

East Carolina University  
Master of Library and Information Science  
**LIBS 6852 Digital Libraries**  
*Summer 2023, 3 credits*

**Instructor:** Dr. Lindsay Mattock (she/her)

**Email:** [mattockl22@ecu.edu](mailto:mattockl22@ecu.edu)

**Phone:** 252-737-2486

**Office Location:** 207A Ragsdale

**Virtual Office Hours:** by appointment <https://bit.ly/MeetwithMattock> (evening hours available Tuesdays and Thursdays 4-6pm)

### **Course Description and Objectives**

This course provides a broad overview of digital collections including the usability of digital collections, intellectual property concerns, digital preservation, and stewardship of digital materials.

Upon completion of this course, students will be able to:

1. Define the key concepts and principles related to the preservation and stewardship of digital materials
2. Apply best practices for the creation and stewardship of digital collections
3. Design and develop a digital collection using the Omeka content management platform

### **Textbooks and Reading Materials**

The reading for each module will be listed on the course Canvas site. The required text is **Trevor Owens, *The Theory and Craft of Digital Preservation* (Baltimore: Johns Hopkins University Press, 2018)**. The ebook is freely available through Joyner Libraries at <https://go.exlibris.link/frFTpdrJ>. Additional reading and viewing materials will be linked in Canvas.

### **Course Requirements and Grading**

#### **Expectations**

During a **typical 15 semester**, you would plan on dedicating between six and nine hours a week completing your work for this class. **During the summer semester, the work is completed at an accelerated pace, meaning that you should be spending a minimum of 24 hours a week on this course.** This includes the time spent on reviewing the lecture, working through the required reading/viewing materials, completing the assignments, and participating on the discussion boards.

#### **Grading Scale**

Your assignments and final grade will be assessed according to the following grading scale:

Grade / Quality Point / %

A / 4.0 / 93-100 %

B / 3.0 / 85-92 %

C / 2.0 / 77-84 %

F / 0 / 00-76 %

## Course Assignments and Assessment

During the semester, you will complete a variety of assignments that will ask you to apply what we have learned from the course readings and lecture materials. All assignment descriptions and expectations are available through the course Canvas site. **Please do not hesitate to ask questions if you are unsure about the assignment expectations or if the instructions are unclear.** You may post your questions to the Course Chat discussion board, reach out via email, or schedule a meeting with the professor.

### Assignments at a Glance

Assignment	Due Date	Weight
Introductions Discussion Board	June 25	5%
Module 1 Discussion	June 28	10%
Digital Collection Assignment 1: Collection Description	July 5	15%
Digital Collection Assignment 2: Metadata Dictionary	July 12	20%
Digital Collection Assignment 3: Collection Policies and Standards	July 19	20%
Digital Collection Assignment 4: Final Omeka Site	July 27	20%
Final Reflection	July 28	10%

### Introductions Discussion Board

#### Individual assignment

**5% of total grade**

**Due June 25**

At the beginning of the semester, you will introduce yourself to your classmates on the Introductions Discussion board. You will be asked to respond to a brief prompt. The discussion will be graded as complete/incomplete. You must post your introduction by the stated deadline to receive a passing mark.

### Module 1 Discussion

#### Individual assignment

**10% of total grade**

**Due June 28**

Module 1 will start our conversation this semester. You will be provided with a prompt that connects with the weekly topic and course materials. You must compose a reply to the prompt and **respond to the posts from at least two of your classmates** by the stated deadlines.

	A	B	C
Responds to prompt 20%	The post responds directly to each of the questions in the assignment prompt, staying on topic, and addressing the prompt fully and completely	The post responds to each question in the prompt, but lacks detail in one or two areas	The post fails to respond to every question in the prompt and/or lacks significant detail for more than two areas
Synthesis and analysis 40%	Your posts draw on your personal reflections from the prompt activities and makes direct connections	The posts reflect on personal observation and the weekly course materials and	The posts fails to draw connections between the prompt activities and the weekly course

	between your observations and the assigned reading, weekly course materials, or other authoritative references.	makes a weak connection between the assigned materials and/or may contain lengthy quotes.	materials.
Responses 30%	You post at least two separate responses to at least two classmates by the stated deadline. Your original post and responses are posted on different dates, demonstrating that you've checked the discussion board on multiple occasions and followed the flow of the conversation. Your post drives the conversation forward by asking a question or introducing a new idea.	You post at least two separate responses to at least two classmates by the stated deadlines. Your original post and responses are posted on the same date. Your posts are substantive and drive the conversation forward.	You respond to fewer than two classmates and/or your posts are off topics and/or your posts are not substantive.
Proofing, Citations, and Clarity 10%	The post lacks grammatical errors and includes proper citation of any works referenced. (References to assigned readings only require parenthetical citation in the body of the post, materials outside of the syllabus require a full citation at the end of the post.)	The post contains few proofing errors and includes proper citation of any works referenced.	The post contains many proofing errors and/or improper citation.

## Digital Collection

### Individual or group assignment

#### Four assignments distributed throughout the semester

As we read through the LIS literature this semester, you will put theory into practice and develop a digital collection using a free trial version of the Omeka content management platform. The project will be completed as a series of assignments due throughout the semester. Your assignments will be posted to discussion boards so that we may all learn from one another throughout the semester. Responses are not required, but conversation is encouraged.

**Small Group Option:** For this project, *you may work in small groups of up to 4 students*. Students are responsible for forming their own groups and must send an email with the names of all group members to Prof. Mattock no later than **Wednesday, June 28<sup>th</sup>**. Each group will designate a member to submit a single submission for each assignment and the group will work collectively on a single Omeka site. *All members of the group will receive the same grade for each assignment in this project.*

**Digital Collection Assignment 1: Collection Description – 15%**  
**Due July 5**

At the end of the semester, each student will contribute at minimum of 8 different digital objects to the Omeka site. The objects must represent at least three different media types (e.g. text, image, sound). This collection of items should address a cohesive theme or topic. In this first step, you will describe the collection that you intend to build. You do not need to use original objects for the collection but should be mindful of the copyright for any objects that you select. You can imagine that the objects are a complete collection or a representative sample of a larger collection. The collection description must address each of the following prompts and will be assessed by the following criteria:

Criteria	Weight	A	B	C
Collection scope: Describe the central theme or topic for the collection.	20%	The assignment describes a clear theme or topic appropriate for an LIS collecting institution. The theme is clearly bounded considering the scope of the collection. The relevance and significance of the collection is addressed.	The assignment describes a theme that is out of scope for the collection (either too big or too small). The relevance and significance of the collection is addressed.	The assignment describes a theme that is not appropriate for an LIS collecting institution and/or fails to address the relevance and significance of the collection.
Extent: Describe the extent of the collection in terms of the size of the total collection and the types of media represented. List and describe the source or sources for the items in the collection.	25%	The assignment describes the extent of the collection in terms of size (the number of objects); the media types that will be included (at least three different types); and identifies the source(s) for the material. The assignment addresses any issues with permission or copyright that should be considered when publishing the materials on the Omeka site.	The assignment lacks detail in one or two areas. The discussion of rights and permissions leaves some question as to whether or not the materials can be openly published on Omeka.	The assignment lacks substantial details and/or the sources are not appropriate for the project.

Collection development strategy: Describe the boundaries of the collection and the collection development strategy.	25%	The assignment clearly articulates the scope of the digital collection, noting the topics or themes that will be included and those that are out of scope. The statement considers future collecting, describing clear boundaries for the types of materials that would be added to the collection in the future.	The assignment describes fuzzy boundaries for the collection, leaving some question as to the types of materials that may be included or excluded from the collection.	The collection development strategy fails to address the scope of the collection and/or does not consider how the collection may grow in the future.
Target audience: Describe the imagined audience for the collection and the purpose for the project.	20%	The assignment describes the target audience for the collection and the types of work (i.e. research, teaching, community-engagement) that the collection is intended to support. The audiences and proposed mission of the project are appropriately scoped for the theme and are appropriate for a LIS collecting institution.	The mission and target audience are clearly described, but there is some question as to how the project will support this audience.	The project fails to appropriately scope the mission of the project for the target audience.
Proofing/Citations/Clarity	10%	The assignment lacks grammatical errors and includes proper citation of any works referenced. The information is presented clearly making use of tables, charts, bullets, headings, or other elements that help to guide the reader.	The assignment contains a few minor proofing errors and includes proper citation of any works referenced. A few of the required sections of the assignment are difficult to identify due to the organization of the	The assignment contains many proofing errors and/or improper citation. The assignment is very disorganized. It is very difficult to identify many of the required sections of the assignment due to the organization of the work.

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## Digital Collection Assignment 2: Metadata Dictionary – 20%

### Due July 12

The second assignment will focus on how the objects in the collection will be described. The Omeka platform uses Dublin Core metadata by default. For this assignment, you will address how you will utilize the 15 Dublin Core elements for your collection. You will need to determine which elements are relevant for the collection (using at a minimum, title, date, subject, format, and description) and determine how you will format and standardize the information for each element. Your metadata dictionary will help to guide your work as you add objects to your collection. Students may work with the provided worksheet or develop a dictionary of their own. Your metadata dictionary will be assessed according to the following criteria:

Criteria	Weight	A	B	C
Use of DC Elements: Describe which of the 15 Dublin Core elements will be used in your item-level records.	10%	The assignment addresses the complete list of 15 DC elements, noting which elements are required, which are optional, and those that will not be used. A justification is provided as to why elements are optional or excluded providing a rationale that is supported with details regarding the nature of the items in the collection. At a minimum, the elements include <i>title, date, subject, format, and description</i> .	The assignment addresses all 15 elements but fails to provide a clear justification as to why elements will be included or excluded from the metadata schema.	The assignment fails to address all 15 elements and/or fails to provide a justification for the inclusion/exclusion of the elements and/or fails to include the minimum required elements for the assignment.
Dublin Core Definitions: Provide a local definition for each element that describes how the element will be used for your collection.	25%	The assignment provides detailed descriptions for each of the DC elements that will be used in a record, expanding on the provided definitions to demonstrate how these elements will be used for this specific collection. The guidance should be	The assignment addresses all of the elements in the data dictionary but leaves some question as to how the definitions will be applied to the collection.	The metadata dictionary relies too heavily on the descriptions from the DC standard and/or fails to provide a description for every element used in the dictionary.

		clearly written, imagining that someone other than the author of the document would use these definitions to guide their data entry work.		
Standardization: Identify where authority records or other standardization will be used in formatting the descriptive metadata.	25%	The assignment clearly identifies each element that will use authority control or standardized formatting. The assignment references appropriate standards and authorities or presents an appropriate local option. A clear rationale is provided for each.	The assignment makes minimal errors in the application of standardization and authority records (i.e. selecting an inappropriate source or failing to consider a use case applicable to the collection).	The assignment fails to appropriately define standards and authorities for multiple elements in the data dictionary.
Tags: Describe how tags will be utilized in the item description.	10%	The assignment describes if tags will be used to enhance the descriptions for each item. The assignment justifies the decision based on the scope and target audience for the collection. If tags will be used, a complete list of tags is provided.	The justification for the use of tags matches the target audience, but there is some question as to how the tags will be utilized.	The assignment does not provide an appropriate justification for the use of tags in the Omeka collection and/or provides a list of tags that is not suitable for the collection.
Example record: Provide one example from your collection illustrating the use of your metadata dictionary.	20%	The assignment includes a complete example record that illustrates how the metadata dictionary will be applied to the collection. The post includes a representation of the item being described along with the metadata.	The example raises a few questions about the application of the metadata standard, demonstrating minor inconsistencies with the data dictionary.	The example includes major inconsistencies between the example record and the metadata dictionary.
Proofing/Citations/Clarity	10%	The assignment lacks grammatical errors and	The assignment contains a few	The assignment contains many

		includes proper citation of any works referenced. The information is presented clearly making use of tables, charts, bullets, headings, or other elements that help to guide the reader.	minor proofing errors and includes proper citation of any works referenced. A few of the required sections of the assignment are difficult to identify due to the organization of the assignment.	proofing errors and/or improper citation. The assignment is very disorganized. It is very difficult to identify many of the required sections of the assignment due to the organization of the work.
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### Digital Collection Assignment 3: Collection Policies and Standards - 20%

#### Due July 19

This assignment will outline the standards and policies that will be used to guide the management of digital objects in the collection as well as issues related to copyright and access. The policies will guide how the digital objects are uploaded to the Omeka site, including a discussion of file formats, sizes, naming standards, and any restrictions related to copyright and access. Your policy document will be assessed according to the following criteria.

Criteria	Weight	A	B	C
Digital Object Format and Standards	30%	The policies set standards for the digital objects that will be uploaded to the Omeka site, including the file formats, sizes and resolutions of objects, and naming standards and conventions for the digital files. The policies demonstrate a consideration of the items selected for this project and any additional materials that might be included in adherence to the collection development policy. The document provides clear	The policies are comprehensive addressing all of the key areas for the digital objects but contain minor errors or omissions.	The policies contain major errors or admissions in multiple areas.



		guidance that could be followed by someone unfamiliar with the project.		
Rights and Access	20%	The policies address any pertinent issues related to copyright and access, including the ethical considerations around providing access to the materials publicly on the WWW. The policies demonstrate a consideration of the items selected for this project and any additional materials that might be included in adherence to the collection development policy. The document provides clear guidance that could be followed by someone unfamiliar with the project.	The policies are comprehensive addressing all of the key areas for the digital objects but contain minor errors or omissions.	The policies contain major errors or admissions in multiple areas.
Adherence to Best Practices	40%	The policies include an appropriate justification that references the appropriate standards and best practices.	The policies contain a few minor errors or inconsistencies with best practices.	The policies contain major inconsistencies with practices and standards.
Proofing/Citations/Clarity	10%	The assignment lacks grammatical errors and includes proper citation of any works referenced. The information is presented clearly making use of tables, charts, bullets, headings, or other elements that help to guide the reader.	The assignment contains a few minor proofing errors and includes proper citation of any works referenced. A few of the required sections of the assignment are difficult to identify due to	The assignment contains many proofing errors and/or improper citation. The assignment is very disorganized. It is very difficult to identify many of the required sections of the assignment due to the

			the organization of the assignment.	organization of the work.
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#### Digital Collection Assignment 4: Final Omeka Site - 20%

##### Due July 27

At the end of the term, you will use the policies and procedures that you have created throughout the semester to build a collection of digital objects in Omeka. Your site will house a collection of digital objects, their associated metadata, as well as the policies that you have developed. You will post a link to the appropriate discussion board to share your collection and the associated documentation. Your Omeka site will be evaluated according to the following criteria:

Criteria	Weight	A	B	C
Collection Description	10%	This section of the assignment is published as a single simple page on the Omeka site, responds to the feedback from the previous assignment, and demonstrates changes that reflect the evolution of the project.	This section of the assignment demonstrates minimal improvement and response to feedback.	This section of the assignment fails to respond to feedback from the previous assignment and has not been modified from the previous assignment.
Metadata Dictionary	10%	This section of the assignment is published as a single simple page on the Omeka site, responds to the feedback from the previous assignment, and demonstrates changes that reflect the evolution of the project.	This section of the assignment demonstrates minimal improvement and response to feedback.	This section of the assignment fails to respond to feedback from the previous assignment and has not been modified from the previous assignment.
Collection Policies and Standards	10%	This section of the assignment is published as a	This section of the assignment demonstrates	This section of the assignment fails to respond

		single simple page on the Omeka site, responds to the feedback from the previous assignment, and demonstrates changes that reflect the evolution of the project.	minimal improvement and response to feedback.	to feedback from the previous assignment and has not been modified from the previous assignment.
Collection Level Metadata	10%	The Omeka site contains a single collection that holds all of the digital objects on the site. The collection-level metadata includes a robust description that fully adheres to the standards set in the metadata dictionary. If you have opted to use more than one collection to organize your materials, a justification is provided that suits the nature of the collection.	The collection-level metadata includes a minimum of a title, date, and description and adheres to the standards set in the metadata dictionary.	The collection-level metadata includes a title, but no other information and/or the metadata does not follow the standards set in the metadata dictionary.
Digital Objects	25%	The site contains a minimum of 8 objects per person. All items are set for the public view. The collection includes three different types of digital objects. All items are appropriate for	The site contains a minimum of six objects per person. All items are set for the public view. The collection includes three different types of digital objects. The selected items	The collection does not meet the minimum number of items or formats and/or fails to set all items to public view and/or the items do not follow the standards set in

		the scope of the collection and the uploaded objects follow the standards and policies described for the project.	deviate slightly from the policies set for the collection.	the collection development policy or preservation policies.
Item Level Metadata	25%	Complete item level metadata is provided for each object in the collection. The metadata follows the standards set in the metadata dictionary.	Complete item level metadata is provided for each object, but the metadata contains some slight inconsistencies with the metadata dictionary.	Item level metadata is missing for a few items in the collection and/or the metadata contains major errors that are not consistent with the metadata dictionary.
Proofing/Citations/Clarity	10%	The assignment lacks grammatical errors and includes proper citation of any works referenced. The information is presented clearly making use of tables, charts, bullets, headings, or other elements that help to guide the reader.	The assignment contains a few minor proofing errors and includes proper citation of any works referenced. A few of the required sections of the assignment are difficult to identify due to the organization of the assignment.	The assignment contains many proofing errors and/or improper citation. The assignment is very disorganized. It is very difficult to identify many of the required sections of the assignment due to the organization of the work.

**Final Reflection**  
**Individual Assignment**  
**10% of final grade**  
**Due July 28**

After you complete your digital collection, write a brief reflection of your experience (2-4 pages double-spaced). The paper should respond to the following questions: Where was your work most rewarding or successful this term? What was the most difficult aspect of this work or an example of a challenge that you overcame? Imagine that another LIS professional approached you about building a digital collection. Based on your experience this semester, what advice would you share?

Your reflection will be assessed according to the following criteria:

Criteria	Weight	A	B	C
Responds to prompts	25%	The assignment responds to all of the provided prompts fully and completely.	The assignment responds to most of the prompts, lacking detail in one or two areas.	The assignment fails to address a majority of the prompts or lack sufficient details.
Synthesis and Analysis	65%	The assignment references specific examples from the Omeka Project and course materials to support your responses. These examples illustrate your learning experience the development of your knowledge this semester.	The assignment references the project work and course materials but fails to fully articulate how they demonstrate your growth and development this semester.	The assignment fails to draw connections between the project work and course materials or relies on lengthy quotes and descriptions that are not fully explained.
Proofing/Citations/Clarity	10%	The assignment lacks grammatical errors and includes proper citation of any works referenced. The information is presented clearly making use of tables, charts, bullets, headings, or other elements that help to guide the reader.	The assignment contains a few minor proofing errors and includes proper citation of any works referenced. A few of the required sections of the assignment are difficult to identify due to the organization of the assignment.	The assignment contains many proofing errors and/or improper citation. The assignment is very disorganized. It is very difficult to identify many of the required sections of the assignment due to the organization of the work.

### Assignment Submission and Formatting

All assignments must be submitted through the appropriate Canvas assignment link. Assignments should adhere to standard formatting where appropriate:

- 12-point font Times New Roman or equivalent
- Double-spaced without additional spaces between titles, headings, and paragraphs
- Charts, tables, etc. should be single spaced and use a smaller font when needed

- References also appear double-spaced 12-point font
- Page limits and word counts (if provided) do **not** include title pages, references, or attachments
- All references should follow APA 7<sup>th</sup> edition
  - The [APA Publication Manual](#) is available through Joyner Library
  - You may also reference the [Online Writing Laboratory of Purdue University](#)

### **Work Expectations, Due Dates, and Late Work**

While the asynchronous delivery of this course allows some flexibility to work at your own pace, it is important to follow the course schedule so that you have adequate time to complete the coursework this semester. Submitting assignments in a timely matter also allows me to assess your work promptly and will ensure that you stay on track to successfully complete the coursework. I will return grades and feedback within one week of assignment deadlines.

All assignments are due on the date posted on the course Canvas site, except in cases of genuine emergency. **If you cannot meet an assignment deadline, contact Dr. Mattock as soon as possible.** No penalty extensions will only be granted in extenuating circumstances. Otherwise, assignments received after the deadline will be **docked 5% per day**.

### **Incomplete Grades**

Incompletes may be considered, but only as a result of serious and unexpected health and life situations. Documentation for the request is required in writing, most commonly in the form of an email, with appropriate signatures or other evidence if necessary. Incompletes must be made up promptly and by a deadline set by the instructor and before the deadline set by the Registrar's Office which is indicated in the academic calendar for every semester. The Registrar's Office deadline is for actual grade input, whereas your instructor will need time to read and grade the works before assigning the final grade. Students who are unable to complete assignments when due are expected to withdraw from the course. The deadline for graduate students to drop a course without a grade is mid-semester (July 14, 2023 as indicated on the Summer 2023 Academic Calendar) so it would have to be an extreme case for the instructor to agree to an 'I' rather than suggesting the student drop the course.

### **Office Hours and Communication with the Professor**

Office hours will be held by appointment. I will do my best to reserve 3-6pm on Tuesdays and Thursdays each week. The [office hours scheduler \(https://bit.ly/MeetwithMattock\)](https://bit.ly/MeetwithMattock) links directly to my calendar, so that you may find a time that works best with your schedule. I'm available via Teams or phone. If you cannot find a time that suits your schedule or wish to meet in a different modality (in-person), please feel free to email me to schedule an appointment.

I am always available via email to answer your questions or address your concerns during the semester. I will do my best to respond as quickly as I can but will respond within 24 hours during the week and 48 hours on the weekends. You may also post general questions to the Course Chat discussion board on Canvas.

### **Cultural Norms for the Classroom**

Any successful learning experience requires mutual respect on the part of the student and the instructor. I believe that my role is to help facilitate your path through the course material as we learn together. Neither the instructor nor student should be subject to others' behavior that is rude, disruptive,

intimidating, or demeaning. At a minimum, the expectations for the professor and student are as follows:

**Instructor's responsibilities:**

- Treat all students with courtesy and respect.
- Be open to constructive input from students in the course.
- Ensure that all students have an equal opportunity to participate in the course.
- Respond to student e-mail requests in a timely manner (please allow 24hrs during the week and 48hrs over the weekends for my response).
- Provide assignment feedback in a timely manner (within two weeks of due date).

**Student's responsibilities:**

- Remain active on the course Canvas site, checking the announcements and discussion boards at least twice per week.
- Work through all the assigned reading and materials by the stated deadline in Canvas.
- When communicating with classmates, use courteous, respectful language and keep comments and questions relevant to the topic at hand.
- Operate in discussion with respect, accountability, and patience. This is an environment for learning and we will all be challenged by the course material at times.
- Take responsibility for your learning experience, submit your work on the agreed-upon deadlines, and be open to constructive criticism.

## **Acknowledgements and Policies**

### **Land and People Acknowledgement**

As we work together this semester, I would like to acknowledge the Tuscarora people, who are the traditional custodians of the land on which I work and live, and recognize their continuing connection to the land, water, and air that Greenville consumes. I pay respect to eight recognized tribes; Coharie, Eastern Band of Cherokee, Haliwa-Saponi, Lumbee, Meherrin, Occaneechi Band of Saponi, Sappony, and Waccamaw-Siouan, all Nations, and their elders past, present, and emerging. I also want to acknowledge the enslaved peoples who worked and died on these lands and their descendants. Their pain and struggle also shaped this land and culture. ECU's Land Acknowledgement can be found at <https://wcc.ecu.edu/indigenous-land-acknowledgement/>.

### **ADA Accommodation**

Any student with a documented disability (physical or cognitive) who requires academic accommodations should contact the instructor immediately. East Carolina University seeks to comply fully with the Americans with Disabilities Act (ADA). Students requesting accommodations based on a disability must be registered with the Department for Disability Support. For more information on the department's ADA compliance see <http://www.ecu.edu/cs-educ/disted/ADA.cfm>

### **Copyright**

The intellectual property used or created this course and fixed in any tangible medium (electronic or paper format) is fully protected by the copyright law as embodied by US Code Title 17. Examples of intellectual property include the intellectual property of you and your classmates as expressed in course assignments and email discourses, and the course instructor as expressed in the course syllabus, class assignments, course resources, and presentations of an audio/video nature. The copyright law does allow what is described as "fair use" of copyright materials. Under "fair use" of copyright protected materials used or generated within this course, students may only utilize protected intellectual property

in support of their education pursuits in this class as long as fully cited and authorship/creator acknowledgement is noted. Please ask the instructor if you have any questions regarding copyright law and “fair use.”

### Academic Integrity

Students are expected to turn in original work and adhere to all "Academic Honesty" policies and procedures. All resources consulted for the work should be listed as “Consulted or Background Sources” and all resources actually used (quoted, cited, exemplified, etc.) should be listed in detail. When you quote a resource verbatim, you must enclose the text in quotation marks and identify the original resource in your citations following proper APA Manual of Style rules. Ideas that you paraphrase must be attributed, even if you are not quoting the original source verbatim. Any use of copyright protected materials in your assignments must follow all applicable copyright and intellectual property laws. Students shall avoid all forms of deliberate academic dishonesty, including but not limited to:

- Collusion – students concealing their collaborating in the completion or production of course assignments submitted for credit when specifically prohibited in advance by the instructor.
- Plagiarism – the use or nearly exact use of others intellectual property without attribution and without enclosing the property in quotation marks or other identifier notation. An extended quotation or paraphrase of another’s intellectual property must be attributed to its source and will be considered plagiarism if not attributed to its source.

### Course Schedule

This is an overview of the course topics, please refer to the course Canvas site for lectures, assigned reading, assignments, and other materials.

<b>Module Title and Objectives</b>	<b>Complete by</b>
Module 1: Digital Objects and Digital Stewardship <ul style="list-style-type: none"> <li>• Define the concept of digital objects and born-digital materials</li> <li>• Identify the critical challenges to preserving and managing digital collections</li> <li>• Establish your account in Omeka.net to begin working on your digital collection</li> </ul>	June 28
Module 2: Digital Collections <ul style="list-style-type: none"> <li>• Describe the role of selection policies in the development of digital collections</li> <li>• Develop a collection development policy for your digital collection project</li> </ul>	July 5
Module 3: Describing Digital Objects <ul style="list-style-type: none"> <li>• Explain how metadata is used to support the management and stewardship digital objects and collections</li> <li>• Design a metadata dictionary for your digital collection that applies the standards and best practices from the LIS fields</li> </ul>	July 12
Module 4: Preservation Policies and Standards <ul style="list-style-type: none"> <li>• Identify the core preservation policies and principles related to the preservation of digital objects</li> </ul>	July 19



<ul style="list-style-type: none"><li>• Apply the best practices and standards from the field to develop preservation policies for your digital collection in Omeka</li></ul>	
<p>Module 5: Digital Collections in Omeka</p> <ul style="list-style-type: none"><li>• Apply the principles of digital preservation and stewardship to build a digital collection</li><li>• Reflect on what you have learned this semester</li></ul>	July 27