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**University of Michigan  
School of Information**

**COURSE OVERVIEW**

|                      |   |
|----------------------|---|
| <b>Term:</b>         | Winter 2011 (1)   |
| <b>Meeting Time:</b> | Fridays, 8:30 am to 11:30 am  |
| <b>Location:</b>     | 2245 North Quad   |
| <b>Website:</b>      | <a href="https://ctools.umich.edu/portal">https://ctools.umich.edu/portal</a> |
| <b>Credits:</b>      | 1.5   |
| <b>Instructor:</b>   | Paul Conway   |

## **Description**

Digital imaging technologies are replacing the microfilm camera and photocopier as the primary mechanisms for reproducing print and graphic resources. Digitization practices do not necessarily accomplish preservation goals; only a portion of digitization programs in cultural heritage institutions produce preservation-quality results. In 2004, the Association of Research Libraries issued a position paper that supported the creation of preservation-quality digital images, citing the abundance of available standards and best practices. This course concentrates on the state-of-the-art of standards, techniques, metadata, and project requirements for the production of preservation-quality digital images. The course will consider such standards and practices within the larger context of the representation of information through technological remediation.

## **Learning Objectives**

- Understand and interpret standards and best practices for applying technologies of image conversion
- Identify and describe emerging approaches to preservation quality imaging
- Determine optimal quality parameters for two-dimensional bitmap imaging
- Establish the advantages and disadvantages of imaging and text markup protocols
- Understand approaches to digitization project management
- Read and interpret emerging descriptive and technical metadata standards for still images

## **Required and Optional Readings**

There are no required textbooks for this course. Required readings (published articles, technical reports, websites) average 150 to 250 pages per week, with optional reading determined by each student's interests and knowledge. All required readings are either on the World Wide Web (WWW) or accessible through the CTools site for the course. <http://www.lib.umich.edu/reserves>

## Resources

Weekly lecture slides and additional resources for class assignment will be posted on CTools. The CTools Portal URL is: <http://ctools.umich.edu>

## Grading

- |  |     |
|--|-----|
| • Attendance, class preparation, and participation | 20% |
| • Guidelines Comparative Review                    | 25% |
| • Digitization Quality Group Project               | 25% |
| • Final Examination                                | 30% |

## Academic Integrity

Academic honesty and responsibility is fundamental to our scholarly and professional community. Students are responsible for maintaining high standards of conduct while engaged in course work, research, dissertation or thesis preparation, and other activities related to academics and their profession. It is expected that students will abide by the provisions of the Rackham Graduate School Policy Statement on Academic and Professional Integrity:

<http://www.rackham.umich.edu/StudentInfo/Publications/GSH/html/APPC.html#1>

## Students with Disabilities

Any student who feels that he/she may need an accommodation for any sort of disability, please see me during office hours or email me to make an alternative appointment.

## Classroom Etiquette

Students are encouraged to bring notebook computers to class and to use them actively as learning tools. Students should:

- use laptops for taking notes, conducting research required for activities, and other specific classroom tasks as assigned by the instructor. During class, students should not check e-mail, chat, IM, play games, or perform other off-task activities.
- engage in class activity as actively as they would in any other class. The computer should not become a barrier to one-on-one interaction, but instead should help facilitate the exchange of ideas and engagement in classroom contact.
- demonstrate sensitivity to others. Students should not display screen images, including wallpapers and screen savers that might be distracting or offensive to other members of the class.

## Office Hours

Students are strongly encouraged to take advantage of at least one office hour session during the course. The instructor is available and willing to advise on project topics, specialized readings, and professional contacts in the digitization area.