The Library of Congress
Digital Preservation Outreach and Education Program

October 1, 2012

Pushing the Boundaries –
Excellence in Digital Curation
Education and Training Through
Collaboration

iPres 2012
Mission

To foster national outreach and education about digital preservation by building a collaborative network of instructors and partners to provide training to individuals and organizations seeking to preserve their digital content.
Challenges Facing Digital Preservation

- Lack of awareness
- Lack of organizational policy and planning
- Limited educational resources
- Lack of funding
Baseline Curriculum

Identify – what digital content do you have?
Select – what portion of that content will be preserved?
Store – what issues are there for long term storage?
Protect – what steps are needed to protect your digital content?
Manage – what provisions are needed for long-term management?
Provide – what considerations are there for long-term access?
Managing Content Over Time

- manage
- protect
- store
- identify
- select

provide
Overall DPOE Activities

1: Define Education Needs
2: Review Existing Curricula
3: Promote Core Principles
4: Grow Trainer Base
5: Evaluate Delivery Options
6: Develop Outreach Materials
7: Promote Digital Preservation Education Opportunities
1. Define Education Needs
Needs Assessment

DPOE Needs Assessment Survey

950 Respondents

84% Report that it is important or very important for digital content to remain accessible for 10 years or more

Only 33% of respondents have dedicated digital preservation practitioners at their organizations
2. Review Existing Curricula
Core Principals of Digital Preservation Training

<table>
<thead>
<tr>
<th>Audience</th>
<th>Content</th>
<th>Instructors</th>
<th>Events</th>
</tr>
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<tbody>
<tr>
<td><img src="image1.jpg" alt="Audience Image" /></td>
<td><img src="image2.jpg" alt="Content Image" /></td>
<td><img src="image3.jpg" alt="Instructors Image" /></td>
<td><img src="image4.jpg" alt="Events Image" /></td>
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4. Grow the Trainer Base
Level of Trainers

- Topical – knowledgeable about a specific topic
- Utility – able to present on multiple topics
- Anchor – able to organize and manage event and lead presenter, able to revise curriculum
5. Evaluate Delivery Options
Delivery Options

- Small Workshop, in-person focused only on training
- Large Workshop, in-person with opportunities for networking
- Online webinar
- Online self-paced course

<table>
<thead>
<tr>
<th>Participants’ Training Format Preference</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Small Workshop</td>
<td>46.4%</td>
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<tr>
<td>Online Webinar</td>
<td>18.6%</td>
</tr>
<tr>
<td>Online Self-Paced Course</td>
<td>14.7%</td>
</tr>
<tr>
<td>Large Workshop</td>
<td>14.2%</td>
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</tbody>
</table>

Percentage of Participants’ Top Ranking
6. Develop Outreach Materials
**Event/Training Planning Guide**

**DPOE Training Event Principles**

DPOE Training Event Principles support an inclusive model of digital preservation and duration training that encourages program participants to enhance opportunities for collaboration and community-related activities.

All DPOE resources incorporate these principles.

It is a hope and expectation that training providers who have access to DPOE resources will create and use DPOE training events to foster professional and community development opportunities. Following these principles will result in inclusive training events, based upon a constantly evolving curriculum, offered to appropriate audiences by trained instructors.

**Audience**

**Organizing for the Event**

When organizing for the event, it is helpful to consider the following questions:

Who is the intended audience for the workshop?

All training events should have a target audience. Efforts to ensure that attendees match the target audience are key to success.

It may be tempting to accept anyone who expresses interest in a training event, but it is important that the intent of the training event and the expectations of the attendees are in line with the workshop.

Create a unique opportunity for workshop attendees to learn about future training events and to connect with training partners or others in their field.

Who will be the trainers for the workshop?

Confirm the availability of all trainers and make sure that you have an instructor list that is a good match for the training content.

Who will fill the organizing roles for the training event?

People fill roles of various levels of responsibility or may have to be found. Making a list of possible violations is a great way to ensure that all training duties are covered.

What are the desired outcomes for the training event?

Briefly state what attendees should know and be able to do after attending the training.

For the DPOE workshop, the goal is:

- Attendees should have a greater awareness of the scope of digital preservation activities and some resources to learn more.

**Roles and Responsibilities**

**Managing the Event Schedule**

The schedule for the training event is essential for delivering successful training events. These are some considerations for constructing your training event schedule:

- **Key Information:** Attendees need to know the start time and end time for the training event. In addition, they should find out whether they should have them.

- **Arriving and Leaving:** If attendees must be registered or face attendance, consider what beginning and end times are most convenient.

- **Level of Detail:** Developing an internal schedule with very specific time slots for the training event would be helpful. More general schedules should be provided to attendees because they allow for greater flexibility in structuring your event and adjusting as needed.

- **Transportation:** Be sure to address transportation needs and how to get to the event.

- **Seating:** Plan seating arrangements with appropriate space and resources for attendees.

- **Snacks:** Provide refreshments and snacks that will be available for attendees.

- **Consistency:** If you are conducting a sequence of sessions over a period of time, consider the best way to schedule those sessions. For example, will sessions be at the same location on the same day or for a number of weeks or on each day for a week? Consideration needs to be carefully managed to avoid confusion.

- **Wrap-Up:** Allow time during your event for evaluations if you expect those to be completed during the training. Also allow time for handing out certificates and discussion of next steps.
**Curriculum Topic Sheets**

**Principle 1: Define the digital content within your scope of responsibility**

If your organization plans to keep digital content for more than five years, long term management is required to make sure that it remains accessible. The **Identify** topic provides the steps and techniques needed to prepare a basic inventory of digital content. An inventory will allow you to define the digital content within your scope of responsibility. This key step within the identification process helps you

<table>
<thead>
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</thead>
<tbody>
<tr>
<td>Discuss the utility of an inventory for long-term management of digital content.</td>
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<tr>
<td>Understand the categories of content and types of files your organization might need or want to preserve, as well as the challenges that might be encountered in doing so.</td>
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**Some Additional Resources**

ISO 20652: Space Data and Information Transfer Systems - Producer-Archive Interface Methodology Abstract Standard [http://public.ccsds.org/publications/archive/651x0m1.pdf](http://public.ccsds.org/publications/archive/651x0m1.pdf)

- Defines and provides structure to the relationship between an information producer and an archive using the Open Archival Information System Reference Model (OAIS).


- Detailed discussion of file format identification techniques.
7. Promote Training Opportunities

Training Opportunities
The Library of Congress provides this calendar as a public service to help people access training in the practice of digital preservation. Providers have been asked to designate their educational offerings by level (beginner, intermediate, or advanced) and intended audience (executive, managerial, or technical). You can sort by date, course title, course format, location, and cost. To find out more about an offering, click on its title.

If you currently offer or are planning to offer digital preservation training, we encourage submissions to the calendar through the add course form.

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Course Title</th>
<th>Course Format</th>
<th>Location</th>
<th>Cost Range</th>
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<tbody>
<tr>
<td>7/9/2012</td>
<td>Policies and Practices in Access to Digital Archives</td>
<td>Online</td>
<td>Budapest, Hungary</td>
<td>$1200 to $1600</td>
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<tr>
<td>6/19/2012</td>
<td>Summer Educational Institute for Visual Resource and Image Management</td>
<td>Online</td>
<td>Ann Arbor, MI</td>
<td>$301-$750</td>
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<tr>
<td>6/3/2012</td>
<td>Digital Directions 2012, New Foundations of Curation, Curation, Use</td>
<td>Online</td>
<td>Boston, MA</td>
<td>$501-$750</td>
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<tr>
<td>5/24/2012</td>
<td>Enabling Digital Storage (DOPE Training)</td>
<td>Online</td>
<td>Mesa, AZ</td>
<td>$101 to $200</td>
</tr>
<tr>
<td>5/20/2012</td>
<td>DigiDee Professional Institute: Curation Practices for the Digital Object Lifecycle</td>
<td>Online</td>
<td>Chapel Hill, NC</td>
<td>$300-$1100</td>
</tr>
<tr>
<td>5/10/2012</td>
<td>Digital Preservation Series: Managing and Providing Digital Content (DOPE Train)</td>
<td>Online</td>
<td>Fairport, NY</td>
<td>$50 or less</td>
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<tr>
<td>4/2/2012</td>
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<td>Online</td>
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<tr>
<td>3/27/2012</td>
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Metadata for Digital Preservation

Course Details
August 21 - 22, 2012

Metadata is a fundamental element of access and preservation of digital assets. This course explores XML description markup for digital preservation metadata, including teXtML, eXtensible Database Metadata, and MARC 21.

Learning Outcomes
- Outline how METS facilitates access and preservation of digital materials
- Understand how features of XML structure are used to package metadata and content
- Review different metadata schemes to provide descriptive and preservation-related metadata within the METS structure, including Dublin Core, W3C, PREMS and technical metadata schemes such as MIX, TeXtML, audio and video schemes.
Target Audiences

- **Executive**
  - CEOs/CIOs/Administrators
  - Webinars, Corporate Briefings

- **Managerial**
  - Project Managers/Program Managers

- **Project Planning**
  - Workshops, Webinars

- **Practical**
  - Practitioners/Support Staff/Hands-On Staff
  - Workshops, Online Courses

- **Hands-On**
  - Workshops, Online Courses
Network Roles

- Network member
- Instructor
- Trainer
- Curriculum Developer
- Institutional host/sponsor
- Advocate
- Blogger/topic tracker
- Organizer
- Regional/state/local coordinator
Instructors and Trainers

- Instructor: Sufficient experience with topic to field basic to complex queries, and with presenting to develop curriculum and present in a variety of settings.

- Trainer: Familiar and comfortable with content to be presented.
Outcomes

- Encourage good practice
- Raise awareness
- Develop a national network with a mix of all roles
- Bring basic training to wherever it needs to be
- Collaborate with training providers
- Build, evolve, strengthen accessible curriculum
- Promote shared community events using calendar