Metadata Management in Memory Institutions

Fall 2015
Asynchronous

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Office hours: By appointment, face-to-face or virtual

Course Description
Metadata is a fundamental issue for anyone involved in the management of information resources in a networked environment. Information resources in digital format, in particular, largely rely on metadata to be findable and accessible for a prolonged period of time.

This introductory course explores the use of metadata in modern memory institutions such as libraries, archives, and, to a lesser extent, museums. Students are guided through the theoretical and practical principles of metadata and the hands-on application of those principles. The ultimate goal of this course is to develop the fundamental knowledge and skills needed to be able to address the right metadata questions in the right context in developing and managing resources.

Prerequisite
LIS 605 (may be taken concurrently) or instructor’s approval.

Student Learning Outcomes Addressed
1a) Apply LIS theory and principles to diverse information contexts.
1c) Develop and apply critical thinking skills in preparation for professional practice.
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.
4a) Evaluate systems and technologies in terms of quality, functionality, cost-effectiveness and adherence to professional standards.
4b) Integrate emerging technologies into 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
By completing the course, students will:
• Become familiar with metadata concepts, principles, and practices;
• Be able to critically evaluate metadata standards and their applicability to different contexts and adopt them in a pragmatic manner;
• Gain the basic technical and technological proficiencies necessary for successful metadata management; and
• Develop a thorough understanding of the roles metadata plays in the various operations and services rendered by memory institutions.

Teaching Method
This course is entirely asynchronous. Laulima is used as a virtual classroom where course materials and activities are located. 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, ideally daily. The class will review more on the teaching method and student learning requirements during the first week of the course. All enrolled students will receive an email from the instructor one week before the class starts, which will include basic class policies and Laulima information.

Research Methods
Students will engage in the following research methods: Investigative Analysis and Evaluation Research.

Course Assignments and Grading
Points will be awarded for the assignments and activities below. Detailed rubrics for each assignment will be posted on Laulima.

• Metadata application profile (35 pts. in total)
  This assignment is divided into four sub-assignments. As a final product, each student will create a metadata application profile, which is to document local metadata practices, for a fictional collection selected from options provided.
  o Determining element set (10 pts.; due 9/27)
  o Determining syntax (5 pts.; due 10/4)
  o Element crosswalk (10 pts.; due 10/11)
  o Finalizing a profile (10 pts.; due 10/18)

• XML metadata interpretation (20 pts.; due 11/8)
  In this assignment, students will be exposed to real-life XML documents through interpretation and analysis of a variety of metadata records encoded in XML. XML records will be provided by the instructor (no need for an XML editor).

• Tool review (20 pts.; due 11/29)
  Each student selects a system or tool intended for long-term management of digital content and review its functionality of metadata, and then creates a 15-minute presentation (recorded or with transcript) that summarizes the findings. We will not have any live presentation session, but students are expected to share their presentation with the class via a discussion forum.
• **Final quiz (10 pts.; due 12/10)**
  The quiz comprises of approximately 25 multiple choice questions that assess understanding of the material covered in the course. It will be made available on Laulima and open for four days. Students are allowed to take the quiz up to two times during the four-day period. The better score will be taken for grading.

• **Participation via online discussion forums (15 pts.)**
  There will be weekly discussion forums on Laulima unless otherwise noted. The instructor will provide topics for discussion. For each discussion forum, one initial post and responses to two classmates’ postings are required.

Assignments must be submitted via the Laulima course site by 11:55 p.m. HST on the due date. Grades for late work will be deducted 10% each day it is late. Exceptions to this will only be given for extreme circumstances. Any requests for extensions must be made prior to the due date.

**Grading Scale**
100-98 = A+
97-94 = A
93-90 = A-
89-87 = B+
86-83 = B
82-80 = B-
79-77 = C+
76-73 = C
72-70 = C-
69-67 = D+
66-63 = D
62-60 = D-

**Required Textbook**
None. All required reading materials will be made available on or accessible through the Laulima course site.

**Technology requirements**
Basic knowledge of HTML is highly recommended. Students who lack the knowledge are encouraged to review online resources recommended by the instructor by the end of the eighth week. Those who need additional support should contact the instructor.

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.
Note: Any student who feels s/he may need an accommodation based on the impact of a disability is invited to contact the instructor privately. The instructor would be happy to work with you, and the KOKUA Program (Office for Students with Disabilities) to ensure reasonable accommodations in the course. KOKUA can be reached at (808) 956-7511 or (808) 956-7612 (voice/text) in room 013 of the Queen Lili‘uokalani Center for Student Services.

Course schedule (subject to change)
Each module begins at 12:00 a.m. HST on Monday and ends at 11:55 p.m. HST on Sunday.

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