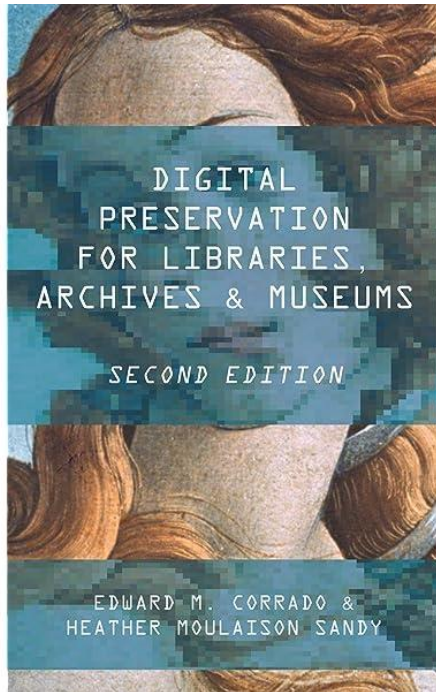


LIS645 FALL 2024

Digital Preservation



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LIS 645 Digital Preservation

Fall 2024

Office Hours: Monday & Thursday 9:30am -2:30pm or by appointment

Course Description

This course explores digital preservation issues, strategies, and best practices in three aspects: management, technology, and content with a focus on cultural heritage organizations. Students will learn about digital preservation environments, policies and procedures, standards, and tools for data storage and access. Topics examined include project planning and management, content preparation, technology applications, metadata, digital humanities, open access, digital librarianship, information security, file formats, data discoverability. Through a combination of lectures, hands-on activities, service-learning opportunities, and assignments, students will develop a further understanding of needs and an application of strategies for digital preservation.

This course has a service-learning component which will be designed into teaching and learning activities. Each student will partner with a cultural heritage/nonprofit organization to create a digital preservation project in a service-learning environment. Jacob (1996) defined "Service-learning" "as a form of experiential education in which students engage in activities that address human and community needs, together with structured opportunities for reflection designed to achieve desired outcomes." Students will participate in activities that (1) assess digital preservation needs with a desired nonprofit organization by choice and collaborate to create strategies, and (2) reflect on their personal service activities for the further understanding of the course content and best practices.

Virtual Class Time

Tuesdays 6:30-8pm

**** First class will meet on Tuesday August 21, 6:30-8pm Central Time. All class sessions are scheduled to meet in Canvas at Zoom LIS645 Live Classroom**

Join URL:

Drop and Withdrawal

Last day to add/drop full term classes without academic or financial penalty and Last day to drop full term classes without grade of W is August 28 Wednesday 2024. The last day to withdraw from full term classes with grade of W is October 31 Thursday, 2024. Please also check the academic calendar for more dates(<https://www.usm.edu/registrar/fall-2024-academic-calendar.php>)

Goals and Objective

To help meet **ALA (American Library Association)**'s Core competencies 2022 on Technological knowledge and skills (9A, 9B, 9C); **SAA (Society of American Archivists)**'s GPAS Guidelines ACRL's (I)& **AASL** (American Association for School Libraries) standards 3.3&4.1 and fulfill the objectives of service learning.

Upon successful completion of this course, you will be able to:

Technology knowledge and skill, resource, and access core competency	Student Learning Outcomes	Service-Learning Activities
Identify appropriate technologies and uses that support access to and delivery of library services and resources	Develop hands-on skills to evaluate and apply technologies to meet needs of the service community	--Create a digital collection/exhibit assignment --Post discussions --Exercises
Understand and navigate ethical and cultural considerations and impacts on library practices and community members when applying technology to library services and resources.	Assess and understand information needs and best practices of the service community	-Reflection essays -Community needs questionnaire assignment --Post discussions
Conduct regular evaluation of existing and emerging technologies and their impact on library services and resources in terms of accessibility, practicality, sustainability, and effectiveness	Gain an integrated knowledge of digital preservation technologies and applications in the service community	-Reflection essays -Post discussions
Use digital tools, resources, and emerging technologies to design and adapt learning experiences	Apply technological solutions to the service community	Create a digital collection/exhibit assignment

Prerequisite(s)

Students should have completed all core courses or be in concurrent enrollment of their last core courses.

Required Textbook:

Corrado, E. M. & Moulaison, H.L. (2017). *Digital preservation for libraries, archives, and museums* (2nd ed.). Lanham, MD: Rowman & Littlefield. ISBN:978-1-4422-7872-1

Course Format

The online learning management systems (Canvas) course site provides a central focus for class communications, online course materials, and learning modules. Students will need web access to use learning management tools.

Online Communications Protocol

- Students should check the course site regularly – at least several times a week, if not daily, for postings, announcements, etc.
- Post to the site's Discussions tool questions, responses to questions, and comments about course content and technologies; the instructor will read site postings several times a week and respond as appropriate.

Service-learning activities

Service learning is an innovative pedagogical approach to integrate meaningful community service into students' learning activities. Given that the class is online in nature and students are located in areas, students will choose their own community-based organization (libraries, faith-based organizations, historical societies, government organizations or others) to partner and fulfill service-learning objectives. Students are required to invest 15 contact hours with partnering organizations. At the beginning of the semester, students will identify a local nonprofit organization such as a library, historical society, a church and initiate contact for partnership. Once the partnership is established, an agreement will be signed by the instructor, community partner, and student.

Technology

Reliable Internet access is required. Canvas, Adobe, Microsoft word, Web design and digital authoring & imaging software

Course Materials and Support

- Required technology includes reliable Internet or Wi-Fi connection and Microsoft Office 365 (free for students at www.usm.edu/itech/microsoft-office-365)
- For tech support such as mobile apps, go to www.usm.edu/itech/student-hot-sheet
- Course materials are available at: <https://usm.instructure.com> – login with SOAR ID and password
- Canvas support: www.usm.edu/canvas/student-support

Online Resources

- [Digital Preservation Handbook](https://www.dpconline.org/handbook) (<https://www.dpconline.org/handbook>)
- [Sustainable Heritage Network Digital Collections Stewardship Curriculum](#)
- [Digital POWRR Project: What is Digital Preservation?](#)

- [Digital Preservation Management Online Workshop](#)
- [MIT's Data Management Libguide](#)
- [The New School's Personal Digital Archiving Libguide](#)

Online Learning Guidelines:

Course materials are on Canvas at <http://usm.instructure.com>. Students are expected to 1) check their university email account each day, 2) check Canvas each day to review each course's learning module and assignments, 3) read and post to the discussion board, and 4) meet in the virtual classroom

Communication is vital in an online environment, so please let me know if you see anything that is inconsistent or a dead link, if anything is not clear, or if you have any questions. SLIS faculty and staff want you to succeed so review How to Be a Successful Graduate Student.

Policy on Attendance and Make-up Work:

Virtual classroom attendance and participation is expected. Participation is a large part of the grade and consists of the virtual classroom attendance/participation and discussion board postings. Students may make up for one class attendance by viewing the recorded session and sending a summary with their comments to the professor. Students are expected to post to each required discussion board; late postings will be accepted but may not earn full participation points. All assignments should be submitted on time. The late assignment is 10% off **after 2nd day late (24-hour grace)**; no additional late points off but not accepted after 14 days without prior arrangement.

Course Schedules (Subject to Change)

Weeks	Topics & Activities	Class Dates
08/21-08/25	Read syllabus	No class
08/26-09/01	Introduction to digital preservation and service learning • Self-introduction due Aug 26 Monday noon • Read Corrado & Moulaison Chapter 1	- 1st class meets Aug 27 Tuesday at 6:30pm
09/02-8	Management & Project planning • Read Corrado & Moulaison Chapters 2, 3 • Planning & managing digital projects http://ufdcimages.uflib.ufl.edu/IR/00/00/08/12/00001/DigitalProjectMgmt.pdf • Reflection #1 (preparing service-learning) due Thursday Sept 5 noon	-3rd class meets on Sept 3 Tuesday 6:30pm

09/9-15	Management issues: Framework & Organization of content • Read Corrado & Moulaison Chapters 4& 5 • Discussion 1 due Sept 9 Monday noon • Community assessment form due Thursday Sept 12 noon	-4th class meets on Sept 10 Tuesday
09/16-22	Management issues: Consortia and Sustainability • Read Corrado & Moulaison Chapters 6,7&8 • Exercise 1 due Sept 19 Thursday noon	-5th class meets on Sept 17 Tuesday
9/23-29	Technology Aspects: Digital repository • Read Corrado& Moulaison Chapters 9, 10 • Discussion 2 due Sept 23 Monday noon	-6th class meets on Sept 24 Tuesday
09/30-10/6	Technology Aspects: Metadata, File formats and emulation Read Corrado& Moulaison Chapters 11, 12, 13 --Data management plan due Oct 4 Thursday noon	-7 th class meets on Oct 1 Tuesday
10/7-13	Technology Aspects: File formats and Digital preservation • Read Corrado& Moulaison chapter 14, 15 • No assignment due for Fall break	-8 th class meets on October 8
10/14-10/20	Guest speaking -- Reflection #2 (progress report) due Oct 17 noon	- 9 th class meets on Oct 15
10/21-27	Content Aspects: Develop a sound digital preservation project: Develop a proposal (Collection building) • Digital asset management https://www.weareavp.com/insights/ • Creating digital collections https://guides.lib.utexas.edu/creating-digital-collections/project-planning • Exercise 2 metadata description due Oct 23 Thursday noon	-10 th class meets on Oct 22 Tuesday

10/28-11/3	Content Aspects: Specialized formats and preservation • Read Corrado& Moulaison chapter 17 • Exercise 3 due Oct 31 Thursday noon	-11 th class meets on Oct 29
11/4-10	Digital humanities • Read Corrado& Moulaison Chapter 16 • Discussion 3 due Monday Nov 4 noon	-12 th class meets on Nov 5
11/10-17	• --Create a digital collection/exhibit for the service community due Nov 13 Thursday noon	-13 th class meets Nov 11 Tuesday
11/18-24	• Service learning experiences sharing • Reflect #3 due Nov 21 noon	-14 th class meets on Nov 19
11/25-12/1 12/2-6	Thanksgiving no class No class will be scheduled after Thanksgiving Assignment 3 due December 4 Thursday noon	No class

Assignments and activities

Participation (10%)

Participation is a requirement in this class. This includes both the class attendance and active participation in the service-learning activities.

Reflection essays (10%) document three phases of activities and hours spent in the service community.

Discussions and Exercises (10%)

All discussions and exercises are built to help understand the course content and topics presented during classes.

Community needs assessment (10%) A form will be given to fill out information after meeting with the community partner.

A Data Management Plan (DMP) (20%) A DMP template will be given to document an analysis of the service community needs and strategies on how to meet the needs.

Digital collection/exhibit for the service community and Short Paper reflection (30%)

This assignment gives students an opportunity to develop criteria for selecting content through theme, quality control, and narration and create a digital collection or digital exhibit (10-15 items) for the service community. In addition, students will also write a

one or two-page introduction (300-500 words) about the service organization, collection, criteria of selecting content, decision to digitization and assigning description(metadata), and potential target audience of your project.

Grading

Grade Distribution Due Dates

Assignment	Percentage
Participation	10%
Discussions	10%
Exercises	10%
Community needs assessment	10%
Data Management Plan	20%
<i>Digital Preservation Collection /exhibition</i>	30%
Service-learning activities	10%
Reflection essays	
Total	100%

Grading scale:

Students may request, under extraordinary circumstances beyond the student's control, an incomplete (I) if the majority of assignments have been successfully completed. A student who receives an incomplete will have only ONE semester in which to complete the work before the Incomplete turns automatically into an F. Students may also request a W (withdrawal) from the course. If this is the only class a student is taking then the student must contact the USM Graduate School to properly withdraw.

A	95-100
A-	90-94
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	65-69
D	60-64
F	0-59

To facilitate timely grading, all assignments must be submitted on time. One-half grade will be deducted for each day an assignment is late (i.e., not submitted at the date/time specified). *An exception can be made if a student absolutely cannot meet the deadline AND notifies the instructor before the due date.*

Written reports

Both the substantive content of written reports and the quality of the writing will be considered. Substantive content includes completeness and adherence to the assignment, knowledge of appropriate concepts, strong supporting materials, and reasonable conclusions or solutions. Quality of writing covers organization and clarity of expression, appropriate use of references, and correct grammar, punctuation, and spelling. References must be made in APA style or appropriate style manuals. Up to one-half grade will be deducted for inaccurate references.

Style Manual

American Psychological Association. (2020). *Publication manual of the American Psychological Association*, 7th ed. Washington, DC: American Psychological Association. <https://apastyle.apa.org/>

APA Tutorial: http://www.lib.usm.edu/help/tutorials/apa_tutorial/apa_intro/

Extra Credit

No assignments for extra credit will be made under any circumstances. A student who is having trouble with regular assignments is strongly encouraged to contact the instructor as early as possible for personal advising.

Communication

Communication will be facilitated by way of e-mail, virtual classroom (i.e. chatting), discussion board, and/or telephone. E-mail is used when private discussions are needed between the student and instructor or between students. Discussion Board postings may be done at any time during the week it is due. Virtual classroom sessions will be in real-time - on specified dates and times. Each student is required to furnish an e-mail address in the student roster.

Academic Code of Conduct:

Students are expected to follow the Academic Code of Honor, which is based on academic honesty and mutual respect, and the Southern Miss Creed:

<https://www.usm.edu/student-affairs/creed-southern-miss.php> (also as video on YouTube)

Academic Integrity:

All students at the University of Southern Mississippi are expected to demonstrate the highest levels of academic integrity in all that they do. Forms of academic dishonesty include (but are not limited to):

- Cheating (including copying from others' work)
- Plagiarism (representing another person's words or ideas as your own; failure to properly cite the source of your information, argument, or concepts)
- Falsification of documents
- Disclosure of test or other assignment content to another student
- Submission of the same paper or other assignment to more than one class without the explicit approval of all faculty members' involved
- Unauthorized academic collaboration with others
- Conspiracy to engage in academic misconduct.

Engaging in any of these behaviors or supporting others who do so will result in academic penalties and/or other sanctions. If a faculty member determines that a student has violated our Academic Integrity Policy, sanctions ranging from resubmission of work to course failure may occur, including the possibility of receiving a grade of "XF" for the course, which will be on the student's transcript with the notation "Failure due to academic misconduct." For more details, please see the University's Academic Integrity Policy: <https://www.usm.edu/institutional-policies/policy-acaf-pro-012> Note that repeated acts of academic misconduct will lead to expulsion from the University.

Academic Support Resources

Please see our Student Success Website: <http://www.usm.edu/success> for information on where you can find tutoring and other academic assistance, as well as the location of key resources on campus.

If a student has a disability that qualifies under the Americans with Disabilities Act (ADA) and requires accommodations, he/she should contact the Office for Disability Accommodations (ODA) for information on appropriate policies and procedures. Disabilities covered by ADA may include learning, psychiatric, physical disabilities, or chronic health disorders. Students can contact ODA if they are not certain whether a medical condition/disability qualifies. More information please visit <https://www.usm.edu/oda>

Address: The University of Southern Mississippi

Office for Disability Accommodations

118 College Drive # 8586

Hattiesburg, MS 39406-0001

Voice Telephone: 601.266.5024 or 228.214.3232 Fax: 601.266.6035

Individuals with hearing impairments can contact ODA using the Mississippi Relay Service at 1.800.582.2233 (TTY) or email ODA at oda@usm.edu.

Mental Well-Being Statement:

USM recognizes that students sometimes experience challenges that make learning difficult. If you find that life stressors such as anxiety, depression, relationship problems, difficulty concentrating, alcohol/drug problems, or other stressful experiences are interfering with your academic or personal success, consider contacting Student Counseling Services on campus at 601-266-4829. More information is also available at <https://www.usm.edu/student-counseling-services>. All students are eligible for free, confidential individual or group counseling services. In the event of emergency, please call 911 or contact the counselor on call at 601-606-HELP (4357).

Artificial Intelligence (AI) Usage

Generative Artificial Intelligence (AI) tools are permitted in this class when usage complements the learning outcomes of the course and assignments. Students are responsible for citing usage of these tools and will be provided with examples of how to do so to ensure academic integrity.

USM Writing Center

The Writing Center is a friendly space that provides free, individualized feedback and support to help Southern Miss students succeed with writing assignments for any class. The Center offers one-to-one consultations for any stage of the writing process, from understanding the assignment and brainstorming ideas to revising and editing. To make an appointment, visit usm.edu/writing-center. Select “Schedule an Appointment” and create a WC Online account. The Writing Center is located in Cook Library 112, between Starbucks and the Speaking Center. For more information, visit usm.edu/writing-center or call the center at (601) 266-4821.

This syllabus updated 04/18/2024