LIS 694: Digital Curation

Spring 2017
Asynchronous and Face to Face
(Face-to-face sessions on selected Wednesdays, 5:00 p.m. - 7:40 p.m. in HL 2K)

Instructors

Rachael Bussert, MA, MLIS, CA
University Archives & Manuscripts Department
University of Hawai‘i at Mānoa Library
Phone: (808) 956-6995
Email: rbussert@hawaii.edu
Office: HL A553A
Office Hours: By appointment

Asako Shiba
University Archives & Manuscripts Department
University of Hawai‘i at Mānoa Library
Phone: (808) 956-8515
Email: shiba@hawaii.edu
Office: HL A553B
Office Hours: By appointment

Course description

This course is structured around putting the ISO’s Open Archival Information System (OAIS) Reference Model and the Digital Curation Centre’s Digital Lifecycle Model into practice. In this course students will learn digital curation theories and workflows that can be used in the management of born-digital records. This course will be hybrid in nature with a combination of onsite and online sessions. A major component of this course will focus on hands-on activities using open source tools to perform basic digital forensics analysis and archival arrangement and description.

Prerequisites

LIS 652 or instructor’s approval

Student learning outcomes addressed

SLO 1: Understand, apply and articulate the history, philosophy, principles and ethics of library and information science and the related professions.
1a) Apply LIS theory and principles to diverse information contexts
1c) Develop and apply critical thinking skills in preparation for professional practice

SLO 2: Develop, administrate, assess, and advocate for information services by exercising principled communication, teamwork and leadership skills.

2b) Work effectively in teams

SLO 3: Organize, create, archive, preserve, retrieve, manage, evaluate, and disseminate information resources in a variety of formats.

3a) Demonstrate understanding of the processes by which information is created, evaluated, and disseminated.
3b) Organize, create, archive and manage collections of information resources following professional standards
3d) Demonstrate understanding of issues and techniques of preservation of physical and digital objects

SLO 4: Evaluate and use the latest information technologies, research findings and methods.

4a) Evaluate systems and technologies in terms of quality, functionality, cost-effectiveness and adherence to professional standards
4b) Integrate emerging technologies into professional practice
4c) Apply current research findings to professional practice

Professional expectations
All students in the course are expected to become familiar with and adhere to the Professional Expectations posted at http://www.hawaii.edu/lis/students/professional-expectations-notice/

Course objectives
Upon completion of the course, students will:

● Be able to articulate an understanding of key concepts and theory of, and strategies for digital curation;
● Gain basic proficiency in open source digital forensics and preservation tools to acquire, arrange, describe, and preserve born-digital material;
● Be able to create workflows by identifying appropriate standards and tools for different functions within the digital curation lifecycle;
● Be able to develop a digital preservation plan for an institution and communicate the plan to stakeholders.

Teaching method
This course consists of 16 weekly modules offered through a mixture of asynchronous and physical class sessions. The class meets face-to-face five (5) times throughout the semester. For the rest of the course, Laulima is used as a virtual classroom. Within each weekly module, students are expected to review assigned reading, view a lecture, and participate in an online
discussion forum unless otherwise noted. It is critical for students to log in to the Laulima course site frequently. The class will review more on the teaching method and student learning requirements during the first class meeting.

**Attendance and participation**

Class participation is a vital part of peer teaching in this course so attendance in onsite sessions and contributions to online discussion forums is mandatory.

**Research methods**

Students will conduct a *case study* in the Preservation Policy group assignment as well as an *evaluation study* in the Digital Curation Tools Evaluation. Additionally, students will conduct *action research* in the preparation of their Literature Review.

**Technology integration and requirements**

Students are expected to have high-speed Internet connectivity. Must have a web browser and standard office applications, including word processor, spreadsheet and presentation software. Must use a hawaii.edu email address for correspondence and Laulima to access course materials and activities.

**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 ([http://www.hawaii.edu/kokua/](http://www.hawaii.edu/kokua/)). 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/](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/](http://manoa.hawaii.edu/titleix/).

**Guidelines for assignments**

Note: *All written assignments must be written in APA style-typed, double-spaced, and set in 12-point legible font with standard margins, etc. The Purdue Online Writing Lab offers an excellent*
guide for APA and other writing styles. Assignments must be submitted via the Laulima course site by 11:55 p.m. HST on the due date. Any assignment turned in late will be deducted 10% each day that it’s late, up to 3 days, after which it will not be accepted. Exceptions to this will only be given for extreme circumstances. Any requests for extensions must be made prior to the due date.

The following is a brief overview of the assignments. More detailed instructions will be made available on Laulima and/or during class sessions.

- **Digital Curation Concepts Quiz (10 points; 2/1)**
  The quiz covering Harvey Ch. 1 - 4 & 8.

- **Literature Review (20 points total)**
  - Topic approval (5 points; Due 1/29)
  - Completed literature review (15 points; Due 2/26)
  In this assignment you will write an 8-10 page paper analyzing the literature of a basic digital curation principle, core function, or aspect of the history of the digital curation as a profession. You must find, cite, and analyze a minimum of eight sources other than those on the assigned reading list and no more than three may be web resources. Topics must be approved by the instructor. Submit a brief synopsis of your topic as well as a preliminary list of three of your resources by the due date indicated above.

- **Digital Curation Tool Evaluation (15 points; Due 3/19)**
  You will select a tool intended to be used for any digital curation functions, experiment with the tool if possible, and review its functionality. Submit your findings in a 4-5 page paper.

- **Archival Information Package Exercise (15 points total; Due 4/16)**
  - Archival Information Package (10 points)
  - DACS-compliant finding aid (5 points)
  In this assignment you will have the opportunity to apply electronic records processing principles and tools to a set of born-digital records. You will be provided a set of born-digital records to arrange and create an archival information package and then describe in a DACS-compliant finding aid.

- **Institutional Preservation Plan Group Project (25 points total; Due 5/3)**
  - Written plan (10 points)
  - Presentation (10 points)
  - Reflection paper (5 points)
  You will work on this assignment as a group of 2 to 3 members. Each group will select an institutional scenario provided by the instructors and develop a digital preservation policy for the institution. You will also be required to write a 1-2 page paper to reflect on your experience working as a group.

- **Participation (15 points)**
  Participation points will be granted based on your class attendance as well as discussion forum participation. There will be weekly discussion forums on Laulima unless otherwise
noted. The instructors will provide topics for discussion. For each discussion forum, one initial post and responses to two classmates’ postings are required.

**Grade scale**

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**Required text**


Additional required readings will be assigned during the course and provided by the instructor.

**Course schedule**

Each asynchronous module begins at 12:00 a.m. HST on Monday and ends at 11:59 p.m. HST on Sunday. Students are expected to complete assigned reading early each week, ideally by Wednesday, to be able to participate in class discussions and exercises.
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<th>Module</th>
<th>Date</th>
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<th>Reading &amp; Due Date</th>
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<tr>
<td>1</td>
<td>1/11 - 1/15</td>
<td>Course Introduction: Syllabus and Laulima Overview Introduce: Concepts Quiz and Literature Review assignments</td>
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<td>2</td>
<td>1/16 - 1/22</td>
<td>Digital Curation Landscape</td>
<td>Harvey Preface and Ch. 1, 2, &amp; 8</td>
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<td>3</td>
<td>1/23 - 1/29</td>
<td>Conceptual Models and Defining Data</td>
<td>Harvey Ch. 3 &amp; 4, Lavoie Due: Literature Review topic approval (1/29)</td>
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<td>4</td>
<td>1/30 - 2/5</td>
<td>Preservation Planning and Policy Introduce: Tool Evaluation Assignment/Sign-up sheet available</td>
<td>Harvey Ch. 7 Due: Concepts Quiz (2/1)</td>
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<td>5</td>
<td>2/6 - 2/12</td>
<td>Digital Curation Metadata</td>
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<td>2/13 - 2/19</td>
<td>Curation-Ready Data: Data Design and Appraisal</td>
<td>Harvey Ch. 5, 9, 10, &amp; 11 Due: Sign-up for Tool Evaluation (2/19)</td>
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<td>2/20 - 2/26</td>
<td>Digital Forensics</td>
<td>Kirschenbaum, et al. Due: Literature review (2/26)</td>
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<td>2/27 - 3/5</td>
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<td>3/6 - 3/12</td>
<td>Digital Curation Tools: Hands-on Session Introduce: AIP Exercise assignment</td>
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<td>10</td>
<td>3/13 - 3/19</td>
<td>Arrangement &amp; Description of Born-Digital Records I</td>
<td>DACS Due: Tool evaluation (3/19)</td>
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<td>3/20 - 3/26</td>
<td>Arrangement &amp; Description of Born-Digital Records II Introduce: Group IPP Project/ Form groups</td>
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<td>4/3 - 4/9</td>
<td>Preservation Strategies</td>
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<td>4/10 - 4/16</td>
<td>Technical Infrastructure</td>
<td>Due: AIP Exercise (4/16)</td>
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<td>4/17 - 4/23</td>
<td>Data Storage &amp; Trusted Digital Repository</td>
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<td>15</td>
<td>4/24 - 4/30</td>
<td>Access, Use, and Reuse</td>
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<td>5/1 - 5/3</td>
<td>Group Presentations &amp; Wrap-up</td>
<td>Due: Group IPP Project (5/3)</td>
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