

***Course delivery instructions***

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

***Pilot training programme – 2018***

<b>Course title:</b>	<i>Personal digital archiving</i>
<b>Recommended course length:</b>	1.5 - 2 hours <ul style="list-style-type: none"> <li>• Lecture and demos: 1 – 1.5 hours (if you want to demo any of the tools for participants – this is optional)</li> <li>• Exercises: 30 minutes for exercises</li> </ul>
<b>Recommended class size:</b>	Up to 40 participants  <b>Preferred room set up:</b> lecture style or U-shaped seating arrangement, depending on the room and class size
<b>Recommended number of trainers</b>	<ul style="list-style-type: none"> <li>• Minimum: 1 trainer, 1 facilitator</li> </ul>
<b>Classroom equipment:</b>	<ul style="list-style-type: none"> <li>• Computer with internet access (for the trainer)</li> <li>• Projector and screen</li> <li>• Whiteboard or flipchart</li> <li>• Whiteboard markers or flipchart markers</li> <li>• Print outs – Exercise and resource booklet</li> <li>• Pencils</li> </ul>
<b>Course description:</b> <i>How do you manage your digital life? Can you still access your digital files from 10 years ago?</i>  <i>Come along to hear an introduction to personal digital archiving and find out why digital preservation matters to you. Learn how to store and manage your digital content for future access.</i>	
<b>Learning outcomes:</b> <ul style="list-style-type: none"> <li>• <i>Explain the risks and threats to your digital files</i></li> <li>• <i>Understand the importance of selecting and deleting digital files</i></li> <li>• <i>Implement techniques for organising and describing your digital files</i></li> <li>• <i>Select the best file formats and file naming conventions for long-term access</i></li> <li>• <i>Choose the best storage for your digital files</i></li> </ul>	
<b>Pre-course requirements:</b>	No requirement. All participants are welcome.

<p><b>Content provided in ORA data set:</b></p>	<p><b>Slides:</b> File name: <i>personal-digital-archiving_dpoc</i> (PPTX – PowerPoint 2013)</p> <p><b>Note about slides:</b> the materials use examples from the personal archives of the trainer, Sarah Mason, from the DPOC Project. It may be more practicable for the trainer to insert their own examples from their own digital archive as it will be much easier to speak to and understand.</p> <hr/> <p><b>Handouts:</b></p> <p><b>1) Exercise and resource booklet</b></p> <ul style="list-style-type: none"> <li>File name: <i>pda-exercise-resource-booklet</i> (PDF and DOCX versions)</li> </ul> <p><b>Notes about booklet:</b> a link to the data management plan should be included so participants can download the text file for their own use.</p> <p><b>2) Data management plan</b></p> <ul style="list-style-type: none"> <li>File name: <i>data-management-plan-template</i> (plain text TXT file)</li> </ul>
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