



Alaska Digital Stewardship Intensive Syllabus

Learning Series Description

The [Alaska Division of Libraries, Archives and Museums](#) is coordinating this learning series based on the [Sustainable Heritage Network's Digital Stewardship Curriculum](#). Collecting institutions across Alaska are enhancing access to their collections through digital media while grappling with an influx of born-digital and digitized materials. Institutions are creating new digital content and caring for the long-term preservation of digital materials in their collections, but many lack the knowledge or skills to be good stewards of digital materials. This learning series is an opportunity for staff at collecting institutions to learn about all aspects of the digital stewardship lifecycle. The series features presentations from guest speakers and resources from the Sustainable Heritage Network to provide a robust overview of digital collection management. Topics include baseline policies, basic archival principles, digitization standards, preservation methods of both digital and analog materials, and establishing access.

Course Objectives

- Build the collections management capacity and confidence of Alaska's collecting institutions, particularly in regards to digital materials.
- Provide information and support for institutions to implement digital collections plans.
- Connect Alaska's collecting institutions to resources and individuals that can assist them in being better stewards of their collections.

Learning Series Delivery

Every other week, a guest speaker will provide an hour-long overview via webinar of a new topic pertaining to the digital stewardship lifecycle. At the conclusion, speakers will be available to answer questions and take part in discussions.

Webinars will be recorded and posted online at the [Alaska State Library's Digital Preservation and Digitization Training Resources](#) page. While participants are encouraged to attend all of the scheduled webinars, course organizers realize that not everyone is able to meet this considerable time commitment. Participants are free to attend and/or view webinars that suit their needs. Much of the learning series is self-study and the webinars provide participants with the opportunity to ask questions, learn from, and engage with others.

Technology Requirements

- Internet connection (DSL, LAN, or cable connection desirable).
- Microphone and speakers; webcam is optional.
- See here for [Webex system requirements](#).
- Subscribe to the course listserv.

Required Assignments

To qualify for the optional ANLAM's grant opportunity, participants must complete the following tasks:

- Participate actively in listserv discussions.
- Draft and submit a policy related to digital collections for your institution. Please submit your policy for review to Anjuli Grantham (anjuli.grantham@alaska.gov) by April 9.

Accessibility and Technical Assistance

Please contact Julie Niederhauser (julie.niederhauser@alaska.gov) at least one week before the beginning of the learning series to request live captioning of the webinars. Amy Carney (amy.carney@alaska.gov) is available to provide other technical assistance during the course.

Schedule

Hyperlinks to join the scheduled webinars are included below, in addition to being available on the [Library Development calendar](#).

Orientation—Tuesday, January 8th at 2 pm

Presenter: Julie Niederhauser, Public Library Coordinator at Alaska State Library (julie.niederhauser@alaska.gov)

Learning Outcomes: Participants will be able to locate and navigate the Sustainable Heritage Network website and access Digital Stewardship Curriculum Modules; participants will acquire a shared vocabulary of key terms related to the digital stewardship lifecycle.

Recommended Resources:

Video: [Digital Stewardship Introduction Curriculum](#) (03:03)

Video: [How to use the Digital Stewardship Curriculum](#) (03:22)

Copy of your institution's Mission statement and/or Strategic Plan

[Digital Stewardship Lifecycle Slides](#)

[Digital Stewardship Lifecycle Worksheet](#)

Recommended Activities: Visit the [Sustainable Heritage Network website](#) and locate the [Digital Stewardship Curriculum webpage](#). After viewing the two videos above, print out a copy of the Digital Stewardship Lifecycle Worksheet and Digital Stewardship Lifecycle for your institution.

Part One: Foundations, What You Need to Know Before Beginning Digital Projects

Digital Policies for Collecting Institutions (Module 1, Part 1)

Tuesday, January 15th at 2 pm

Learning Outcomes: Identify types of collections, discuss core policies related to digital collections management.

Presenter: Anjuli Grantham, Curator of Statewide Services at Alaska State Museum (anjuli.grantham@alaska.gov)

Recommended Resources:

Video: [Digital Stewardship Curriculum Module 1: Get It \(Overview\)](#) (02:04)

Video: [Digital Stewardship Lifecycle](#) (07:33)

Video: [Introduction to Creating Policies](#) (05:03)

[Collections Policy Worksheet](#)

[Sample Collections Development Policy](#)

[Museum Core Documents](#)

[Checklist for Creating a Preservation Policy](#)

[Preservation Policy Template](#)

Recommended Activities: Gather and review your institution's policies related to collections management. What gaps exist in your policies? Do you need to revise old policies and/or create new policies to reflect digital objects?

[Archives 101 \(Module 2, Part 1\)](#)

Tuesday, January 29th at 2 pm

Learning Outcomes: Learn the goals of accessioning and exerting physical and intellectual control over an archival collection.

Presenter: Arlene Schmuland, Head of Archives and Special Collections at the University of Alaska Anchorage (abschmuland@alaska.edu)

Recommended Resources:

Video: [Introduction to Accessioning](#) (02:57)

Video: [Processing and Preservation: An Overview](#) (03:06)

Video: [Archival Processing Overview](#) (02:11)

Video: [Creating a Processing Plan \[Tutorial\]](#) (06:38)

Video: [Making Collections Visible: An Introduction to Archival Description](#) (03:45)

[Processing Plan Form and Matrix](#)

[Archival Description: Good, Better, Best](#)

[Finding Aid Template](#)

[Finding Aid Examples](#)

Recommended Activities:

Select two examples from the Finding Aid Examples and note the following information: Title of collection, Acquisition information, Access, Copyright and Processing.

Review how your institution's archival materials are processed and accessed. What changes can be made to enhance processing, description, and access?

Part Two: Planning and Implementing Sustainable Digital Projects

[*Digital Projects 101*](#) (Module 1, Part 2)

Tuesday, February 12th at 2 pm

Learning Outcomes: Administrative and descriptive metadata, developing a scanning project plan.

Presenter: Anastasia Tarmann, Librarian and Alaska Digital Newspapers Project Director at Alaska State Library Historical Collections (Anastasia.tarmann@alaska.gov)

Recommended Resources:

[Video: What is Metadata? \(02:23\)](#)

[Video: Metadata Standards \(4:02\)](#)

[Metadata for Cultural Heritage Collections](#)

[Simple Metadata Example](#)

[Scanning Project Plan](#)

[Digitization Project Decision Making: Should We Digitize? Can We Digitize?](#)

[Digitization Project Decision-Making: Starting a Digitization Project](#)

[Strategic Digitization Goals, Part One, Part Two, Part Three](#)

Do you want to learn even more? View the video [tutorial Metadata](#) MOOC 1-1: Introduction by Jeffrey Pomerantz

Recommended Activities: Complete the [Digitization Selection Criteria Worksheet](#) for a collection that you are considering digitizing. After completing the worksheet, determine if the collection still warrants digitization.

[*Digital Projects 102*](#) (Module 2, Part 2)

Tuesday, February 26th at 2 pm

Learning Outcomes: Digitization procedures, standards for digitization, workflows for intake of digital materials

Presenter: Leah Geibel (leah.geibel@alaska.gov), Alaska State Archives; Janey Thompson, Alaska State Library (Janey.thompson@alaska.gov).

Recommended Resources:

Video: [Planning for Image Digitization \(02:26\)](#)

Video: [Quality Control Screencast \(13:37\)](#)

[Adding Quality Control for Digitization Projects](#)

[Quality Control Check-lists for Digitization Projects](#)

[Photo Digitization Standards](#)

[Born-Digital Ingest Workflow Overview](#)

[Bagger for Ingest of Digital Materials](#)

Recommended Activities: Practice processing a born-digital collection using materials that ARE NOT in your permanent collection.

Part Three: Preservation, Making Sure the Materials Last

[Digital Preservation](#) (Module 3, Part 1)

Tuesday, March 12th at 2 pm

Learning Outcomes: Digital preservation action steps

Presenter: Katie Fearer, Documents Librarian at the Alaska State Library (Kathleen.fearer@alaska.gov)

Recommended Resources:

Video: [Introduction to Digital Preservation \(07:03\)](#)

[Digital Preservation Storage Slides](#)

[The Three Essentials of Digital Preservation](#)

[3-3-3 Digital Preservation Plan for File Storage](#)

[3-3-3 Digital Preservation Action Plan for File Integrity](#)

Recommended Activities:

Read the [Levels of Digital Preservation Preparedness](#) handout and determine if your institution is at level 1, level 2, or level 3 in terms of digital preservation. Create a plan to move to the next level.

[Preserving Originals](#) (Module 3, Part 2)

Tuesday, March 26th at 2 pm

Learning Outcomes: Agents of deterioration, storage of archival materials

Presenter: Karen Gray, Alaska State Archivist at Alaska State Archive (Karen.gray@alaska.gov)

Recommended Resources:

Video: [Rehousing Materials and Techniques for Museum Collections \(52:06\)](#)

Video: [Collections Care in Extreme Conditions \(54:44\)](#)

Video: [Storage Supplies \(16:36\)](#)

[Care and Handling of A/V Materials](#)

[Physical Preservation Slides](#)

Recommended Activities:

Make a quick assessment of how your collections are stored. What are short-term and long-term needs for improving collections storage?

Do a quick inventory of collections supplies on hand. What materials do you need to implement collections storage improvements?

Part Four: Access

NOTE: April 9th is the deadline for submitting your policy to Anjuli Grantham.

[Access, Use, and Intellectual Property](#) (Module 4, Part 1)

Tuesday, April 9th at 2 pm

Presenter: Sara Piasecki, Archivist at Anchorage Museum (spiasecki@anchagemuseum.org)

Recommended Resources:

[Intellectual Property and Copyright Basics](#)

[Copyright and Public Domain: How they Affect Native Communities](#) (video 3:19)

[Social Media and Copyright](#) (video 2:44)

[Key Terms on Copyright and Intellectual Property](#)

[Copyright Terms and Public Domain Reference Sheet](#)

[Worksheet for Developing Tribal Intellectual Property Policies](#)

[Traditional Knowledge Labels at Local Contexts](#) (website, video 2:53)

Recommended Activities: Complete the [Access and Use Policy Worksheet](#)

[Mukurtu and Online Access](#) (Module 4, Part 2)

Tuesday, April 23rd at 2 pm

Presenter: Jason Russell, Archivist/ Technical Services Librarian at Tuzzy Consortium Library (Jason.russell@tuzzy.org)

Recommended Resources:

[Mukurtu CMS 2.0 webpage](#)

[Mukurtu CMS Communities](#), Cultural Protocols, Categories worksheet

Alaska's Digital Archives

Tuesday, April 30 at 2 pm

Presenter: Arlene Schmuland, Head of Archives and Special Collections at the University of Alaska Anchorage (abschmuland@alaska.edu)

Recommended Resources:

[Alaska's Digital Archives](#) webpage

Introduction to Records Management

Tuesday, May 21 at 2pm

Presenter: Jennifer Treadway, State Records Manager, Alaska State Archives (jennifer.treadway@alaska.gov)

Recommended Resources:

TBA