LS 575: Digital Libraries
Syllabus
Spring 2020

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Course Information
Instructor Information

Instructor: Gretchen Gueguen

Office Hours: Tuesdays, 12:30 to 1:30 pm; Wednesdays 7:30 to 9:30 pm (all times eastern). Office hours will be held online in a chat, Zoom, or Google hangout. Email in advance for an appointment.

E-mail: ggueguen@clarion.edu

Course Description

LS 575: Digital Libraries

Provides an overview of topics concerning digital libraries, including, but not limited to, organization and structure, programming interoperability and metadata standards, project management, intellectual property rights, and various interface applications. Students are expected to examine topics of interest concerning digital libraries, culminating in the preparation of a term project.

Prerequisite

None.

Textbook & Course Materials

Required Text

Readings will be listed in the course schedule. No textbook is required.

Other readings will be made available within your D2L course site.

Course Requirements

Internet connection (DSL, LAN, or cable connection desirable)

Access to D2L
Course Structure

This course will be delivered entirely online through the Desire2Learn (D2L) learning management system. You will use your Clarion University account to login to the course from the D2L login page (http://www.clarion.edu/d2l).

In D2L, you will access online lessons, course materials, and resources. At designated times throughout the semester, we will participate in a blend of self-paced and group-paced activities using D2L and alternative Internet-based technologies. Activities will consist of chat, discussion forums, email, videos, assignments to upload, and the optional use of Google Hangout.

Generally each week’s materials will consist of several readings, a video lecture, and forum discussions. There will be two graded assignments during the course of the semester and two quizzes. Assignments must be handed in using D2L by midnight eastern of the due date listed in the syllabus, unless otherwise indicated.

The course final will consist of either a 5,000 word term paper, or the creation of a digital collection using the free online version of the Omeka software. More information about the final will be presented in class.

**Course Week starts on Monday and ends on Sunday.**
Content for the following week will usually be released on Fridays by 8 p.m.

D2L Access

This course will be delivered fully online through Desire2Learn. To access this course on D2L you will need access to the Internet and a supported Web browser (Internet Explorer, Firefox, Safari). To ensure that you are using a supported browser and have required plug-ins please run the Check Browser from your D2L course.

Technical Assistance

If you need technical assistance at any time during the course or to report a problem with D2L you can:

- Visit the D2L Student Orientation/Documentation
- Visit the D2L Student FAQ’s Web Page
- Contact 24x7 support or submit a helpdesk ticket

**Disclaimer:** This syllabus, along with course assignments and due dates, are subject to change. It is the student’s responsibility to check D2L for corrections or updates to the syllabus. Any changes will be clearly noted in course announcement or through D2L email.
Course Learning Outcomes

This course will provide an overview of the methodologies, philosophies, and technologies used in modern digital libraries. Through the course of the semester we will examine how digital libraries are built and populated, what functions they serve, how they are preserved and used, as well as some of the practical and pragmatic realities of digital librarianship in the 21st century. By the end of the course students will be equipped to participate in the planning and management of digital library projects and will have a solid research basis for further education on relevant topics.

Specifically, students in this course will learn to:

- Understand the theoretical and historical basis for digital library development.
- Articulate different building blocks of digital library services including technologies, methods, and standards.
- Be able to think critically about the potential for digital library services and the interoperability, use, and reuse of digital objects.
- Demonstrate facility with the fundamental and practical skills of digital library development, management, use, and preservation.

You will meet the outcomes listed above through a combination of the following learning activities in this course:

- Weekly readings and lectures
- Discussion forum participation
- Completion of course assignments
- Quizzes
- Completion of an end of semester term paper or the creation of a small digital library (more information will be given about this in the early weeks of the class).
**Course Outline**

**Important Note:** Refer to the course calendar for semester schedule dates. Activity and assignment details will be explained in detail within each week’s corresponding learning module. Minor changes to the readings may be changed up to a week before they are assigned, so check the online content modules.

**Week one**
1/13 – 1/19
Course Introduction; History and Definition of Digital Library

- **Readings**

**Week two**
1/20 – 1/26
Digitization of Images & Text

- **Readings**
Week Three
1/27 – 2/2
Audio-Visual and Born-digital
Readings
  o Time-based media (audio, video, film)
    § See class website for some excerpts from various articles that I will post.
  o Born-digital objects and technology
    § Video: Rushdie Researcher Workstation Tutorial. Available at: https://www.youtube.com/watch?v=oigHv_SofNo.

Week Four
2/3 – 2/9
Metadata – Part One
Readings

Week Five
2/10 – 2/16
Metadata Part Two
  o Readings
o Meindertsma, Joep. 2018. A Brief Introduction to Linked Data. Available at: https://ontola.io/what-is-linked-data/

• Assignment
  o Crosswalk Activity, due 2/28

Week Six
2/17 – 2/23
Repository Systems and Digital Library Infrastructure
• Readings

Week Seven
2/24 – 3/8
User Experience
• Readings
  o See class website for some excerpts from various articles that I will post.
o Assignment
  ▪ Proposal for final paper/project, due 3/15
Winter Break
2/28 – 3/8

Week Eight
3/9 – 3/15
Intellectual Property, Copyright, and the Public Domain

• Readings
  o Review the Copyright and the Public Domain Chart available at: https://copyright.cornell.edu/publicdomain

Week Nine
3/16 – 3/22
Digital Preservation

• Readings
  o The NDSA Levels of Digital Preservation. Available at: https://ndsa.org/activities/levels-of-digital-preservation/
  o Google. (2017) Preserving digital art: How will it survive? Available at: https://youtu.be/vkSG7XaKoAs

• Assignment:
  o Learn to make a pitch, due 4/5

Week Ten
3/23 – 3/29
Funding, Sustainability, and Assessment

• Readings
Read Chapters 3 & 5.


Week Eleven
3/30 – 4/5
E-books and Licensing

- Readings

Week Twelve
4/6 – 4/12
Open Access, Institutional Repositories, and Scholarly Publishing

- Readings

**Week Thirteen**
4/13 – 4/19
Applications and Intersections with the Digital Library; Wrap Up and Review
- **Readings**
  - Elliott, Rory. 2014. “Geographic information systems (GIS) and libraries: concepts, services and resources.” Library Hi Tech News. 31:8. 8 - 11
  - AIIM. “What is Electronic Records Management (ERM)?” Available at: http://www.aiim.org/What-is-ERM-Electronic-Records-Management

**Week Fourteen and Fifteen**
4/20-5/1
Wrap up and Major Themes
- Work week for projects and papers due 5/1 at 5 p.m. eastern.
Grading Policy

Visit each **Weekly Module** in D2L for details about each assignment listed below.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation in Forums</td>
<td>15</td>
</tr>
<tr>
<td>Quizzes</td>
<td>20</td>
</tr>
<tr>
<td>Crosswalk Activity</td>
<td>15</td>
</tr>
<tr>
<td>Pitch Activity</td>
<td>15</td>
</tr>
<tr>
<td>Final Paper/ Project Proposal</td>
<td>5</td>
</tr>
<tr>
<td>Final Paper/ Project</td>
<td>30</td>
</tr>
<tr>
<td><strong>TOTAL POINTS</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

**Late Work Policy**

Be sure to pay close attention to deadlines—there will be no make up assignments, or late work without a serious and compelling reason and instructor approval.

**Viewing Grades in D2L**

Points you receive for graded activities will be posted to the D2L Grades area. Click on the Grades link on the top navigation bar to view your points.

I will update the online grades each time a grading session has been complete—typically on the Thursday following the completion of an activity. A News item will be posted on the course homepage to let you know grades are completed and available for viewing and feedback.

**Letter Grade Assignment**

Final grades assigned for this course will be based on the percentage of total points earned and are assigned as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
<th>Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
<td>Excellent Work</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
<td>Good Work</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
<td>Average Work</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
<td>Poor Work</td>
</tr>
<tr>
<td>F</td>
<td>0-59%</td>
<td>Failing Work</td>
</tr>
</tbody>
</table>
Course Policies

Participation/Attendance

Students are expected to participate in all online activities as listed in the course content. You should plan to participate by logging on a minimum of three times each week. The asynchronous (not in real-time) nature of most activities will permit you to take part at times most convenient to you.

This is a graduate-level course and you are expected to keep up with the readings and coursework on your own. See the lateness policy above for the impact of missing assignment due dates. Otherwise, participation will be measured by whether or not you complete the required postings in the discussion forum and the two quizzes. You will be required to participate in 5 discussion forums (out of 10 total) throughout the course, consisting of creating original and response posts. You will receive up to 3 points for each week you participate. You may participate in other weeks to earn additional points if you don’t receive all three points. Participation points will not exceed 15 total points for the semester. The University’s policy on class attendance is found at: www.clarion.edu/956/#Class Attendance Policy.

In lieu of a final exam you will have the option of completing either a 5,000-word paper or completing a small project to create a digital library, alone or in a group. If you choose to do the project as a group, there will be higher expectations of the amount of work to complete. We will discuss the final paper/project in the coming weeks. Since there will be no final exam it is important that you complete all of the assignments during the course. They will be a major factor in your final grade.

Contact Information and Communication

The forums have a discussion board for all inquiries related to the course content and assignments called “Questions and Answers.” Using these forums, rather than emailing, will result in a more timely response and other class members may benefit from the information. I will respond to your posting within a 24-hour period. I look forward to reading and answering your course questions.

Remember that you have access to the 24/7 D2L Helpdesk for technical questions.

If you have a private course issue you wish to discuss, send me an email through D2L. I will respond to your email within a 24-48 hour period. I do not check my university email as frequently as I check D2L, so a forum post will get my attention quicker.

If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure you let me know as early as possible so that I can help you find a solution. You can schedule an appointment with me during my office hours by
sending an email to set up an appointment. I will do my best to accommodate requests for meetings outside of office hours as well. We can set up a meeting through a chat channel or use Google Hangout or a simple phone call if you’d prefer.

Complete Assignments

**All assignments for this course will be submitted electronically through D2L unless otherwise instructed.** Assignments must be submitted by the given deadline or special permission must be requested from instructor before the due date. Extensions will not be given beyond the next assignment except under extreme circumstances.

All discussion assignments must be completed by the assignment due date and time. Late or missing discussion assignments will affect the student’s grade.

Understand When You May Drop This Course

It is the student’s responsibility to understand when they need to consider dropping or withdrawing from a course. Refer to the Clarion University Course Schedule for dates and deadlines for registration.

Incomplete Policy

Under emergency/special circumstances, students may petition for an incomplete grade. An incomplete will only be assigned if the student can demonstrate that unforeseen circumstances prevented them from reasonably completing the coursework.

Inform Your Instructor of Any Accommodations Needed

If you are a student with a documented disability and require accommodations, you must be registered with the University’s Office of Disability Support Services (DSS). Students must provide current documentation to DSS which identifies their disability and need for accommodation(s). Students must meet with DSS to discuss requested accommodations. Students must provide instructors with appropriate notification from DSS of the approved accommodation as early in the semester as possible. The Office of Disability Support Services can be reached by calling (814) 393-2095 and is located in 102 Ralston Hall.

A Safe and Productive Environment

Clarion University and its faculty are committed to assuring a safe and productive educational environment for all students. In order to meet this commitment and to comply with Title IX of the Education Amendments of 1972 and guidance from the Office for Civil Rights, the University requires faculty members to report incidents of sexual violence shared by students to the University’s Title IX Coordinator. The only
exceptions to the faculty member's reporting obligation are when incidents of sexual violence are communicated by a student during a classroom discussion, in a writing assignment for a class, or as part of a University-approved research project. Faculty members are obligated to report sexual violence or any other abuse of a student who was, or is, a child (a person under 18 years of age) when the abuse allegedly occurred to the person designated in the University protection of minors policy. Information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence is set forth at the Office of Social Equity/Title IX webpage [http://www.clarion.edu/aboutclarion/offices-and-administration/university-support-and-business/office-of-social-equity/policies-and-compliance/sexual-misconduct-definitions-and-faq.html](http://www.clarion.edu/aboutclarion/offices-and-administration/university-support-and-business/office-of-social-equity/policies-and-compliance/sexual-misconduct-definitions-and-faq.html) and [http://www.clarion.edu/titleix](http://www.clarion.edu/titleix).

Commit to Integrity

As a student in this course (and at this university) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class and also integrity in your behavior in and out of the classroom. Clarion University’s policies regarding academic honesty are strictly followed in this class.

Read more about Clarion University's [Academic Honesty Policy & Procedures](http://www.clarion.edu/titleix).
Online Resources

Clarion University has many programs and resources available to assist you during your academic studies.

**Center for Computing Services**
http://www.clarion.edu/about-clarion/computing-services/
   The Center for Computing Services provides student support for user accounts, passwords, email and general technology support at the university.

**Desire2Learn (D2L) Help**
http://www.clarion.edu/about-clarion/computing-services/learning-technology-center/d2l/
   All Clarion University online courses are delivered via the Desire2L (D2L) learning management system. Technical assistance with D2L is available through 24x7 phone support as well as a Student D2L Orientation site. The Orientation site provides how-to instructions and FAQs for the various tools available within the D2L learning management system.

**Office of Disability Support Services**
http://www.clarion.edu/academics/academic-support/disability-support/
   The Office of Disability Support Services provides students with reasonable accommodations as documented through evaluations. Appropriate accommodations are individually based upon identified need.

**Online Writing Center**
http://clarion.edu/academics/academic-support/writing-center/
   The Clarion University Writing Center supports all students in their efforts to become better writers and provides assistance with writing assignments in all subject areas.

**Virtual Campus**
http://www.clarion.edu/locations/clarion-online/
   The Clarion University Virtual Campus provides various support resources for online students. Visit their website for additional resource links.

**Virtual Library**
http://clarion.edu/libraries/
   The Clarion University Virtual Library Clarion University Libraries offer services designed to support research and information needs of off-campus students and faculty. Distance education support includes reference and information assistance, access to online resources, online tutorials, and interlibrary loan.