

SIS565: Electronic Publishing and Digital Libraries

SPRING 2004

Mo 9:05 a.m.-12:05 p.m.

Instructor: Dr. Suzie Allard

Office: 448 Communications Building

Phone: 974-1369

E-mail: sallard@utk.edu

Office Hours: We 1:30-5:00 p.m. &

by appointment

COURSE DESCRIPTION

In this course, we will explore both the technological and social aspects of electronic publishing and digital libraries (DLs). We will briefly look at the history of electronic publishing and DLs including how these resources interact with traditional concerns of user needs and information provision. We will thoroughly review the technologies and standards that enable electronic publishing and digital libraries. As a capstone experience, students will complete a project working either individually or in teams. Students will have three types of projects to choose from: (1) they will build a pilot DL on a topic of their choice using freeware which has interfaces in several languages; (2) they will work with the professional digital librarians at the University's Digital Library Center to gain hands-on experience in a technology that we review in class; or (3) they will research a topic related to electronic publishing (i.e. preservation, economics, organizational issues, etc.) and write a paper.

PREREQUISITES

NONE although completion of SIS520, SIS530 and SIS560 is helpful.

ABOUT THE COURSE

This course is characterized by stimulating challenges in a collaborative learning atmosphere. This doesn't mean it will be easy; I expect you to demonstrate critical thinking skills as well as commitment and involvement with our discussions and your projects in class and on-line.

How much you gain from this course depends largely on you, and your classmates. Together we can make the class as interesting, relevant and exciting as we like. I have structured the course to make it a rewarding learning experience that will have meaning for you as an information professional or as a professional from another field interacting with information. The rest is up to you.

The assignments in this course are designed to help you master the material and provide you with experience that will benefit your professional goals after completion of the degree. The assignments consist of a short presentation about an assigned DL topic, three quizzes which focus on understanding vocabulary and key concepts, a proposal for your final project, and your final project.

OUTCOMES

When you complete this course, you should be able to:

- Discuss the relationship between electronic publishing and digital libraries.
- Identify issues associated with digital libraries and their administration.
- Feel comfortable discussing key technologies associated with digital libraries.
- Develop a plan for applying these technologies in the digital library environment.
- Identify preservation strategies for digital library content.
- Identify content development strategies for digital library collections.
- Identify key management strategies for digital library administration.

CONTACTING ME

I'm here to help – so always feel free to ask questions or share ideas! You are encouraged to drop in during my office hours, or we can talk after class or we can set up an appointment at another time that is more convenient for you. E-mail is a sure-fire way to contact me. I believe e-mail is an excellent communication tool, and I check mine on a very regular basis. What I like about e-mail is that it is 24/7; that means you can ask a question when it's fresh on your mind – 24 hours a day, 7 days a week. I've set my mail to sort incoming messages; so to assure a quicker response from me always start your message subject line with SIS565. I'll usually answer within 48 hours, but I'll often get back to you even faster!

DISABILITIES

Please contact the Office of Disability Services at 191 Hoskins Library at 865.974.6087 if you need course adaptations or accommodations. They will work with you to arrive at the appropriate program and register you for services. Also contact me so we can talk about solutions.

READINGS**Required**

Texts: Witten, I.H., & Bainbridge, D. (2003). How to build a digital library. Morgan Kaufmann.

I like this text because it provides excellent technological orientation, and provides in-depth explanations of issues such as standards for handling the representation and indexing of non-Latin scripts.

On-line readings: There are some required readings that are available on-line through databases at the UT libraries or from web sites. Web site addresses for required readings are on the syllabus. Other supplementary resources will be available in the *external links* section of our class website.

Assignments (due dates on class schedule)

DL topic presentation	= 15% of your total grade
Three Quizzes	= 15% (each quiz is worth 5% of your total grade)
Final Project Proposal	= 15%
Final Project	= 35%
Classroom Participation	= 10%
<u>List serve Participation</u>	= 10%
TOTAL	= 100%

DL Topic Presentation: At the start of the semester, students will choose a presentation topic from the list provided by the instructor. This presentation will account for 15% of your grade. Students will make a 5-7 minute oral presentation to the class, and will prepare a written document that will be posted to the class BlackBoard site so it can be shared. The written document should be 3-4 pages and should present the key points related to the DL topic, including links to any appropriate websites.

Quizzes: Each quiz is worth 5% of your final grade, and will test your knowledge of vocabulary and concepts from our readings and course lectures. Each quiz will consist of 15-20 questions that are multiple choice, fill-in or matching. They may be administered in-class or online.

Final Project Proposal: This document will have three parts and will account for 15% of your grade. Part 1 (2-3 pages) will introduce your project including its goals and any history related to it. Part 2 (3-4 pages) will outline what you propose to do. Part 3 (2-3 pages) will state your personal goals regarding what you hope to learn from the project and how it may benefit your professional or academic goals. If you are working on a group project, Parts 1 and 2 will be written by the group, however, Part 3 is an individual effort of each member of the group. These proposals will be submitted electronically. An ungraded version will be posted to the Blackboard site so students can become familiar with the work being done by their colleagues.

Final Project: There are three options for the final project. Each option has an equal value in terms of your overall grade – either one accounts for 35% of your total grade. **For each option there will be a deliverable (a project or paper) and you (or your group) will make a 15-20 minute presentation to the class about your work.** IMPORTANT:

- At the beginning of the third class meeting you will be asked to identify which option you have chosen, including a brief description of your topic.
- Those students interested in DL Work Experience should notify the instructor as soon as possible so mentors can be found. If a mentor has not been secured by the fourth class meeting, another final option should be chosen.
- If you do not choose an option, you will be responsible for Option Three: EP/DL paper.

OPTION ONE – BUILD A DL: This can be an individual or group project (no more than three people to a group). You will identify a DL you would like to build. You will determine collection guidelines, identify potential users, make recommendations for metadata, and make decisions about technological infrastructure including digitization options. These decisions will be recorded in your project log. Your log will also include a 1-2 page essay on your thoughts about what you have learned from this project. You will then use the Greenstone software to develop a prototype of your DL with a selection of sample records. The deliverable for this option is your log and the “beta version” of your DL.

OPTION TWO – DL WORK EXPERIENCE: This is an individual project. Students interested in this option will work with the instructor to determine areas of interest and identify potential mentors in the UT Digital Library Center or other digital library projects. However, the student is responsible for forging the final arrangement with the potential mentor. Students who have not confirmed a mentor by the fifth class meeting should choose another option. During the course of this experience you will keep a log of your activities. The deliverable for this option is your activity log, and a report that describes your experience including a technical description of the work accomplished, recommendations for librarians who might be pursuing this same type of work and a personal account of “lessons learned.” This final report is expected to be 10-12 pages.

OPTION THREE – EP/DL PAPER: This research paper is an individual project. You will identify and research an issue related to electronic publishing and digital libraries. It is expected that you will use all the resources available to you, including journals, books, websites, and interviewing relevant parties. If you are interested in conducting original research with human subjects (for example, surveying students about their use of DLs), please talk to the instructor as soon as possible. The paper should be written using Chicago style. The deliverable for this option is your paper which is expected to be 18-25 pages.

Presentations will be scheduled during the last three class sessions. Deliverables are due by our last class session, although you may turn them in sooner. Your grade will be based on the quality of the presentation, and on the content of your deliverable.

Classroom Participation: In a professional environment you would be conversing with your colleagues and I expect a similar effort in our class, especially when your fellow students are presenting. It is expected that you will have questions for the students who are presenting their final projects at the end of the semester. You will have the opportunity to be familiar with the work of other students by reviewing the final project proposals (ungraded) that will be posted to the Blackboard site. Your classroom participation grade will be based on your *efforts to join* the conversations, and your ability to demonstrate knowledge of the material we are studying in the readings and lectures. It's quality not quantity that counts.

List serve Participation: Online communication is an essential part of the professional and academic environment. Therefore, the class listserv is very important. You will be assigned one week when you are "in charge" of helping guide online conversation. Here are some ideas of how you can jump start conversation:

- You can post questions to the list based on what we have read, or on related topics that you observe in the profession.
- You can continue conversation that we have had in class.
- You can outline controversies surrounding theories or media clips and encourage others to assess the different perspectives.

You will be graded based on your efforts to create conversation when it is your week to lead the discussion, your ability to demonstrate knowledge of the material we are studying and on your overall listserv participation.

HOW TO COMPUTE YOUR GRADE

All assignments will receive a letter grade ranging from A+ to E-. The number of points you can earn on a particular assignment can be calculated by multiplying the number of points for a particular grade (see table below) by the weighting for the assignment.

Letter		Letter	
<u>Grade</u>	<u>Points</u>	<u>Grade</u>	<u>Points</u>
A +	140	C-	60
A	130	D+	50
A -	120	D	40
B+	110	D-	30
B	100	E+	20
B-	90	E	10
C+	80	E-	0
C	70		

For example, if you receive a "B" on a mini-paper, you have earned 4 points ($100 \times .04 = 4$). Here's how it works for the course grade: to earn an "A" you must earn at least 120 points; for a "B" you need at least 90 points; for a "C" you need at least 60 points, and for a "D" you must have at least 30 points. You will receive an "E" if you have less than 30 points.

ATTENDANCE

Attendance is highly encouraged because class discussions are an important part of mastering the material.

CHEATING AND PLAGIARISM

When you write for this class or when you are making a presentation, remember that any sources you use should be credited and that materials on the web should be cited too. Use Chicago style for your citations. If you use someone's words or ideas without attribution - that's plagiarism. Remember cheating and plagiarism are violations of scholarly and professional ethics and University policy; don't do it! **If you cheat or plagiarize, you will fail the course**; and could face further actions. Further information is available in Hill Topics, the UTK student handbook.

SCHEDULE OF TOPICS, READINGS AND ASSIGNMENTS

**PLEASE NOTE FOR READING ASSIGNMENTS:

(Example: BDL:1-14 means *Building a Digital Library* pages 1-14)BDL = *Building a Digital Library*

Week	Class dates	Topics	Reading	Assignment Due
1	1/12	Introduction to the course, instructor and requirements. A Brief History of Authorship, Publishing & Electronic Publishing		
An Overview of Digital Libraries				
2	1/19	ML KING DAY -- NO CLASS		
3	1/26	Introduction to Digital Libraries Conceptions Definitions Emergence & Maturation Benefits & Limitations	BDL: 1-24 Gary Cleveland "Digital Libraries: Definitions, Issues, and Challenges" http://www.ifla.org/VI/5/op/udtop8/udtop8.htm	
4	2/1	Applications Domains	BDL: 462-474	Identify final project option with brief description
Technology				
5	2/9	Technology Presenting Documents Digitizing Representing Documents	BDL: 77-96 BDL: 58-73 BDL: 155-163	QUIZ online after this class, available until 2/21
6	2/16	Technology Page Description Text Images	BDL: 163-216	
7	2/23	Technology Markup Intro to Metadata	BDL: 221-245 BDL: 46-55, 96-99	Project Proposal Due
8	3/1	Technology Bibliographic Metadata Metadata: images & multimedia Extracting metadata	BDL: 253-261 BDL: 261-266 BDL: 266-280	

Week	Class dates	Topics	Reading	Assignment
9	3/8	SPRING BREAK – No Class		
10	3/15	Technology Interoperability and Standards Introduction to Greenstone	BDL: 393-440	QUIZ online after this class, available until 3/20
DL Content, Management, & Preservation				
11	3/22	Content Collection development Collection policy User identification	BDL: 39-44, 31-35	
12	3/29	Management DL Models (repositories, distribution systems, distributed DLs) Economics Teams	Jensen, Michael. 2001. Cost Recovery And Destiny: Developing the Appropriateness Matrix. http://www.press.umich.edu/jep/04-01/jensen.html	
13	4/5	Management: Users Copyright Preservation	BDL: 28-31 BDL: 454-462	QUIZ online after this class, available until 4/10
Presentations				
14	4/12	Earlier in the semester, your presentation time will be assigned during one of these three class sessions.		
15	4/19			
16	4/26			Final Projects Due

Now you can study for finals in your other classes. **Happy Summer Break!**