

# GLIS 642 Preservation Management

Fall 2016 Wednesday 11:30am – 2:30pm Education 437

Professor Eun G. Park

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Office hours: Wednesday 2:30 – 4:30 pm or by appointment

## Course Description

The course covers the principles and practices for intellectual and physical preservation of historical and cultural heritage materials in all forms to extend their durability and assure continued accessibility, through selection, conservation, migration, digitization, and preservation strategies, digitization management and ongoing evaluation. It consists of lectures, guest lectures, tours, student presentations, and group discussion.

## Learning Outcomes of the Course

- To learn fundamental principles and strategies for the long-term preservation of cultural heritage materials;
- To learn the management of digitization projects as a primary preservation strategy in cultural heritage institutions;
- To identify the policies and practices in the fields of preservation and digitization; and
- To identify legal, technical, and cultural issues in relation to preservation of digital resources.

## Reading Materials

Reading materials and web sites are listed in each week. All online materials are accessed as of Sep 1, 2016.

Borghoff, Uwe. *Long-term Preservation of Digital Documents (LPDD)*. Berlin & New York: Springer-Verlag, 2005. eBook available at <http://link.springer.com/book/10.1007%2F978-3-540-33640-2>. eBook can be accessible through McGill Library site. Also available at MyCourses/Reading.

Giaretta, David. *Advanced Digital Preservation (ADP)*. Berlin: Springer, 2011. eBook available at <http://link.springer.com/book/10.1007%2F978-3-642-16809-3>. eBook can be accessible through McGill Library site.

## Course Evaluation

Specific guidelines of each paper will be distributed in class as the course progresses. Papers should be submitted in the beginning of the class on due dates. Late submission of

papers will get penalty points (2 points per day). Late submission without penalty is permitted ONLY with physical illness (doctor's certificates required) or family emergency (certificates required). Follow standard academic paper formats (New Times Roman, **12 fonts, double line space**, 3/4-inch margin, **add page number**). Papers with non-standard formats get penalty points (3 points). References should be included according to standard academic styles STRICTLY (Use one of Chicago, Harvard, MLA, & APA). Otherwise, penalty points (1 to 3 points) will be deducted in each case, depending on the seriousness of the case. If you write papers in French, notify to instructors in advance and turn in the hard copy AND its electronic file on due date.

- Group Digitization project (group of 3 students, 40% in total)
  - In-class group exercise 1: Collection selection assessment (10%)
  - In-class group exercise 2: Scanning and metadata (10%)
  - Group report: Digitization planning report (20%)
- Tour report (individual, 10% (2 times X 5% each))
- Final paper on preservation policy (individual or group, 30%)
- Presentation (10%) and class participation (10%)

### **Weekly Schedule (subject to change by tour sites' schedule)**

#### **Session 1:** September 7, 2016

Topics: Overview of the course; definitions and features of concepts related to preservation, conservation, and digitization.

#### **Session 2:** September 14, 2016

Topics: Preservation strategies (refreshing, reformatting, microfilming, emulation and migration).

#### **Session 3:** September 21, 2016

#### **In-class Group Exercise 1**

Topics: Selection of collections for preservation and digitization, Selection exercise.

#### **Session 4:** September 28, 2016

Topics: Legal issues and copyright; scanning and imaging.

#### **Session 5:** October 5, 2016

#### **In-class Group Exercise 2**

Topic: Metadata of digital data; Management of digitization project.

#### **Session 6:** October 12, 2016

Study break

#### **Session 7:** October 19, 2016

Topics: Preservation at provincial archives, restoration and conservation of archival collections.

#### **Session 8:** October 26, 2016

Topics: Preservation at academic libraries, restoration and conservation of paper materials.

#### **Session 9:** November 2, 2016

Topics: Management of digitization project continued; economic factor, cost-benefit analysis, OAIS model and digital preservation.

**Session 10:** November 9, 2016

**Group Project Report Due**

Topics: Digital longevity, authenticity, issues on preservation management.

**Session 11:** November 16, 2016

Topic: Preservation policy; preservation policy for new digital objects.

**Session 12:** November 23, 2016

**Presentation and discussion of final paper 1**

Presentation and discussion of final papers

**Session 13:** November 30, 2016

**Presentation and discussion of final paper 2**

**Final paper is due by December 2, 2016, 4 pm.** Email final paper to [epc.park@gmail.com](mailto:epc.park@gmail.com).

## **Academic Integrity**

Office of Graduate and Postdoctoral Studies

“McGill University values academic integrity. Therefore, all students must understand the meaning and consequences of cheating, plagiarism and other academic offences under the Code of Student Council and Disciplinary Procedures (see [www.mcgill.ca/integrity](http://www.mcgill.ca/integrity) for information).”

“If you have a disability please contact the instructor to arrange a time to discuss your situation. It would be helpful if contact the Office for Students with Disabilities at 398-6009 before you do this.”

“Additional policies governing academic issues which affect students can be found in the McGill Charter of Students’ Rights: <http://ww2.mcgill.ca/students-handbook/chapter1.html>

The students have the right to write exams in French.

No extension, delay or late assignments will be accepted. The only acceptable circumstances for an extension or a delay: personal illness and illness in the immediate family (physician’s certificate required).

### **Communication Policy Statement**

E-mail is one of the official means of communication between McGill University and its students. **As with all official University communications, it is the student’s responsibility to ensure that time-critical e-mail is accessed, read, and acted upon in a timely fashion.**

If a student chooses to forward University e-mail to another e-mail mailbox, it is that student’s responsibility to ensure that the alternate account is viable.