

Digital Libraries and Archives Workshop

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Objective

The objective of the workshop is for participants to enhance their understanding of digital librarianship. Best practices, guidelines, and resources will be shared.

Learning Outcomes

By the end of the workshop, participants will be able to:

1. define digital library
2. plan a digital library implementation
3. author mission statements and digital library policies
4. identify technical support needs
5. choose a digital library platform
6. formulate digitization and description best practices
7. design marketing strategies
8. assess digital library impact

Overview

1. Introduction
2. SWOT analysis
3. Planning a digital library
4. Choosing software
5. Digitization and description
6. Marketing and assessment
7. Examples

SWOT Analysis

Write your digital library objective(s) and create an analysis of the **Strengths**, **Weaknesses**, **Opportunities**, and **Threats** to identify and assess the benefits of implementing a digital library project at your institution.

Objective

Strengths

Weaknesses

Opportunities

Threats

Further Reading

Getting Started

Jean, Gordon. *Digital Library*. New Dehli: English Press, 2011.

Tedd, Lucy A., and J. A. Large. *Digital Libraries: Principles and Practice in a Global Environment*. München: K.G. Saur, 2005.

Planning

Cervone, H. Frank. "Strategic Analysis for Digital Library Development." *OCLC Systems & Services* 25, no. 1 (2009): 16-19.

National Information Standards Organization. *A Framework of Guidance for Building Good Digital Collections*. Report. 3rd Ed. National Information Standards Organization, 2007.
<http://framework.niso.org/>.

Online Computer Library Center, and Research Libraries Group. *Trusted Digital Repositories: Attributes and Responsibilities*. Report. RLG-OCLC Report. Mountain View, CA: Research Libraries Group, 2002. <http://www.oclc.org/research/activities/past/rlg/trustedrep/repositories.pdf>.

UNAIDS Monitoring and Evaluation Reference Group. *Planning Tool for Developing a Digital Library of Monitoring and Evaluation Resources*. Report. Joint United Nations Programme on HIV/AIDS, 2010.
http://www.unaids.org/en/media/unaids/contentassets/documents/document/2010/3_%205_MERG_Planning_Tool_Digital_Library_ME.pdf.

Architecture

Consultative Committee for Space Data Systems. *Reference Model for an Open Archival Information System (OAIS)*. Report No. CCSDS 650.0-R-1.1. Red Book. Newport Beach, CA: National Aeronautics and Space Administration, 2001. http://nssdc.gsfc.nasa.gov/nost/isoas/us19/650x0_20010226rl.pdf.

DELOS Network of Excellence on Digital Libraries. *The DELOS Digital Library Reference Model: Foundations for Digital Libraries*. Project No. 507618. Version 0.98. 2007.
http://www.delos.info/files/pdf/ReferenceModel/DELOS_DLReferenceModel_0.98.pdf.

Software

CONTENTdm Digital Collection Management Software by OCLC. <http://www.contentdm.org/>.

Drupal: Open Source CMS. <http://drupal.org/>.

DSpace. <http://www.dspace.org/>.

EPrints Digital Repository Software. <http://www.eprints.org/>.

Fedora Project. <http://fedoraproject.org/>.

Greenstone Digital Library Software. <http://www.greenstone.org>.

Joomla! <http://www.joomla.org/>.

LUNA Software. <http://www.lunaimaging.com/luna/luna.html>.

MediaWiki. <http://www.mediawiki.org/wiki/MediaWiki>.

Omeka. <http://omeka.org/>.

WordPress: Blog Tool, Publishing Platform, and CMS. <http://wordpress.org/>.

Digital Imaging

Department of Preservation and Collection Maintenance. "Moving Theory into Practice: Digital Imaging Tutorial." Cornell University. 2003. <http://www.library.cornell.edu/preservation/tutorial/>.

Federal Agencies Digitization Initiative (FADGI) - Still Image Working Group. *Technical Guidelines for Digitizing Cultural Heritage Materials: Creation of Raster Image Master Files*. Report. Federal Agencies Digitization Initiative (FADGI), 2009.

http://www.digitizationguidelines.gov/guidelines/FADGI_Still_Image-Tech_Guidelines_2010-08-24.pdf.

University of Virginia Library Digital Initiatives. UVA Library Internal Production Digitization Standards. http://www.lib.virginia.edu/digital/reports/uvalib_production_standards.htm.

Description

The Getty Research Institute. "Introduction to Metadata: Crosswalk (Getty Research Institute)." The Getty Research Institute.

http://www.getty.edu/research/conducting_research/standards/intrometadata/crosswalks.html.

National Information Standards Organization. *Understanding Metadata*. Report. Bethesda, MD, 2004. [Http://www.niso.org/publications/press/UnderstandingMetadata.pdf](http://www.niso.org/publications/press/UnderstandingMetadata.pdf).

Online Computer Library Center. *Best Practices for CONTENTdm and Other OAI-PMH Compliant Repositories: Creating Shareable Metadata*. Report. OCLC, 2010.

http://contentdmmwg.wikispaces.com/file/view/Best_Practices_2+0.pdf.

Metadata Schema

Corporation for Public Broadcasting. PBCore: Public Broadcasting Metadata Dictionary Project. <http://pbcore.org/>.

Dublin Core Metadata Initiative Limited. Dublin Core Metadata Initiative (DCMI). <http://dublincore.org/>.

Library of Congress. Metadata Object Description Schema: MODS. <http://www.loc.gov/standards/mods/>.

Library of Congress. PREMIS: Preservation Metadata Maintenance Activity. <http://www.loc.gov/standards/premis/>.

Visual Resources Association. VRA Core. <http://www.vraweb.org/projects/vracore4/>.

Controlled Vocabularies

Dublin Core Metadata Initiative Limited. "DCMI Type Vocabulary." Dublin Core Metadata Initiative (DCMI). <http://dublincore.org/documents/dcmi-type-vocabulary/>.

The Getty Research Institute. "Art & Architecture Thesaurus." The Getty Research Institute. <http://www.getty.edu/research/tools/vocabularies/aat/>.

The Getty Research Institute. "Getty Thesaurus of Geographic Names." The Getty Research Institute. <http://www.getty.edu/research/tools/vocabularies/tgn/>.

Internet Assigned Numbers Authority. "MIME Media Types." Internet Assigned Numbers Authority. <http://www.iana.org/assignments/media-types/index.html>.

Library of Congress. "ISO 639-1: Codes for the Representation of Names of Languages - Part 1: Two-letter Codes for Languages." Authorities & Vocabularies. <http://id.loc.gov/vocabulary/iso639-1.html>.

Library of Congress. "Library of Congress Names Authority File." Authorities & Vocabularies. <http://id.loc.gov/authorities/names.html>.

Library of Congress. "Library of Congress Subject Headings." Authorities & Vocabularies. <http://id.loc.gov/authorities/subjects.html>.

Library of Congress. "Thesaurus for Graphic Materials." Authorities & Vocabularies. <http://www.loc.gov/pictures/collection/tgm/>.

Digital Preservation

Deegan, Marilyn, and Simon Tanner. *Digital Preservation*. London: Facet, 2006.

Department of Preservation and Collection Management. "Digital Preservation Management: Implementing Short Term Strategies for Long Term Problems." Cornell University. 2004. <http://www.library.cornell.edu/iris/tutorial/dpm/>.

Marketing

Henderson, Kay. "Marketing Strategies for Digital Library Services: Digital Directions." *Library Review* 54, no. 6 (2005): 342-45.

SinhaRoy, Sanhita. "8 Tips to Highlight History Using Facebook." *American Libraries Magazine*, March 28, 2012. <http://americanlibrariesmagazine.org/features/03282012/8-tips-highlight-history-using-facebook>.

Assessment

Oxford Internet Institute, University of Oxford. Toolkit for the Impact of Digitised Scholarly Resources (TIDSR). <http://microsites.oii.ox.ac.uk/tidsr/welcome>.

University of Michigan, University of North Carolina-Chapel Hill, and University of Toronto. Archival Metrics. <http://www.archivalmetrics.org/>.

OAI Registries and Catalogs

Online Computer Library Center. OAIster. <http://www.oclc.org/oaister/>.

Online Computer Library Center. WorldCat. <http://www.worldcat.org/>.

Open Archives Initiative. *Open Archives Initiative Protocol for Metadata Harvesting*. Report. 2002. <http://www.openarchives.org/pmh/>.

University of Nottingham. OpenDOAR: Directory of Open Access Repositories. <http://www.opendoar.org/>.

University of Southampton. Registry of Open Access Repositories. <http://roar.eprints.org/>.

Examples

Claremont Colleges Library. Claremont Colleges Digital Library. <http://ccdlib.libraries.claremont.edu/cdm/>.

Digital Library of Georgia. "Digital Library of Georgia: Sharing Georgia's History and Culture Online." Digital Library of Georgia: Sharing Georgia's History and Culture Online. <http://dlg.galileo.usg.edu/>.

Indiana University Libraries. Indiana University Digital Library Program. <http://www.dlib.indiana.edu/>.

Texas A&M University Libraries. Digital Library. <http://digital.library.tamu.edu/>.

University of Virginia Libraries. Digital Initiatives. <http://www.lib.virginia.edu/digital/metadata/>.