

GLIS 642 Preservation Management

Fall 2020 Wednesday 2:30 pm – 5:30 pm Education 433

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Office hours: Thursday 1:00 – 4:00 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 various preservation activities, including selection, conservation, migration, digitization, and preservation strategies, digitization management and ongoing evaluation. It consists of lectures, site tours, group project, student presentations and group discussions.

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

Detailed reading materials and web sites are listed in each week.

Brown, Adrian. Practical Digital Preservation: A How-to Guide for Organizations. London: Facet Publishing, 2013. eBook version available at
<https://www.cambridge.org/core/books/practical-digital-preservation/E7E951A42FFA5BC14D412FEEA0972367#>.

Giaretta, David. Advanced Digital Preservation. Berlin: Springer, 2011. eBook version available at <http://link.springer.com/book/10.1007%2F978-3-642-16809-3>.

Corrado, Edward M. and Sandy, Heather M. Digital Preservation for Libraries, Archives, and Museums. 2017. eBook version available at
<https://ebookcentral.proquest.com/lib/mcgill/detail.action?docID=4773217>.

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 (3 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, standard 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 project: digitization planning report (group of 3 students, 40%, optional 5% for voluntary group presentation)
- Tour report (individual, 10%)
- Final paper (individual or group of 2-3 students, 30%) and required presentation (10%)
- Class attendance and participation (10%)

Weekly Schedule (subject to change)

Session 1: September 2, 2020

Topic: Overview of the course, definitions and features of preservation, conservation and digitization.

Session 2: September 9, 2020

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

Session 3: September 16, 2020

Topic: Selection of collections, legal issues and copyright.

Session 4: September 23, 2020

Topic: Imaging of digital objects, management of digitization project, economic factor, cost-benefit analysis.

Session 5: September 30, 2020

Topic: Management of digitization project, cost benefit analysis continued, OAIS model.

Session 6: October 7, 2020

Topic: Presentations of group project report, OAIS continued, and metadata of digital objects.

Session 7: October 14, 2020 Study break

Session 8: October 21, 2020

Group Project Report Due

Topic: Preservation and digitization activities at private institutions.

Session 9: October 28, 2020

Topic: Preservation policy, preservation policy for social media, and access.

Session 10: November 4, 2020

Tour Report Due

Topic: Restoration, conservation and digitization practices at provincial archives, academic libraries and museums.

Session 11: November 11, 2020

Topic: Digital longevity, authenticity, and current research on preservation.

Session 12: November 18, 2020

Presentation 1 and discussion of final paper

Topic: Management issues on preservation and digital preservation.

Session 13: November 25, 2020

Presentation 2 and discussion of final paper

Topic: Presentation and discussion of final papers.

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 https://www.mcgill.ca/secretariat/files/secretariat/code_of_student_conduct_and_disciplinary_procedures.pdf.”

“Additional policies governing academic issues which affect students can be found in the McGill Charter of Students’ Rights:
https://www.mcgill.ca/secretariat/files/secretariat/charter_of_student_rights_last_approved_october_262017.pdf.

The students have the right to write exams and papers in French.

The 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 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.

If students are in difficulty, please see resources at this site (<https://www.mcgill.ca/deanofstudents/staff/helpingstudents>) or visit the Student Wellness Hub (<https://mcgill.ca/wellness-hub/>).