Course Syllabus

LIS 676 – Creating Digital Libraries
Spring 2019 * Wednesday 1:30-3:00 PM * HL 3G

Course Instructor- Stanisлавa Gardasevic, MA,
CIS Ph.D. Student, LIS Teaching Assistant
email - gardasev@hawaii.edu;
skype stanislavabegrad1
Office HL 003E
Office hours- Wednesday- 3:00 PM- 4:00 PM

Course Description

The course is designed around enabling students to bring well informed decisions when creating a digital library in a cultural heritage institution. Except for digitization project planning, the class will cover other practical aspects such as choosing appropriate repository and metadata standards for digital objects description. The metadata will be applied not only to different types of material, but also to describe in a structured way events and persons that are relevant to the collections in question. Different stages of transforming analog to digital material will be covered, including the tutorial in XML (as applied in Extended Dublin Core) and interoperability for the purpose of metadata dissemination and improving discovery. The metadata module will include applications of Linked Data standards for metadata enrichment and linking between collections. Also, the course will cover the intellectual property rights licenses and their usage (Creative Commons), as well as a module dedicated to the importance of Uniform Resource Identification and controlled vocabularies in digital collections. During this course, students will not only create their own digital library (choose, import, describe, and link digital objects, while organizing it in meaningful collections), but will also learn how to evaluate the digital libraries available on the web in order to make better design decisions in their practical work.

General Education Objectives

Students will learn about different practical aspects related to creating digital libraries in a cultural heritage institution, such as planning and project management, as well as implementing a digital library based on Omeka S software, while using library metadata standards for description and discovery. Also, students will learn XML and selected metadata standards for
description, exchange and interoperability that are supporting Linked Data and other web technologies (URI, OAI-PMH, etc.). Finally, they will be able to critically evaluate digital libraries.

**Student Learning Objectives (SLOs) & Course Goals**

**SLO 4 Technologies**- Evaluate and apply information technologies- **PRIMARY SLO**

C1- Students will learn about different aspects of digital libraries and digitization processes;
C2- Students will be able to apply skills such as metadata creation for different digital object types, metadata import and export in XML, applying Linked Data vocabularies and Creative Commons Licenses to digital objects, creating a virtual exhibit, and fully functional digital library;

**SLO 1 Services**- Design, provide, and assess information services

C1- Students will be able to design and create a digital library based on already available material free of copyrights;
C2- Students will be able to critically evaluate digital libraries available on the Web.

**SLO 3 - Resources**- Create, organize, manage and discover information resources

C1- Students will be able to critically evaluate and implement a method for description of different types of digitized material and organize it in collections for online access.

**Technology for the class**

Students must their personal laptop to each of the classes, because the second part of the class is a hands-on exercise and lab were we work on the digital libraries. The **Omeka S** software we will be using to make a digital library is cloud based, so no additional program installations will be necessary.

For sharing the class resources, I will be using a Google Drive space dedicated to the class. For sharing your screen to the class, and some of the remote classes that might occur during the semester, we will be using **Zoom** (that must be pre-installed). Zoom meeting code is- 921-490-872.

The class is designed with the assumption of at minimum basic to intermediate skills in running and executing various computer programs, and students will be expected to take initiative in learning to use different pieces of software on their own.
Course Syllabus

This syllabus will serve as a general guide to the course, however it is subject to change.

Student’s Conduct

UHM LIS Program expects its students to conduct themselves in a respectful, responsible, ethical, and professional manner. The program applies the university’s Academic Integrity Policy, and all students are expected to become familiar with and adhere to the professional expectations. Be sure to do all of the assigned readings, not to miss the classes—especially before previous notice, be in time for the class and for the assignment submission.

Kokua

If you need reasonable accommodations to complete required coursework because of the impact of a documented disability, you are encouraged to explore the services of UH Manoa's KOKUA program. KOKUA provides disability access services to individuals on a case-by-case basis, and students are not charged for these services. A student’s disability status is considered confidential information and is only disclosed to faculty with the student's permission.

Support Services

Confidential student counseling and support services are available at the UHM Counseling and Student Development Center (CSDC), Queen Lili‘uokalani Center for Student Services, Room 312. More information is available at the CSDC website: http://manoa.hawaii.edu/counseling/

Title IX is a federal civil rights law prohibiting discrimination and harassment in education. The UHM Office of Title IX has the specific responsibility for providing prompt and effective responses to all complaints of discrimination or harassment for faculty, staff and students. More information is available at the Office of Title IX website: http://manoa.hawaii.edu/titleix/
<table>
<thead>
<tr>
<th>Class</th>
<th>Topic</th>
<th>Reading</th>
<th>Lab/Hands on</th>
<th>Assignments &amp; Comments</th>
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<tbody>
<tr>
<td><strong>Class 1</strong></td>
<td><strong>Jan 9</strong></td>
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<tr>
<td>Intro to the class</td>
<td>Intro to Omeka; Class &amp; Project outline.</td>
<td>NONE</td>
<td>Look at good examples of digital libraries; Look at Omeka S admin site</td>
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<tr>
<td><strong>Class 2</strong></td>
<td><strong>Jan 16</strong></td>
<td>Chapters 2 &amp; 8 Bankier, J. G., &amp; Gleason, K. (2014)</td>
<td>Choosing the User Manual section for demo. -CC and Open Access- finding resources -Talk about your library idea;</td>
<td>Manual demo 0 Admin Dashboard-Sites Management</td>
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<td>Digital Library Software- open source &amp; proprietary (DSpace, Eprints, Fedora, Omeka, ContentDM) Access &amp; Licensing</td>
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<td>Project of Digitization in libraries- Selection criteria, Metadata; Project Management.</td>
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<tr>
<td><strong>Class 4</strong></td>
<td><strong>Jan 30</strong></td>
<td>Chapter 4 Witten, I. H., Bainbridge, D. (2003). P 58-70 Best Practices for File Naming</td>
<td>Present your DL topic - Show the About page- 5 min -Identify item sets, important events, persons, concepts in the</td>
<td>Manual demo 2 Items</td>
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<td>Digitization; File Naming; File Formatting; OCR Long term preservation Access</td>
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<td><strong>DUE</strong></td>
<td>Prepare the About page, include the topic and the public of your digital library; say where you will get your material</td>
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<td>Class</td>
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<td>Topic</td>
<td>Chapter</td>
<td>Resource</td>
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<td>Class 5</td>
<td>Feb 6</td>
<td>Metadata in Digital Libraries XML; JSON etc.</td>
<td>Chapter 3</td>
<td>XML workshop w3Schools.com</td>
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<td></td>
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<td></td>
<td>(36-44 p.)</td>
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<td>Chapter 5</td>
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<td>DL</td>
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<td>- find a person with similar idea;</td>
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<td>from. (3%)</td>
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<td>Class 6</td>
<td>Feb 13</td>
<td>Metadata models in libraries; (DC, MODS/METS;, TEI)</td>
<td>Chapter 6</td>
<td>Send/Bring the digital objects of all types;</td>
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<td>(115-144)</td>
<td>DC terms overview</td>
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<td>Metadata/ description for different item types (Books, Journal Article, AV)</td>
<td>Tennant, R. (n.d)- (1-23 pages);</td>
<td>Making a metadata model and manual/resource templates;</td>
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<td><a href="http://bibliontology.com/examples.html">http://bibliontology.com/examples.html</a></td>
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<td>Planning for access- search, browse, ordering lists</td>
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<td>Media</td>
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<td>Guest lecturer- Dr. Tonia Sutherland</td>
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<td>Class 8</td>
<td>Evaluating Digital libraries</td>
<td>Reeves, T. C., Apedoe, X., &amp; Woo, Y. H. (2005) (Chapters 2-5)</td>
<td>Exercise of evaluation</td>
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<td>Feb 27</td>
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<tr>
<td>Class 9- No Class Meeting</td>
<td>Midterm</td>
<td>Evaluation of 3 digital libraries</td>
<td>Midterm due 25%</td>
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<td>March 6</td>
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<td>Class 10</td>
<td>Metadata-Serials in Digital Libraries</td>
<td>IFLA Section on Cataloging and IFLA Section on Serial Publications. (2002) (pages 26-83)</td>
<td>Mass import of serials ISSN; Case of Europeana WWI collections</td>
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<td>March 13</td>
<td></td>
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<td>Manual demo 6 CSV Import, Mapping</td>
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<td>SPRING BREAK</td>
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<td>Class 11</td>
<td>Linked Open Data; RDF; URI; Vocabularies.</td>
<td>Chapter 6 (144-152) Library Linked Data Incubator Group Final Report. (2011)</td>
<td>Using Linked Data in DL Vocabularies and import</td>
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<td>March 27</td>
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<td>Manual demo 7 Vocabularies Mass import due-10%</td>
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<td>April 3</td>
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<td>Manual demo 8 Item sets</td>
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<td>Have prepared object types of person, event, geolocation;</td>
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<td>Class 13</td>
<td>Identification of User Needs in Digital Libraries</td>
<td>TBA</td>
<td>Exercise on planning the DL according to User Needs</td>
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<td>April 10</td>
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<td>Guest Lecturer Dr. Milena Dobreva (UCL)</td>
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<tr>
<td>Class 14</td>
<td>Discovery;</td>
<td>Chapters 9, 10</td>
<td>Schema</td>
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<td>April 17</td>
<td>Big Initiatives-European, DPLA; EDM model</td>
<td>Mapping exercise</td>
<td>Export of metadata in XML</td>
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**Class 15**  
**April 24**  
Guest speaker- Using Digital Libraries in Teaching  
Kovacevic, O. (2014)  
British Library, Learning  
Library of Congress, Education Resources  
Veliki Rat (Great War digital library), Learning  
Q & A and working on finishing the digital library  
User demo 9  
Sharing & Zotero import  
Online Class-  
Guest lecturer-Ognjen Kovacevic

<table>
<thead>
<tr>
<th>Class 16</th>
<th>Presentations of final digital library</th>
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<th>Link due- 32%</th>
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</table>

**Assignments points:**

- Class participation (including presence) 20%
- Midterm (Evaluation and presentation of a digital library)- 30%
- User Manual Demo- 5%
- Import of serials - 10%
- Final project- Digital Library - 35 %

**Assignments description:**

**User Manual Demo- 5%**
Each of the students will choose one of the offered modules of the [User Manual for Omeka S](#) (the demo sections will be assigned at the class 2).

The demo you will do will be in form of a **video**, lasting 5-15 minutes.
The video of your screen doing the demo can be done in any of the software you deem appropriate, and following are few free software suggestions.

- **OBS Studio** (tutorial [https://www.youtube.com/watch?v=miiTbakHlGE](https://www.youtube.com/watch?v=miiTbakHlGE))
- **QuickTime player- IoS (mac) built in application** (tutorial [https://www.youtube.com/watch?v=fgBWvU3YNhM](https://www.youtube.com/watch?v=fgBWvU3YNhM))

In case you want to combine videos taken in several cuts, use one of the video editing tools- i.e.
- **Lightworks** (tutorial- [https://www.youtube.com/watch?v=Zucj0WaNLko&t=259s](https://www.youtube.com/watch?v=Zucj0WaNLko&t=259s))

You will upload this demo to the Class Digital Library / Demos page as an Item, and do the metadata on the content (including mm:ss of the topic you are talking about), by using given fields from the resource template: User manual demo. Size of video should not exceed 500 MB, or upload it to YouTube and use the link as a digital object.

The demo of the demo, and the video of how to make a an digital library item out of your demo is available at the following link-[https://dlib.stasha.net:8443/s/class_dl/page/demos](https://dlib.stasha.net:8443/s/class_dl/page/demos).

**Midterm -Digital Libraries Evaluation- 25%**
Critical evaluation of 3 digital libraries based on set criteria.
Presentation of 1 digital library to the class.

**Class 11 -Mass import and description of serials. 10%**
Based on provided material and instructions for digitized serial descriptions, you will practice the CSV import of metadata you have previously made as well as batch upload of files.

**Final project - Digital Library 35% ; ePortfolio eligible assignment -SLO 4 Technologies**

Throughout the class, students will be working on their own instance of a digital library, whether during the second part of the class (lab) or individually. Students will choose a topic of their interest and search for material of different types (journal article, book, image, serials, primary resources and memorabilia) in a minimum 3 different digital libraries. Alternative sources of material is possible if previously discussed with course instructor. Students will use material that is free of copyright (Open Access or Public Domain, or otherwise negotiated for reuse in educational purposes), and the available description will be consolidated on the level of an individual library, and on the level of the whole system (all class libraries).
The final project should be a representative digital library with (150-200 digital objects), with an About page explaining the purpose and the practice of the collections included. The digital library should demonstrate that students have obtained skills taught during the class such as: import of digital objects, description of different types of material, description of other entity types (collection, event, person), vocabulary import and usage, collection creation and organization, linking between digital objects in a single library and across instances, usage of URIs from Linked Data databases and vocabularies.

Due- About page- **class 4** (3%)

Final digital library, presentation & link- **class 16** (32%)

**Grading Scale**

100- 99 (outstanding work) = A+ | 98- 92 = A | 91-90 = A | 89 = B+ | 88- 82 = B | 81-80= B- | 79 = C+ | 78-72 = C | 71-70 = C-

**Learning material and resources:**

**Class Textbook**
In further text referred to as the **Textbook**

**Omeka S resources**
Omeka S class instalation login page- [https://dlib.stasha.net:8443/admin](https://dlib.stasha.net:8443/admin)
Short video tour- [https://omeka.org/s/tour/](https://omeka.org/s/tour/)
Omeka S Forum-[https://forum.omeka.org/c/omeka-s](https://forum.omeka.org/c/omeka-s)
Omeka S Glossary-[https://omeka.org/s/docs/user-manual/glossary/](https://omeka.org/s/docs/user-manual/glossary/)

**Class 2**

**Textbook- Chapter 2, Chapter 8**


**Class 3**

**Textbook- Chapter 1**
[https://doi.org/10.1108/07378830610669637](https://doi.org/10.1108/07378830610669637)


Class 4

**Textbook- Chapter 4**


Class 5

**Textbook-**

**Chapter 3 (36-44 p.)**

**Chapter 5**

Class 6

**Textbook- Chapter 6 (pages 115-144)**

Tennant, R. (n.d.). Considerations in choosing a metadata type (draft)
(pages, 1-23, by XML schema)
Riley, J. (2004). Choosing a metadata standard for your digital project (handout)

Browse through following links:
Dublin Core - http://dublincore.org/documents/dces/
Dublin Core Extended http://dublincore.org/documents/dcmi-terms/
Biblio Ontology examples - http://bibliontology.com/examples.html

Class 7

Class 8

Class 9
MID TERM

Class 10

Class 11
Textbook- Chapter 6 (144-152)
Class 12

Textbook- Chapter 7


Class 13

TBA

Class 14

Textbook- Chapters 9, 10

Class 15


British Library, Learning, [https://www.bl.uk/learning/online-resources](https://www.bl.uk/learning/online-resources)

Library of Congress, Education Resources from LOC, [https://www.loc.gov/education/](https://www.loc.gov/education/)

Veliki Rat (Great War digital library), Learning, [http://velikirat.nb.rs/en/teachers](http://velikirat.nb.rs/en/teachers)