***Course delivery instructions***

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

***Pilot training programme – 2018***

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| **Course title:** | *Digitization: Planning, preservation and access* |
| **Recommended course length:** | 1.5 - 2 hours   * 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** | * Minimum: 1 trainer, 1 facilitator |
| **Classroom equipment:** | * 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:**  *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?*  *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.* | |
| **Learning outcomes:**   * *Understanding of project management, planning & selection for digitization projects* * *Knowledge about technical considerations for digitization* * *Understand the guidelines for good practice when scanning/photographing images and text* * *Knowledge about how to protect digitized assets for the long-term* * *Aware of the long-term preservation and access implications of digitization practices* | |
| **Pre-course requirements:** | All participants are welcome, but particularly those undertaking small-scale digitization projects. |
| **Content provided in ORA data set:** | **Slides:**  File name: *digitization\_dpoc* (PPTX – PowerPoint 2013)  **Notes about slides:** Some slides will require additional images, preferably from an organisational context. |
| **Handouts:**   1. **Digitization data management plan:**  * File name: *digitization-dmp* (PDF)  1. **Digitization resources:**  * File name: *digitization-resources* (PDF and DOCX version)  1. **Quiz letters:**  * File name: *quiz-letters-print-doublesided* (PDF and DOCX version) |