**FLORIDA STATE UNIVERSITY**
COLLEGE OF COMMUNICATION & INFORMATION
*School of Information*

**LIS 5472 – DIGITAL LIBRARIES SECTION(S)**
**TERM 20XX, COURSE MEETING DAY/TIME, COURSE MEETING LOCATION**
**Mode of Instruction: online**

*Students all meet with instructor for class weekly, synchronously, using a multi-media conferencing system such as Collaborate, at a specific class time indicated in the University's course schedule for each semester. Additional asynchronous interactions among students and with instructor (e.g., discussion forums) will be required, as indicated below in course evaluation and assessments, to complete the course.*

**Instructor:**
**Email:**
**Office:**
**Phone:**
**Course Location/Website:**
**Office Hours (in office, online or via phone):**
**Teaching Assistant:**
**Email:**

**Pre- or Co-requisite:** LIS 5703 Information Organization

**COURSE DESCRIPTION:**

This course addresses conceptual, practical, and technical issues, problems and approaches to digital libraries. The course offers a comprehensive overview of digital libraries, beginning with the issues of design, management and evaluation of digital libraries, such as project management, collection development, digitization, metadata, digital library applications, access and user interfaces, usability, and evaluation. The research literature addressing digital library development and evaluation is discussed. The practical experience of building a digital library provides an opportunity to develop useful skills for dealing with real-life issues in digital library projects.

**COURSE OBJECTIVES:**

At the end of the course, the student will be able to:

1. Define digital libraries,

2. Explain important concepts and issues and current and emerging tools associated with digital library design, management, and evaluation,

3. Compare and contrast the features and functions of various digital libraries, and

4. Design and develop a small-scale digital library using open source software.

## COURSE MATERIALS

No textbook is required; readings will be assigned each week, most of which are available online through FSU library.

## COURSE ASSIGNMENTS AND EVALUATION:

### Featured DL of the Week

This assignment is aimed to allow students to apply the directed guideline of DL reviews and to develop their strategies to evaluate a particular DL. Also, students will have an opportunity to explore several different kinds of DLs as they share their reviews with their classmates during presentations. This will lead students to improve their abilities to compare and contrast DLs in a variety of aspects.

Each student needs to prepare a brief presentation on his/her choice of DL. It is a demo and tour of your DL, highlighting interesting and unique features and functionality. The guideline for the key points that you need to include in your presentation is given. Some of the attributes in the guideline may not be applicable to your DL, or there may be additional attributes that you want to discuss about your DL. Presentations should be around 5-minutes long. A written report of the DL review based on a guideline should be electronically submitted on the date of their scheduled presentations.

### DL Group Project

This project is aimed to enable students to obtain a learning experience of building a digital library which will eventually be available on the Web. Students will be grouped into groups of 3- 4 people, discuss and negotiate with their team members about issues and problems, be involved in a series of decision making processes of building a DL, and create a publicly accessible DL. Students will be involved in the overall process of building a DL pertaining to the topic of the DL, developing a DL proposal, developing a collection as they produce/modify digital objects, creating metadata for the objects, conducting usability tests, to producing a final report. Students will present their DLs to the class and evaluate other classmates' DLs at the end of this course. A collection of digital libraries created by students in the previous courses is here: https://lis5472.cci.fsu.edu/

1. ***DL Proposal:*** Each group needs to develop a proposal (11 font size, single-spaced, 1" margin, 2-3 pages, any font type but the preferred is Times New Roman) with a brief plan including the following items.

2. ***Digitization:*** Each student is responsible for digitizing/manipulating 3 digital objects. When you have 3 members, your group needs to submit 9 digital objects for this assignment, and so on. The digital objects for this assignment will eventually be included into the collection of your project DL (At the end of this semester, a total of 10 objects per each member need to be included in the group DL. Thus, when you have 3 members in your team, your DL would eventually have at least 30 digital objects, and so on.)

3. ***Metadata:*** Each team needs to develop a metadata guideline for their collection, using the Dublin Core Metadata Standard (http://dublincore.org/). The Dublin Core Metadata Element Set

is composed of 15 elements. One of the advantages of using the Dublin Core Metadata Element Set is that any element can be dropped or simplified/extended in describing objects depending on the characteristics of the DL collection.

4. *Usability Report:* Students will develop a list of questions for the usability test of their DLs. A heuristic evaluation needs to be conducted. Students will develop a proposal for this assignment. And then, they will conduct the evaluation with a complete collection, and create a report of the analysis result of the evaluation.

5. *Presentation:* Each group will have a 10-minute presentation. It needs to be formatted as a professional report presentation on the DL development project (using Power Point), including a demo and tour of the DL.

6. *Final Project Report:* In the final report, students should revise the assignments that you submitted through semester based on the feedback given by the instructor and create a report document (You don't need to include the object examples for digitization documentation or metadata applications in the final report).

**Class Participation**

Each student is expected to be prepared to participate in class discussions during regular class meetings plus on the discussion board on the course site. Students may be called upon to contribute even if you are not volunteering. Students are required to provide class feedback at the end of each session, answering the following two questions. In-class exercises will be randomly assigned during classes. The completion of the exercises (e.g., posting corresponding responses on Canvas) will be counted and reflected to class participation grades at the end of the semester.

**GRADE CALCULATION:**

| | |
|---|---|
| **INDIVIDUAL** | |
| **Featured DL of the Week** | **150** |
| **Class Participation** | **100** |
| *Class Feedback* | *50* |
| *In-class Participation* | *50* |
| **GROUP** | |
| **DL Group Project** | **750** |
| *1. DL Proposal* | *125* |
| *2. Digitization* | *125* |
| *3. Metadata Development & Application* | *125* |
| *4. Usability Report* | *125* |
| *5. Presentation* | *125* |
| *6. Project Completion & Final Report* | *125* |
| **TOTAL** | **1000** |

**GRADING SCALE**:

| | | | |
|---|---|---|---|
| A | 930-1000 | C | 730-760 |
| A- | 900-920 | C- | 700-720 |
| B+ | 870-890 | D+ | 670-690 |
| B | 830-860 | D | 630-660 |
| B- | 800-820 | D- | 600-620 |
| C+ | 770-790 | F | 0-590 |

**COURSE TOPICS**

| WEEK | TOPICS TO BE COVERED |
|---|---|
| 1 | Course Overview |
| 2 | What is a Digital Library? |
| 3 | DL Project Management |
| 4 | DL Applications |
| 5 | Omeka Practice |
| 6 | DL Collection Development |
| 7 | DL Digitization |
| 8 | DL Metadata |
| 9 | DL Interfaces |
| 10 | DL Users |
| 11 | DL Evaluation |
| 12 | DL Issues |
| 13 | DL Future |
| 14 | DL Practice |
| 15 | DL Presentation |
| 16 | Project Completion & Final Report |

**SCHOOL OR DISCIPLINARY POLICIES:**

**Copyright Statement**

Some of the materials in this course are possibly copyrighted. They are intended for use only by students registered and enrolled in this course and only for instructional activities associated with, and for the duration of, the course. They may not be retained in another medium or disseminated further. They are provided in compliance with the provisions of the Technology, Education, And Copyright Harmonization (TEACH) Act (refer to the 3/7/2001 TEACH Act at www.copyright.gov/legislation/archive/ ).

**Sexual Harassment Policy**

It is the policy of the University that its employees and students neither commit nor condone sexual harassment in any form. http://registrar.fsu.edu/bulletin/graduate/information/university_notices/

**iSchool Hardware and Software Requirements**

A list of all hardware and software requirements for students participating in the School of Information (iSchool) courses can be found at the following location:
http://ischool.cci.fsu.edu/academics/online/requirements/

## Student Eligibility for an Incomplete Grade

Incomplete ("I") grades will not be assigned, except in the case of exceptional unforeseen circumstances that occur within the last three weeks of the semester and your work has otherwise been satisfactory (C average).

## University Attendance Policy:

Excused absences include documented illness, deaths in the family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.

## Academic Honor Policy:

The Florida State University Academic Honor Policy outlines the University's expectations for the integrity of students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to "...be honest and truthful and...[to] strive for personal and institutional integrity at Florida State University." (Florida State University Academic Honor Policy, found at
http://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/academic-honor-policy.)

## Americans With Disabilities Act:

Students with disabilities needing academic accommodation should:
(1) register with and provide documentation to the Student Disability Resource Center; and
(2) bring a letter to the instructor indicating the need for accommodation and what type.

Please note that instructors are not allowed to provide classroom accommodation to a student until appropriate verification from the Student Disability Resource Center has been provided.

This syllabus and other class materials are available in alternative format upon request.

For more information about services available to FSU students with disabilities, contact the:

Student Disability Resource Center
874 Traditions Way
108 Student Services Building
Florida State University
Tallahassee, FL 32306-4167
(850) 644-9566 (voice)
(850) 644-8504 (TDD)
sdrc@admin.fsu.edu
http://www.disabilitycenter.fsu.edu/

**Syllabus Change Policy**

"Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advance notice."