

Course delivery instructions

Digital Preservation at Oxford and Cambridge

Pilot training programme – 2018

Course title:	<i>Digitization: Planning, preservation and access</i>
Recommended course length:	1.5 - 2 hours <ul style="list-style-type: none"> • Lecture and demos: 1 hour, 10 minutes – 1 hour, 40 minutes • Exercises: 15 – 20 minutes
Recommended class size:	Up to 40 participants Preferred room set up: Lecture style or U-shape seat arrangement with desks for notetaking
Recommended number of trainers	<ul style="list-style-type: none"> • Minimum: 1 trainer, 1 facilitator
Classroom equipment:	<ul style="list-style-type: none"> • Computer with internet access (for the trainer) • Computer should have AVP Fixity installed (if possible): https://www.weareavp.com/products/fixity/ • Projector • Whiteboard/flipchart • Whiteboard/flipchart markers • Print outs (resources, DDMP, quiz letters) • Pencils
Course description: <i>Do you run small scale digitization projects or will you in the future? Have you considered the long-term preservation and accessibility of the digital images?</i> <i>This course will cover the planning and management digitization projects, including technical considerations and guidelines for imaging best practice. The course will also discuss the long-term preservation and access implications of digitization practices.</i>	
Learning outcomes: <ul style="list-style-type: none"> • <i>Understanding of project management, planning & selection for digitization projects</i> • <i>Knowledge about technical considerations for digitization</i> • <i>Understand the guidelines for good practice when scanning/photographing images and text</i> • <i>Knowledge about how to protect digitized assets for the long-term</i> • <i>Aware of the long-term preservation and access implications of digitization practices</i> 	
Pre-course requirements:	All participants are welcome, but particularly those undertaking small-scale digitization projects.

Content provided in ORA data set:	Slides: File name: <i>digitization_dpoc</i> (PPTX – PowerPoint 2013) Notes about slides: Some slides will require additional images, preferably from an organisational context.
	Handouts: <ol style="list-style-type: none"> 1) Digitization data management plan: <ul style="list-style-type: none"> • File name: <i>digitization-dmp</i> (PDF) 2) Digitization resources: <ul style="list-style-type: none"> • File name: <i>digitization-resources</i> (PDF and DOCX version) 3) Quiz letters: <ul style="list-style-type: none"> • File name: <i>quiz-letters-print-doublesided</i> (PDF and DOCX version)