

**Spring 2004**  
**LIS-697-07 Projects in Digital Archives**

**SYLLABUS**

**Professor:** Carrie Bickner-Zeldman  
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**Location:** Class meets Friday from 2:00 - 5:00 p.m.

**Office Hours:** Friday, 1:00-2:00 p.m. and 5:00-6:00 p.m., and by appointment.

**Course Description:** This class is a combination of theoretical, practical and hands-on approaches to digital libraries and archives. In a half-lab, half-lecture format, students will gain experience in a real-world digital archive project. Students will learn about the theories behind the practices that they implement, and will gain an understanding about the long-term and administrative issues associated with the successful implementation of a digital preservation project. Prerequisites: students are expected to have 9 credits including course 654.

**Goals:** Upon completion of the course, students will have obtained an understanding of basic and overview of the creation and management of digital archives. They will have the theoretical understanding and practical experience necessary to begin work in a digital archive.

**Objectives:** Upon completion of course, students will be able to:

1. Discuss advanced issues in digital archiving including digital preservation, asset management and long-term storage costs.
2. Understand the standards and best practices now in use in digital libraries and archives.
3. Create a business plan for a digital library or archive on a topic that they chose with input from the professor.
4. Be familiar with the important projects, agencies and people in the field of digital archiving.

5. Have valuable practical experience that they can share with their colleagues in a professional setting.

**Course Requirements:**

- Attendance, class participation and weekly assignments 30%
- Contribution to digital archives project 35%
- Business plan 35%

**Required Texts:**

*The Social Life of Information*

by John Seely Brown & Paul Duguid.

The introduction, acknowledgements and chapters 1-5 are available online <<http://www.sociallifeofinformation.com/toc.htm>>

**Structure:**

This course consists of lectures, discussions, exercises and in-class labs. Students are expected to: complete all assigned readings, come to class prepared to discuss readings, assignments, and actively participate.

**Attendance/Participation:** Attendance at all class meetings is required. A student who must be absent from a class meeting still has certain responsibilities:

- To inform the instructor in advance, or if advance notice is not possible, as soon after the absence as possible
- To arrange for delivery to the instructor of any assignment due at the class meeting.
- To obtain notes, handouts, etc. from a classmate (in anticipation of this need, each student is advised to exchange telephone numbers with one or two others in the class).

Points are deducted for: unexcused absences, coming late to class, or leaving class early. Active participation includes, but is not limited to the following:

- Being involved in class discussions.
- Asking relevant questions, debating, or challenging points.
- Suggesting new ways of looking at things.
- Volunteering to take notes, organizing activities and helping other students.

**Written Work:**

Students should **always** keep second copies of all assignments that

are turned in. In the case of a piece of written work becoming lost, regardless of fault, it is the responsibility of **the student** to provide a second copy.

Assignments are to be typed, double spaced with 1-1.5 inch margins, and free from spelling, grammatical, and typographical errors.

Put your name, the date, and title of assignment, on a front cover title sheet. No blank page at the end is required.

Papers are due at the beginning of class on the dates noted. Late papers will be marked down (2 points per day) unless the student has obtained prior permission of the professor (in the case of illness, etc.).

For citing materials refer to a style manual such as Turabian or the APA (*American Psychological Association*) style. Choose any citation style and consistently use it throughout your paper. All material quoted or paraphrased from another source must be properly cited.

**Student Agreement:**

Attendance at this class signifies that the student has agreed to abide by and adhere to the policies and regulations specified above. It is understood that the instructor may adapt or change this syllabus and the assignments contained within it according to circumstances that may arise during the course of the class.

## Course Outline, Calendar, Readings and Assignments

Please note: Readings are to be **completed** by the date under which they are listed. They will be discussed during that class section. “Mabry” refers to the required text for the course. Other readings are on reserve in the Library. Because all online readings are listed on the syllabus, students are expected to report access problems well before the class for which those online readings are assigned. Students are expected to complete a close reading of each assigned text, which involves a brief investigation into the biography of the author.

**2-Sep**

### **Introduction**

What is a digital library, a digital archive, and a digital repository?

**9-Sep**

### **The Digital Library at NYPL**

Confirmed Guest speaker: Julie Van Haaften, Assistant Director for Collections, Digital Library Program, will provide a history of digitization at the NYPL.

Brown & Duguid, Introduction and Chapters 1 & 2.

“Diaries, On-line Diaries, and the Future Loss to Archives; or Blogs and the Blogging Bloggers Who Blog Them,” by Catherine O’Sullivan in *The American Archivist*, Vol. 68 (spring/Summer 2005) pages 53-73. (This article is on reserve at the Pratt library on 14<sup>th</sup> Street, and is available in the periodicals division at the Humanities and Social Sciences Library on 42<sup>nd</sup> Street.)

**16-Sep**

### **Digital Preservation at NYPL: the History**

Guest speaker: Karen Gisonny, assistant Chief Librarian in Periodicals, will tell us about NYPL’s participation in LOCKSS.

Preserve your ejournals with LOCKSS

<http://www.aardvarknet.info/access/number51/othernews.cfm?othernews=01>

What You Need to Know About the LOCKSS Alliance \*draft\*

<http://lockss.stanford.edu/alliance/Alliance.pdf>

LOCKSS Alliance

<http://lockss.stanford.edu/alliance/alliance.htm>

LOCKSS Alliance Technical Support Guidelines

[http://www.lockss.org/related/related\\_projects\\_guidelines.html](http://www.lockss.org/related/related_projects_guidelines.html)

Review the LOKCSS wiki <http://www.lockss.org/pub-wiki/FrontPage>, especially the Help For Beginners section <<http://www.lockss.org/pub-wiki/HelpForBeginners>>, Pages for Libraries <<http://www.lockss.org/pub-wiki/PagesForLibraries>> and the Site Evaluation Guide <<http://www.lockss.org/pub-wiki/SiteEvaluationGuide>>

**23-Sep**

**Digital Preservation at NYPL: the Future**

Confirmed Guest speaker: Bill Stingone, NYPL's Charles J. Liebman Curator of Manuscripts, will speak about the problem of preserving digital material.

Brown & Duguid, Chapters 3 & 4.

“Plenty of Room at the Bottom? Personal Digital Libraries and Collections” by Neil Beagrie in *D-Lib Magazine*, June 2005  
Volume 11 Number 6

<http://www.dlib.org/dlib/june05/beagrie/06beagrie.html>

Potential Loss to Future Archives and Scholarship or The Dog that Didn't Bark by Susan S. Lukesh, in *First Monday*, Issue No. 4, Vol. No 9

[http://firstmonday.org/issues/issue4\\_9/lukesh/](http://firstmonday.org/issues/issue4_9/lukesh/)

**30-Sep**

**Approaches to Digital Preservation**

**Part I**

Lost in Cyberspace: The BBC Domesday Project and the Challenge of Digital Preservation

<http://www.esa.com/hottopics/cyber/oview.html>

Watch This Space: Ten Promising Digital Preservation Initiatives

Author: The RLG DigiNews Staff

[http://www.rlg.org/en/page.php?Page\\_ID=20744#article1](http://www.rlg.org/en/page.php?Page_ID=20744#article1)

Developing Digital Preservation Programs: the Cornell Survey of Institutional Readiness, 2003-2005 by Anne R. Kenney and Ellie Buckley

[http://www.rlg.org/en/page.php?Page\\_ID=20744#article0](http://www.rlg.org/en/page.php?Page_ID=20744#article0)

**7-Oct**

**Approaches to Digital Preservation**

**Part II**

Fall 2005 LIS 697-6. Projects in Digital Archives. Professor Carrie Bickner-Zeldman

Review the web site of the UK Web Archiving Consortium

<http://info.webarchive.org.uk/>

Library of Congress and National Science Foundation Announce Research Awards Of \$3 Million to Advance Digital Preservation Results

[http://www.digitalpreservation.gov/about/pr\\_050405.html](http://www.digitalpreservation.gov/about/pr_050405.html)

"Preserving Our Digital Heritage: Plan for the National Digital Information Infrastructure and Preservation Program" Parts I and II

<http://www.digitalpreservation.gov/index.php?nav=3&subnav=1>

**14-Oct**

### **Digitization for Preservation**

Note: Class will meet at the New York Public Library for the Performing Arts at Lincoln Center.

Confirmed Guest speaker: Don McCormick and Danny Sbardella on digital conversion for the preservation of audio materials.

*Digital Preservation Management* by Anne R. Kenney And Nancy Y. McGovern

<http://www.library.cornell.edu/iris/tutorial/dpm/terminology/index.html>

Become familiar with the proceedings from the symposium, *Sound Savings: Preserving Audio Collectoins*, especially papers by Sam Brylawski, Dr. Karl Miller, and Carl Fleischhauer

[http://www.arl.org/preserv/sound\\_savings\\_proceedings/index.html](http://www.arl.org/preserv/sound_savings_proceedings/index.html)

Brown & Duguid, Chapters 5 & 6.

**21-Oct**

### **Rights Management, Copyright and the Public Domain**

“Public Access to Digital Material” by Brewster Kahle, Rick Prelinger and Mary E. Jackson, in *D-Lib Magazin*, October 2001, Volume 7 Number 10

<http://www.dlib.org/dlib/october01/kahle/10kahle.html>

Digital Preservation and Copyright, by Peter B. Hirtle

[http://fairuse.stanford.edu/commentary\\_and\\_analysis/2003\\_11\\_hirtle.html#\\_ftn28](http://fairuse.stanford.edu/commentary_and_analysis/2003_11_hirtle.html#_ftn28)

Brown & Duguid, Chapters 7 & 8.

29-Oct

**Frameworks and Systems Part I**  
**Digital Asset Management, Workflow Management and Public Delivery**

Guest speaker: Joe Dalton or Barbara Taranto

Trusted Digital Repositories: Attributes and Responsibilities  
 An RLG-OCLC Report

<http://www.rlg.org/legacy/longterm/repositories.pdf>

Digital Preservation Architecture and Technology for Trusted Digital Repositories in *D-Lib Magazine*, June 2005, Volume 11 Number 6

<http://www.dlib.org/dlib/june05/jantz/06jantz.html>

Elements of a Generalized Digital Infrastructure

<http://www.metro.org/SIGs/infrastructure.htm>

Institutional Repositories: Essential Infrastructure for Scholarship in the Digital Age by Clifford A. Lynch, Executive Director, Coalition for Networked Information in *ARL Bimonthly Report* 226

February 2003

<http://www.arl.org/newsltr/226/ir.html>

4-Nov

**Frameworks and Systems Part II**  
**Generalized Digital Library Infrastructure and Institutional Repositories**

METS: An Overview & Tutorial

<http://www.loc.gov/standards/mets/METSOverview.html>

Introduction to Persistent Uniform Resource Locators

<http://purl.oclc.org/docs/inet96.html>

“DCC Workshop on Persistent Identifiers” by Author: Philip Hunter in *Ariadne*, Issue 44 30-July-2005

<http://www.ariadne.ac.uk/issue44/dcc-pi-rpt/intro.html>

OAI, OAI for Beginners - the Open Archives Forum online tutorial

<http://www.oaforum.org/tutorial/>

11-Nov

**LIBRARY CLOSED -- MEETING LOCATION TBA**

## **Metadata for digital repositories**

Become familiar with the PREMIS (PREservation Metadata: Implementation Strategies) Working Group <<http://www.oclc.org/research/projects/pmwg/>>, and review their Data Dictionary for Preservation Metadata: Final Report of the PREMIS Working Group, May 2005  
<http://www.oclc.org/research/projects/pmwg/premis-final.pdf>

Become familiar with Columbia University Libraries Digital Program; Digital Library Data Dictionary  
<http://www.columbia.edu/cu/libraries/inside/projects/metadata/dlidd/>

Become familiar with Preservation Metadata for Digital Collections at the National Library of Australia  
<http://www.nla.gov.au/preserve/pmeta.html>

**18-Nov**

### **Costs and Challenges**

Counting the Costs of Digital Preservation: Is Repository Storage Affordable  
<http://jodi.ecs.soton.ac.uk/Articles/v04/i02/Chapman/chapman-final.pdf>

Preserving Digital Objects: Recurrent Needs and Challenges  
<http://www.lesk.com/mlesk/auspres/aus.html>

Selective Archiving of Web Resources: A Study of Acquisition Costs at the National Library of Australia by Margaret E. Phillips  
[http://www.rlg.org/en/page.php?Page\\_ID=20666#article0](http://www.rlg.org/en/page.php?Page_ID=20666#article0)

**25-Nov**

**Thanksgiving      Break**

**2-Dec**

### **Student Presentations and The Future of Digital Archives**

The Long Tail by By Chris Anderson in Wired Issue 12.10 - October 2004  
<http://www.wired.com/wired/archive/12.10/tail.html>

Riding the Long Tail: Libraries Confront the World of Infinite Content Supply and Demand by John Blossom  
<http://www.shore.com/commentary/newsanal/items/2005/20050627longtail.html>

**9-Dec Student Presentations**

A Global Imperative: The Report of the 21st Century Literacy Summit  
By The New Media Consortium (NMC), August, 2005.

[http://www.nmc.org/pdf/Global\\_Imperative.pdf](http://www.nmc.org/pdf/Global_Imperative.pdf)

**16-Dec Student Presentations**

Michael A. Keller, Vicky Reich, and Andrew Herkovic, "What is a library anymore anyway?" *First Monday*. Volume 8, Number 5, 2003.

[http://www.firstmonday.org/issues/issue8\\_5/keller/index.html](http://www.firstmonday.org/issues/issue8_5/keller/index.html)

**Attendance, class participation and weekly assignments**

Each week, students will have short assignments that are designed to keep the group up to speed in the rapidly evolving digital library field. We will be tracking activities in the field, especially work outside the US. Students will be asked to engage in the field by subscribing to list serves, and participating (lurking is fine) in online communities. Students will be asked to lead a discussion once in the semester, and to share new ideas and insights on a regular basis.

**Digitization project**

Each student will participate in a real-world digital preservation project. This is a group project. The scope of this project will be ambitious; we will be using NYPL's LOCKSS cache to preserve a small number of blogs. Students will be creating a collection development policy, working with publishers to obtain permission to preserve their blogs, coordinating with members of the LOCKSS team at Stanford, and creating a policy for the ongoing preservation and maintenance of this collection. Students will leave this course ready to participate in the digital library and digital preservation community at a sophisticated level. Assignment details will be distributed in the second week in class.

**Final exam**

The take-home final exam will be practical in nature, asking students to create a digital archives business plan. The requirements will include but may not be limited to business requirements for imaging, metadata standards, infrastructure planning, workflow, storage, staffing and hardware costs and other details of a business plan. Exams will be due at the beginning of the last day of class, but students will also be expected to present their ideas on the last three days of class. These presentations will be open to NYPL staff. Expect a lively discussion.