LSC 712 Foundations of Digital Libraries

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Office: 245 Marist Hall
Email: choiy@cua.edu
Telephone: (202) 319-6275
Office Hours: M 11:00 AM-1:00 PM, and by appointment. I will also be available before and after the class meeting.

Class meetings: Th 3:35 - 6:05 PM Marist #131 (Computer Lab)

Course description:
This course is designed to prepare students in library and information science for the creation and maintenance of digital libraries. The course will focus on the development and organization of digital collections. It will also cover technical requirements for creation, storage and dissemination of digital materials.

Course objectives:
This course will give students a thorough grounding for understanding, evaluating and working with a wide variety of digital libraries. Upon completion of the course, students will be able
1. To analyze the research literature on digital libraries
2. To demonstrate understanding of current efforts in organizing digital materials
3. To learn the technical components and skills for developing a digital library, such as document and media formats, user interface evaluation criteria, organizing and managing digital materials, digital library development tools, and guidelines for matching technologies to user needs and characteristics
4. To build a digital collection

Instructional methods:
This course is a seminar with an individual or group project that gives the student an opportunity to apply or investigate issues surrounding digital libraries. The course will be formed with lectures, guest lectures, in-class discussions and student presentations.

Course Materials:
Textbook required.


Suggested books/resources:
• Digitization handbook/guide
  ❖ Managing Digitisation Projects [http://www.tasi.ac.uk/advice/managing/managing.html](http://www.tasi.ac.uk/advice/managing/managing.html)
• Other Resources and Bibliography of Digital Libraries [http://www.azizatech.com/bibliography.html](http://www.azizatech.com/bibliography.html)

**Grading:**

Grades will be based on the following (subject to minor adjustment):

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Description &amp; due date,</th>
<th>Contribution to Grade</th>
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<tbody>
<tr>
<td>Review of DL projects</td>
<td></td>
<td>10%</td>
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<tr>
<td>Eight summaries of articles (biweekly)</td>
<td>Choose two articles from each chapter (1 to 8) of “The whole digital library handbook” (one of the required textbooks). Summarize and post on Blackboard site. (Details of how to write a summary will be available on BB site)</td>
<td>30%</td>
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<tr>
<td>Building a digital collection</td>
<td>Term project (a group project)</td>
<td>55%</td>
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<tr>
<td></td>
<td>• Digital Collection (35%)</td>
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Final grades will be determined by the following scale:

- **A**: 94 – 100
- **A-**: 90 - 93.99
- **B+**: 86 - 89.99
- **B**: 82 - 85.99
- **B-**: 78 - 81.99
- **C**: 70 - 77.99
- **F**: Below 70

**Late Policy**

Assignments are due at the start of class. Assignments turned in after the due time without prior approval will be penalized 10% for each 24-hour period that it is late. Assignments that are over 3 days late will NOT be accepted unless arrangements have been made with me. I encourage you to consult with me any special circumstances that will affect your ability to perform your assignments or turn in your assignments on time.

**Note:**
1. Detailed information of assignments and projects will be distributed in class or available on Blackboard ([http://bb.cua.edu](http://bb.cua.edu))
2. Please consult below in the section “Participation and conduct” for other course policies

**Academic Honesty Policy:**

Please read the policy on relevant information on academic honest found in the University’s Online Student Handbook at: [http://studentlife.cua.edu/studenthandbook.pdf](http://studentlife.cua.edu/studenthandbook.pdf) and on the website for the University’s Policies & Procedures at: [http://policies.cua.edu](http://policies.cua.edu). It is expected that all students will adhere to accepted codes of ethical, personal, and civil conduct while in this class and conversing online, using e-mail, or engaging in any online chat sessions. Failure to abide by such codes of conduct and etiquette may result in withdrawal from the course and a failing grade. Academic dishonesty is defined in the *Handbook* as “failure to observe rules of fairness in taking exams or writing papers, plagiarism, fabrication, and cheating”. Any incidence of plagiarism will result in a grade of F (0 points) on the project or exam in question, and will be reported to the Dean of the School of Library and Information Science for possible further action (including failure in the course).

Plagiarism will not be tolerated. Catholic University of America defines plagiarism to include:
"Intentionally or knowingly representing the words or ideas of another as one’s own in any academic exercise"
"Failure to attribute any of the following: quotations, paraphrases, or borrowed information from print sources or web sites"
"Buying completed papers from other to use as one’s own work”.

For more on what constitutes plagiarism and how to avoid it, see the guide on the Purdue Online Writing Lab web site at: [http://owl.english.purdue.edu/handouts/research/r_plagiar.html](http://owl.english.purdue.edu/handouts/research/r_plagiar.html).
Course Tentative Schedule (subject to change)

<table>
<thead>
<tr>
<th>Date</th>
<th>Topics/Activities/Readings</th>
<th>Assignment</th>
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<tbody>
<tr>
<td>3 (9/11)</td>
<td><strong>Topics</strong></td>
<td><strong>Readings</strong></td>
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<tr>
<td>---</td>
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<tr>
<td></td>
<td>Collection building and managing. Project management</td>
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<tr>
<td></td>
<td><strong>Readings</strong></td>
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<td></td>
<td></td>
<td>Project management, Collaborative digitization program <a href="http://www.cdpheritage.org/digital/projectManagement/index.cfm">http://www.cdpheritage.org/digital/projectManagement/index.cfm</a></td>
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<tr>
<td>4 (9/18)</td>
<td><strong>Topics</strong></td>
<td><strong>Readings</strong></td>
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<tr>
<td></td>
<td>DL content and collections</td>
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<td></td>
<td>Digitization: forms, process, techniques and technologies</td>
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<tr>
<td></td>
<td><strong>Readings</strong></td>
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<td></td>
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<td><em>Moving theory into practice: Digital imaging tutorial</em> by Cornell University Library <a href="http://www.library.cornell.edu/preservation/tutorial/contents.htm">http://www.library.cornell.edu/preservation/tutorial/contents.htm</a></td>
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</table>
| 5 (9/25) | **Topics**  
| | - Information organization and representation  
| | - Metadata  
| **Readings**  
| | - The role of classification schemes in Internet resource description and discovery [http://www.ukoln.ac.uk/metadata/desire/classification/classification/classification.](http://www.ukoln.ac.uk/metadata/desire/classification/classification/classification.)  
| **Project proposal**  
| |  
| 7 (10/2) | **Topics**  
| | - Information access and retrieval  
| **Readings**  
<table>
<thead>
<tr>
<th>8 (10/9)</th>
<th><strong>Topics/Activities</strong></th>
<th><strong>Summery 4</strong></th>
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<tbody>
<tr>
<td></td>
<td>• DL architecture and DL management system</td>
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<td></td>
<td>• Visit to the Semitics/ICOR Library</td>
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<td></td>
<td>• Guest Speaker (Dr. Monica Blanchard, Curator, Semitics/ICOR Collections at CUA Mullen Library)</td>
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<td><strong>Readings</strong></td>
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<tr>
<th>9(10/16)</th>
<th><strong>Introduction to CONTENTdm</strong></th>
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<tbody>
<tr>
<td>10 (10/23)</td>
<td><strong>Topics</strong></td>
<td><strong>Summary 5</strong></td>
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<tr>
<td></td>
<td>• CONTENTdm continued</td>
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<tr>
<td></td>
<td>• Information seeking behavior and User interfaces</td>
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<tr>
<td></td>
<td><strong>Readings</strong></td>
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<thead>
<tr>
<th>Topics/Activities</th>
<th>Readings</th>
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<tr>
<td>11 (10/30)</td>
<td>• Guest Speaker (Ms. Allison Zhang, Manager, DCPC at WRLC)</td>
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<td>• Digital library evaluation</td>
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<td>12 (11/6)</td>
<td>• Users and uses of digital libraries</td>
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<td></td>
<td>• How are digital resources being used in undergraduate teaching and learning in the humanities and social sciences? <a href="http://cshe.berkeley.edu/research/digitalresourcemagazine/about.html">http://cshe.berkeley.edu/research/digitalresourcemagazine/about.html</a></td>
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<tr>
<td>Topics</td>
<td>Article summary (7)</td>
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<tr>
<td>• Digital library standards, Interoperability, federated searching</td>
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<tr>
<td><strong>Readings</strong></td>
<td></td>
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<tr>
<td>• Digital Library Standards and Practices, <a href="http://www.diglib.org/standards.htm">http://www.diglib.org/standards.htm</a></td>
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<tr>
<td>• OAI Best Practices: TableOfContents <a href="http://oai-best.comm.nsdl.org/cgi-bin/wiki.pl?TableOfContents">http://oai-best.comm.nsdl.org/cgi-bin/wiki.pl?TableOfContents</a></td>
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<tr>
<td>Date</td>
<td>Topics/Activities</td>
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| 14 (11/20) | **Social, cultural, economic, and legal issues** | • Arms (2000). Ch. 6 Economic and legal issues. pp. 99-122.  
• Transitions in Intellectual Property for Digital Libraries [http://www.si.umich.edu/mdl/F94/essays/ray/ray.html](http://www.si.umich.edu/mdl/F94/essays/ray/ray.html)  
• Liblicense: Licensing digital information – A resource for librarians [http://www.library.yale.edu/~llicense/index.shtml](http://www.library.yale.edu/~llicense/index.shtml) |
| (11/27) | **Thanksgiving Break (No class)** | |
| 16 (12/4) | **Trends and Summary:** | Article summary (8) due  
Course Policies and Procedures:

**Formatting of your assignments.**
- For hard copy work securely fasten together any papers that are more than 1 page.
- Place your name and the assignment number on the first page.
- Minimum margins are 1 ¼” left and 1” top, bottom, and 1 ¼” right.
- Use double-spaced line spacing, or space and a half, not single-spaced.
- Submitted work must have a professional appearance and not be handwritten.
- Any work submitted with numerous ungrammaticalities will be penalized.

**Participation & Conduct:**
- **Attendance is mandatory.** Attendance is required, in keeping with university policy. Students may miss up to 3 classes without a penalty. Your participation grade will drop by 10 points for every absence after 3 missed classes.

- **Late work.** Assignments are due at the start of class. Assignments turned in after the due time without prior approval will be penalized 10% for each 24-hour period that it is late. Assignments that are over 3 days late will NOT be accepted unless arrangements have been made with me. I encourage you to consult with me any special circumstances that will affect your ability to perform your assignments or turn in your assignments on time.

- **Makeup work.** If a student has a legitimate reason, such as a family emergency, the instructors might allow a student to do makeup work. The amount and nature of the work is up to the instructors’ discretion. It will be graded at term’s end.

- **Arrive on time.** Chronic lateness can negatively affect class participation grades.

- **Behave respectfully.** Students are expected to behave respectfully while in class. Participation grades will reflect a student’s maturity level and professionalism, and whether the student actively participates in class discussions.

- **No phone calls during class.** Turn off or silence cell phones and pagers. Students leaving the room for calls are not allowed to return to that class session.

- **No grade discussions in class.** Instructors will not discuss grades in class. First consider why the instructors deducted points. If you still disagree, explain your disagreement in an e-mail to the instructors.
ADA Accommodation:

Students with disabilities requiring accommodation under federal regulations must present a written accommodation request to the instructor by the second class meeting. It is strongly recommended that the student contact the Office of Disability Support Services, Suite 207, Pryzbyla Center (202-319-5211; email cua-disabilityservices@cua.edu, web http://disabilitysupport.cua.edu/). This is the University office responsible for disability accommodation and services, and its staff can answer questions about services and requirements regarding documentation. Special accommodations or other arrangements cannot be made without documentation approved by this office.

Syllabus changes:

- The instructors reserve the right to make changes to this syllabus if circumstances warrant such change. All changes will be provided to students in writing.

Other resources of DLs

- Ariadne (http://www.ariadne.ac.uk/) reports on information service developments, information networking issues worldwide and current digital library initiatives. Ariadne is published every three months.
- D-Lib Magazine (http://www.dlib.org/) One of the first, and still the foremost DL Web site, including D-Lib Magazine, D-lib Working Groups, other activities, and an excellent Ready Reference collection.
- Digital Library and Information Resources (http://www.canis.uiuc.edu/~bgross/dl/) Very current and well annotated resource list, kept up to date by Ben Gross, doctoral student and visiting scholar at the University of Illinois, Urbana Champaign.
- Open Archives Initiative (http://oaisrv.nsd1.cornell.edu/index.html) The OAI is concerned with interoperability standards as they relate to the dissemination of scholarly communication. Site includes articles, tools news, and so on.
- Visual Arts Data Service (VADS) (http://vads.ahds.ac.uk/index.html) VADS focuses on digital visual arts, providing access to collections as well as Guides to Good Practice and many other resources.
- Digital Library Federation (http://www.diglib.org/) Under the umbrella of the Council on Library and Information Resources (CLIR, http://www.clir.org), the Federation includes the L of C, NARA, NYPL, RLG, OCLC, CNI, and a host of university libraries. The DLF Publications section leads to a wealth of online reports, conference presentations, handbooks, guides, and so on.
- Journal of Digital Information (http://jodi.ecs.soton.ac.uk/) Free online journal in HTML
Journal of Digital Information Management, [http://www.dif.org/jdim/](http://www.dif.org/jdim/) “Journal of Digital Information Management, the journal in digital information science, sponsored by the Digital Information Research Foundation would be published in March 2003. It is a quarterly journal in digital information science and technology, concentrates on all aspects of digital information management. It broadly covers digital information processing, digital content management, digital world structuring, digital libraries, metadata, information management and other related fields. It is an international peer reviewed journal contains original research papers, ongoing research, technology, reviews, reports of progress, short notes and forthcoming events. It would act as a portal to the digital information world.”

**Web Resources for Specific Projects**

This is a selection of digital libraries, research projects, and other initiatives. (For additional projects, visit at [http://ei.cs.vt.edu/~dlib/projects.htm](http://ei.cs.vt.edu/~dlib/projects.htm))

Web resources for digital libraries and digital projects

- Digital Collections as “Featured Collection” appearing in each issue of D-Lib Magazine ([http://www.dlib.org](http://www.dlib.org))
- Digital Library Federation’s Public Access Collections ([http://dlf.grainger.uiuc.edu/DLFCollectionsRegistry/browse](http://dlf.grainger.uiuc.edu/DLFCollectionsRegistry/browse))
- Smithsonian Institution’s Library and Archival Exhibitions on the Web ([http://www.sil.si.edu/SILPublications/Online-Exhibitions/search.htm](http://www.sil.si.edu/SILPublications/Online-Exhibitions/search.htm))
- ARL’s Digital Initiatives Database ([http://www.arl.org/did/](http://www.arl.org/did/))
- IMLS Digital Collections Registry ([http://imlsdcc.grainger.uiuc.edu](http://imlsdcc.grainger.uiuc.edu))
- Dublin Core-based projects by Dublin Core Metadata Initiative ([http://dublincore.org/projects](http://dublincore.org/projects)).

Note: please let an instructor know other good projects in addition to this selection when you found. This selection will be updated with your contribution.