***Course delivery instructions***

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

***Pilot training programme – 2018***

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| **Course title:** | *Introduction to PREMIS* |
| **Recommended course length:** | 2 hours   * Lecture: 30-45 minutes * Exercises: 60-75 minutes |
| **Recommended class size:** | Up to 20 participants  **Preferred room set up:** Computer lab with a computer for each participant facing a screen and the instructor |
| **Classroom equipment:** | * Computers with internet access for instructor and participants * Projector * Whiteboard/flipchart * Whiteboard markers * Print outs (exercises) * Pencils |
| **Course description:**  *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.*  *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.* | |
| **Learning outcomes:**   * *Know why digital preservation metadata is useful* * *Understand how PREMIS was developed* * *Familiar with the different parts of PREMIS:*    + - *data dictionary*     - *data model*     - *object model* * *Learnt about different ways that PREMIS can be implemented* | |
| **Pre-course requirements:** | Participants should have attended the course *Introduction to Digital Preservation* or have equivalent knowledge of digital preservation concepts and activities. |
| **Content provided in ORA data set:** | **Slides:**  File name: 01\_*20180607\_introduction-to-PREMIS\_v1-1-dpoc* (PPTX – PowerPoint 2013)  **Notes about slides:** Slides 98-101 are optional and may be included if participants finish the core exercise booklet early. |
| **Handouts:**   1. **Core exercise booklet:**  * File name: 02\_*20180607\_introduction-to-PREMIS-exercises-v1.1-dpoc* (PDF and DOCX version)  1. **Optional exercise (slides 98-101):**  * File name: 03\_*20180607\_introduction-to-PREMIS-environment-handout-v1-0-dpoc* (PDF and DOCX version) |