper, 2007.
- "Whither Appraisal?: David Bearman's "Archival Strategies" Blog Post in New York Digital Archivists Working Group, 8/22/2011.
<http://nydawg.wordpress.com/2011/08/22/whither-appraisal-david-bearmans-archival-strategies/>
- "Library of Congress Is Archiving All Of America's Tweets"
<http://www.businessinsider.com/library-of-congress-is-archiving-all-of-americas-tweets-2013-1>

Assignment: Synopsis 1 Due

Week 3: Metadata

Readings:

- *Digital Library Programs*, Chapter 7
- *Metadata Fundamentals for All Librarians*, Part One, Chapters 1, 2, 5
- M. W. Elings and G. Waibel. "Metadata for all: Descriptive standards and metadata sharing across libraries, archives and museums," *First Monday* (2007) 12, no. 3.

Assignment: Synopsis 2 Due

Week 4: Metadata

Reading:

- *Metadata Fundamentals for All Librarians*, Chapters 8,9,16,17
- McDonough [2006] "METS: standardized encoding for digital library objects," *International Journal on Digital Libraries* 6(2):148-158.
- Wisneski and Dressler "Implementing TEI Projects and Accompanying Metadata For Small Libraries: Rationale and Best Practices," in *Metadata Best Practices and Guidelines*, edited by Park, 2010.

Assignment: Synopsis 3 Due

Week 5: *Controlled Vocabulary and Repository Architecture*

Readings:

- *Metadata Fundamentals for All Librarians*, Chapter 3
- Forstrom, "Managing Electronic Records in Manuscript Collections: A Case Study from the Beinecke Rare Book and Manuscript Library," *American Archivist*, Volume 72, Fall/Winter 2009.
- Westbrook, Mandell, Shepherd, Stevens, and Varghese, "The Archivists' Toolkit: Another Step Toward Streamlined Archival Processing" *Journal of Archival Organization*, Volume 4 Issue 1-2, 2007.
- Harping, "Development of the Getty Vocabularies: AAT, TGN, ULAN, and CONA" *Art Documentation*, Spring 2010, Volume 29 Issues 1.
- Symonds, "Controlling the Vocabulary: Maintaining Consistency Across Collections," *Visual Resources Association Bulletin*, Summer 2008, Volume 35, Issue 2.
- Art and Architecture Thesaurus
<http://www.getty.edu/research/tools/vocabularies/aat/>
- Library of Congress Subject Headings
<http://id.loc.gov/authorities/subjects.html>

Assignment: Synopsis 4 Due

Week 6: *Material Selection for Digital Projects*

Reading:

- *Digital Library Programs*, Chapter 6.
- David Anderson, "Building Digital Archives Collections at Northern Virginia Community College" *Virginia Libraries*, V 56, N 4 (2010).

Assignment: None

Week 7: *Digital Content Management Systems*

Readings:

- Biswas and Paul, "An Evaluative Study on the Open Source Digital Library Softwares for Institutional Repository: Special Reference to Dspace and Greenstone Digital Library," *International Journal of Library and Information Science* Vol. 2(1) pp. 001-010, February, 2010.
- Schwartz, Pom, Rishel, and Fox, "ARCHON: A Unified Information Storage and Retrieval System for Lone Archivists, Special Collections Librarians and Curators," *Partnership: A Canadian Journal of Library and Information Practice and Research*, Volume 2 Number 2, 2007.
- Cornish and Merrill "Enabling Integrated, Online Access to Special Collections," *Technical Services Quarterly*, Volume 27, Number 2, March 2010.
- "Implementing Archivists Toolkit in UGA Special Collections," Professional Development and Research Committee Presentation, 2009.
- Tom Scheinfeldt, "Omeka and Its Peers," Found History blog, Sept. 1, 2010.

Review the User Manuals for three of the following: ARCHON, ArchivesSpace, CollectionSpace, Collective Access, ContentDM, Omeka, Streetprint, Greenstone, re: discovery, PastPerfect, Dspace. Browse at least two sample websites from the three you select.

Assignment: Synopsis 5 Due

Week 8: Analyzing CMS systems

Reading:

- Carpioone, "Museum Collection Management Systems, One Size Does Not Fit All," Seton Hall Master's Thesis, 2010.

Discussion of Digital Content Management Systems Reviews.

Assignment: Digital Content Management Systems Review

Week 9 : Digital Collection Case Studies

Readings:

- Martha Chantiny, "OSS on a Shoestring Budget: The Streetprint Engine at the University of Hawaii Manoa" Power Point Presentation, 10th LITA National Forum, 2007.
- Chandler, "Museums in the Online Archive of California (MOAC): Building Digital Collections Across Libraries and Museums," *First Monday*, 2002.

- Jenda and Weisbrod, "Alabama Agricultural Experiment Station Digital Collection," *Journal of Agricultural and Food Information*, Volume 14, Issue 1, 2013.
- Kroski, "5 Free and Open Source Tools for Creating Digital Exhibitions"

Assignment: Synopsis 6 Due

Week 10: Building a Digital Archive

Class visit to UAH Special Collections

Reading:

- *Digital Library Programs*, Chapter 8.

Assignment: NONE

Week 11: Digital Preservation

Readings:

- Trehub and Halbert, "Safety in Numbers: Distributed Digital Preservation Networks," World Library and Information Congress, Helsinki, 2012.
- McMillian, "Digital Preservation of Theses and Dissertations Through Collaboration," *Resource Sharing and Information Networks*, Volume 17, Number 1-2, 2004.
- Watterworth, "Planting Seeds for a Successful Institutional Repository: Role of the Archivist as Manager, Designer, and Policymaker," *Journal of Archival Organization* Volume 7, Issue 1-2, 2009.
- Keough and Wolf, "Moving the Archivist Closer to the Creator: Implementing Integrated Archival Policies for Born Digital Photography at Colleges and Universities," *Journal of Archival Organization*, Volume 10, Issue 1, 2012.

Assignment: None

Week 12: Building a Digital Archive

Readings:

- *Digital Library Programs*, Part III

Assignment: Building a Digital Archive Assignment 1 Due

Week 13: Managing Collections in DSpace

- Duranceau, "The "Wealth of Networks" and Institutional Repositories: MIT, DSpace, and the Future of the Scholarly Commons," *Library Trends*, Volume 57, Number 2, Fall 2008.
- Kurtz, "Dublin Core, DSpace, and a Brief Analysis of Three University Repositories," *Information Technology and Libraries* , Volume 29, Issue 1, March 2010.
- Browne, "Web-Based Software Integration for Dissemination of Archival Images: The Frontiers of Science Website," *Code4Lib*, Issue 14, July 2011.
- Review DSpace Website. www.dspace.org Pay particular attention to the training course.

Assignment: None

Week 14: Building a Digital Archive

Assignment: Building a Digital Archives Assignment 2 Due

Week 15 : Promotion and Assessment

Readings:

- *Digital Library Programs*, Chapter 10.
- McGovern: A Digital Decade: "Where We Have Been and Where We Are Going in Digital Preservation" *RLG DigiNews* Volume 11, Number 1 April 7, 2007.
- Beagrie, "Plenty of Room at the Bottom? Personal Digital Libraries and Collections," *D-Lib Magazine*, v.11 no.6, 2005.

Assignment: Building a Digital Archives Assignment 3 Due

Week 16:

Final Exam