

***Course delivery instructions***

***Digital Preservation at Oxford and Cambridge***

***Pilot training programme – 2018***

<b>Course title:</b>	<i>Introduction to PREMIS</i>
<b>Recommended course length:</b>	2 hours <ul style="list-style-type: none"> <li>• Lecture: 30-45 minutes</li> <li>• Exercises: 60-75 minutes</li> </ul>
<b>Recommended class size:</b>	Up to 20 participants  <b>Preferred room set up:</b> Computer lab with a computer for each participant facing a screen and the instructor
<b>Classroom equipment:</b>	<ul style="list-style-type: none"> <li>• Computers with internet access for instructor and participants</li> <li>• Projector</li> <li>• Whiteboard/flipchart</li> <li>• Whiteboard markers</li> <li>• Print outs (exercises)</li> <li>• Pencils</li> </ul>
<b>Course description:</b>  <i>This course provides an introduction to the metadata standard PREMIS (Preservation Metadata: Implementation Strategies), which helps to support the long-term usability of digital content.</i>  <i>Come and learn about how PREMIS is used, implemented by, and developed in the heritage sector. Participants will get hands-on experience of using the PREMIS Data Dictionary and PREMIS metadata records.</i>	
<b>Learning outcomes:</b> <ul style="list-style-type: none"> <li>• <i>Know why digital preservation metadata is useful</i></li> <li>• <i>Understand how PREMIS was developed</i></li> <li>• <i>Familiar with the different parts of PREMIS:</i> <ul style="list-style-type: none"> <li>• <i>data dictionary</i></li> <li>• <i>data model</i></li> <li>• <i>object model</i></li> </ul> </li> <li>• <i>Learnt about different ways that PREMIS can be implemented</i></li> </ul>	
<b>Pre-course requirements:</b>	Participants should have attended the course <i>Introduction to Digital Preservation</i> or have equivalent knowledge of digital preservation concepts and activities.

<b>Content provided in ORA data set:</b>	<b>Slides:</b> File name: <i>01_20180607_introduction-to-PREMIS_v1-1-dpoc</i> (PPTX – PowerPoint 2013)  <b>Notes about slides:</b> Slides 98-101 are optional and may be included if participants finish the core exercise booklet early.
	<b>Handouts:</b> <b>1) Core exercise booklet:</b> <ul style="list-style-type: none"> <li>File name: <i>02_20180607_introduction-to-PREMIS-exercises-v1.1-dpoc</i> (PDF and DOCX version)</li> </ul> <b>2) Optional exercise (slides 98-101):</b> <ul style="list-style-type: none"> <li>File name: <i>03_20180607_introduction-to-PREMIS-environment-handout-v1-0-dpoc</i> (PDF and DOCX version)</li> </ul>