



Alaska Digital Stewardship Intensive

ORIENTATION

JANUARY 8, 2019

Introductions

Your name.

The name and location of your institution.

Your role in your institution.



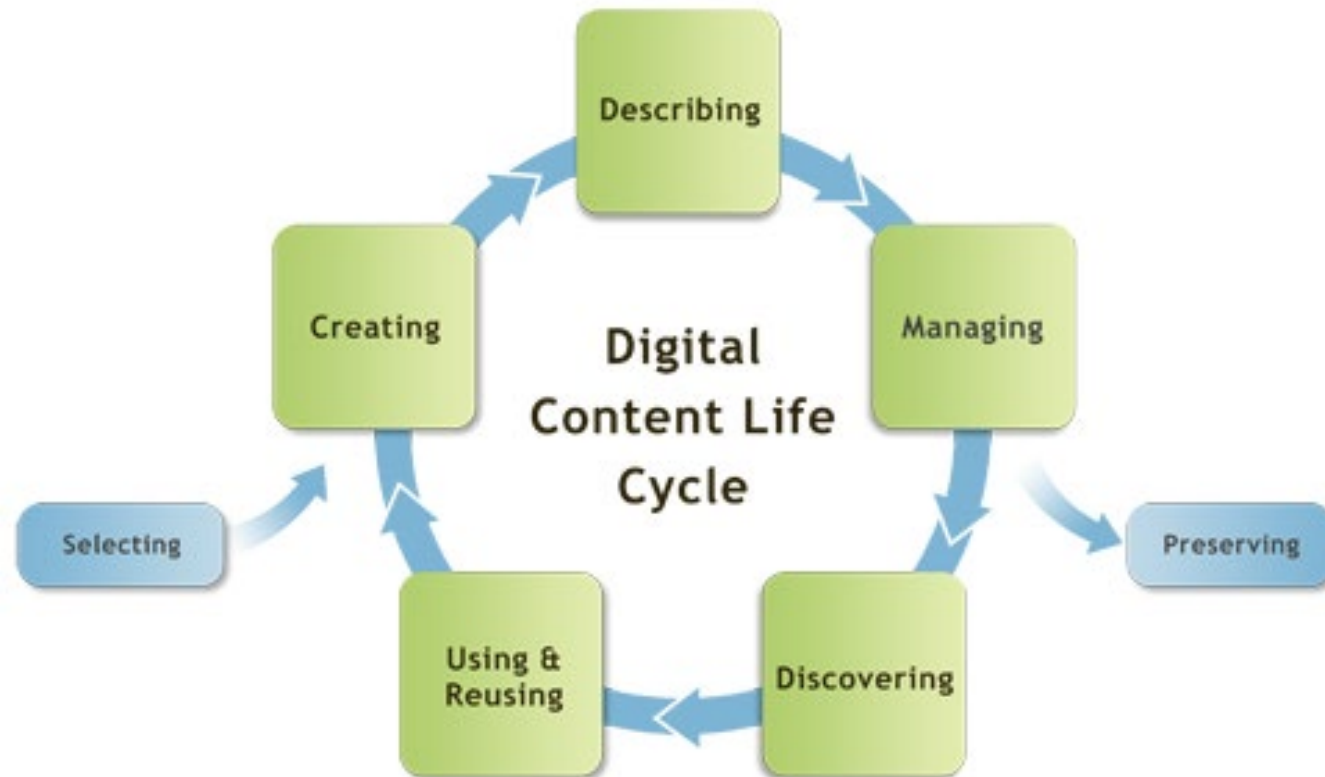
What is digital stewardship?

“Digital stewardship encompasses all activities related to the care and management of digital objects over time. Proper digital stewardship addresses all phases of the digital object lifecycle: from digital asset conception, appraisal, description and preservation, to accessibility, reuse, and beyond. “

Digital Stewardship: The one with all the definitions

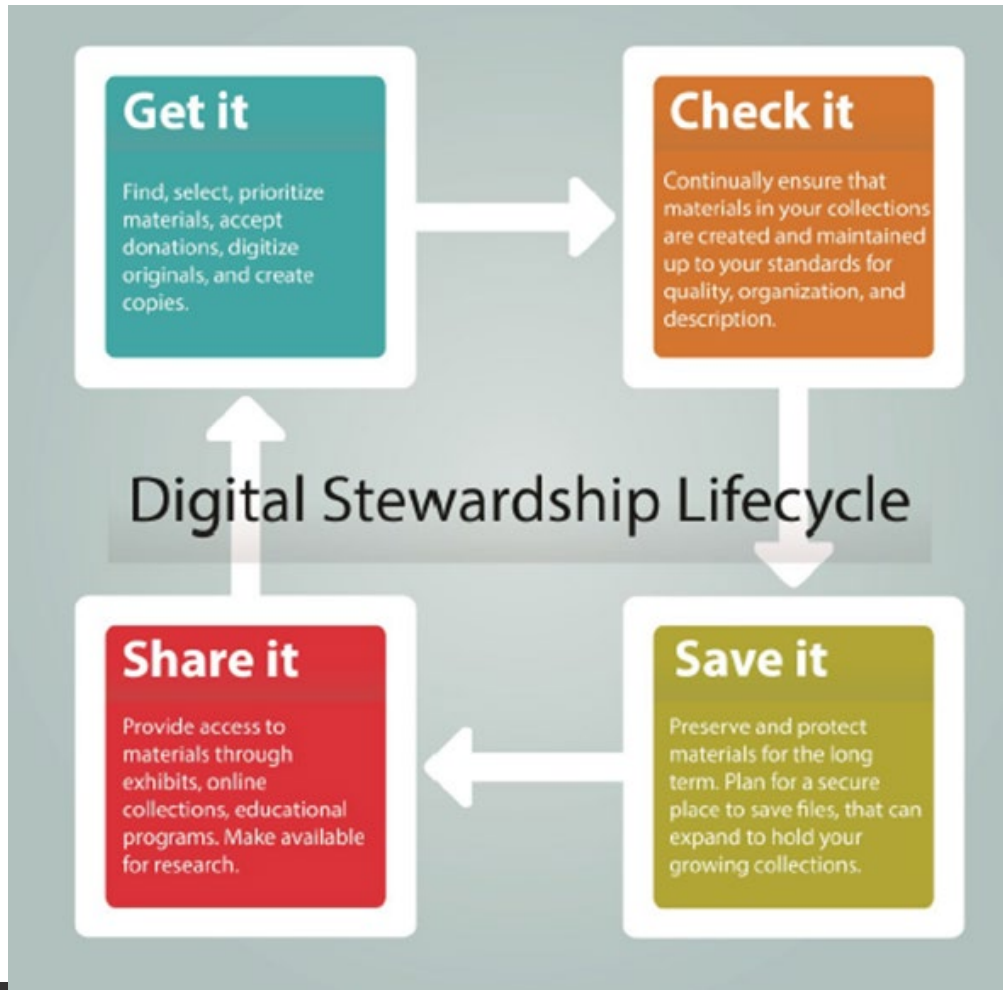
April 2, 2014 , Jaime McCurry

Life Cycle Models for Digital Stewardship



DigitalNZ: <http://makeit.digitalnz.org/>

Digital Stewardship Lifecycle



<https://sustainableheritagenetwork.org/>

Course Framework



<https://sustainableheritagenetwork.org/>

THE SUSTAINABLE HERITAGE NETWORK



Photographs
and Images



Film
and Video



Audio
Recordings



Artifacts
and Objects



Books and
Documents



General
Processing



Language
Documentation



Digital Stewardship
Curriculum



Sustainable Heritage Curriculum



Curriculum Modules

Module 1: Get It

Module 2: Check It

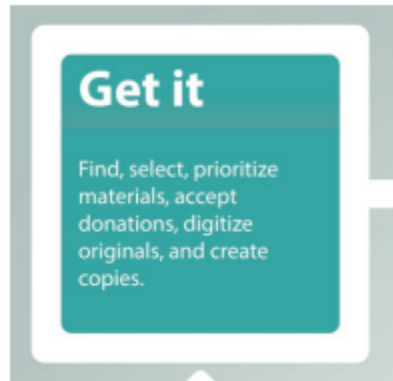
Module 3: Save It

Module 4: Share It

<https://sustainableheritagenetwork.org/>

Module Descriptions

Digital Stewardship Curriculum Module 1: Get It



[Access image](#)

IMAGE METADATA

DESCRIPTION:

“**Get It**” is the first module in the Digital Stewardship Curriculum. This module focuses on bringing materials into your institution and creating successful plans and policies that will guide all projects.

Module Introductory Videos

DSC Digital Stewardship Curriculum Module 1: Get It (Overview)
from WSU CDSC

Get it

Assess community needs, provide equipment to digitize materials in homes, ensure community values are upheld throughout all policies and processes.

02:04

vimeo

The screenshot shows a video player interface. At the top left, there is a logo for 'DSC' and the text 'Digital Stewardship Curriculum Module 1: Get It (Overview) from WSU CDSC'. The main content is a slide with a teal background and white text. The slide title is 'Get it' and the text below it reads: 'Assess community needs, provide equipment to digitize materials in homes, ensure community values are upheld throughout all policies and processes.' To the right of the slide is a large white arrow pointing right. At the bottom left of the video player, there is a play button icon and a timestamp '02:04'. At the bottom right, there are icons for signal strength, settings, and the 'vimeo' logo. A yellow arrow points to the play button icon.

Organization of Module Content

Module 1: Get It covers:

→ **Creating Policies**

Mission Statement
Collections Development/Collecting Policy

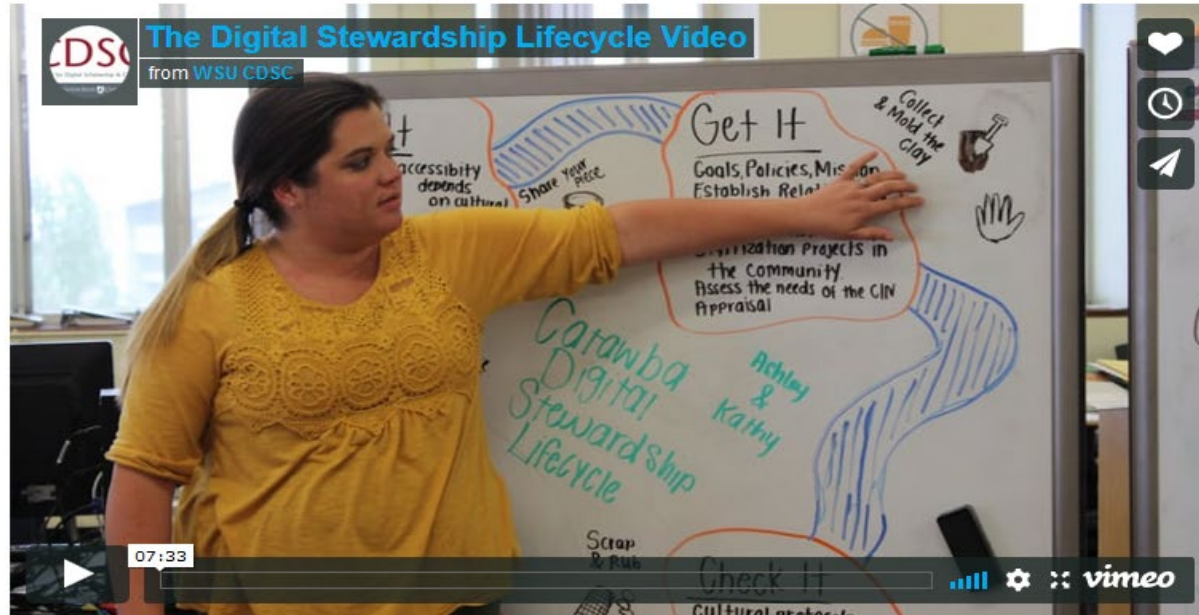
→ **Bringing Collections Into Your Institution**

Appraisal
Accessioning
Donations, Deed of Gift

→ **Setting Up Sustainable Digital Projects**

Digitization Purpose Statement
Digitization Planning
Digitization Equipment
Digitization: Creation of Digital Files
Digital Return Projects
Working with Digitization Vendors

Rights and Licensing



VIDEO METADATA

DESCRIPTION:

This video is an introduction to the Digital Stewardship Lifecycle. This video will introduce you to the concepts of Get It, Check It, Save It, and Share It, and cultural checks. This information will help you develop a Digital Stewardship Lifecycle specific to your department, institution, and community. This video is part of the Digital Stewardship Curriculum.

CATEGORY:

Policies and Procedures, Digitization Planning, Digital Stewardship Curriculum

KEYWORDS:

digital stewardship lifecycle

COLLECTION:

Digital Stewardship Curriculum Module 1: Get It
Digital Stewardship Curriculum Module 2: Check It
Digital Stewardship Curriculum Module 3: Save It
Digital Stewardship Curriculum Module 4: Share It

ORIGINAL DATE:

2017-09-30

CREATOR:

Lotus Norton-Wisla

LANGUAGE:

English

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Syllabus

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 be better stewards of their collections.

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.

ANLAMIS Grant Opportunity

To be eligible to apply participants must

- Successfully complete the Alaska Digital Stewardship Intensive
- Work in a library or archive
- Work in a museum, and be partnering with a local or agency library (so training will benefit both)
- Project must be specifically focused on Alaska Native materials

Schedule

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.

AK Digital Stewardship Intensive Webinars

2019 »

Jan Feb Mar Apr

May Jun Jul Aug

Sep Oct Nov Dec

Search for event... Search

Sort by: Date Relevance

Calendar: *

Library Development Training & Co ▾

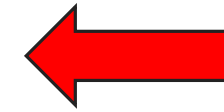
Filter by:

Category ▾

Campus ▾

Clear All Filters

Library Development Training & Continuing Education - February 2019



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Feb 1	Feb 2
Feb 3	Feb 4	Feb 5	Feb 6	Feb 7	Feb 8	Feb 9
Feb 10	Feb 11	Feb 12	Feb 13	Feb 14	Feb 15	Feb 16
		AK Digital Stewardship Intensive: Part Two: Planning and Implementing Sustainable Digital Projects Online webinar 2:00pm		Public Librarians' Chat: Summer Reading 101 Online webinar 11:00am		
Feb 17	Feb 18	Feb 19	Feb 20	Feb 21	Feb 22	Feb 23
Feb 24	Feb 25	Feb 26	Feb 27	Feb 28		
		AK Digital Stewardship Intensive: Digital Projects 102 Online webinar 2:00pm		Alaska Library Association Conference: Juneau 6:00am		

https://library.state.ak.libcal.com/calendar/continuing_education/

Webinar Basics

Alaska State Library / LibCal / Library Development Training & Continuing Education / AK Digital Stewardship Intensive Orientation

AK Digital Stewardship Intensive Orientation

Beginning in January 2019, the Alaska State Library, Archive and Museum staff will be coordinating an [Alaska Digital Stewardship Training Intensive](#) training that is free and open to any staff or volunteer working in a collecting institution, such as a library, archive or museum. Participants of the Alaska Digital Stewardship Intensive will have sixteen weeks to work through four modules of the [Sustainable Heritage Network's Digital Stewardship Curriculum](#) created by the [Center for Digital Scholarship and Curation at Washington State University](#). Participants will also be invited to attend a series of virtual lectures and discussions led by experienced facilitators from Alaska.

During this webinar, participants of the Alaska Digital Stewardship Intensive will be provided an orientation to the course. The webinar will cover the following:

- The goals of the online course and a description of how the course is organized
- How to access the online training modules, webinars and additional online materials
- How to contact course organizers

Guest Presenter: Julie Niederhauser, Public Library Coordinator, Alaska State Library

[Enter Webinar](#)

A person with a disability who needs accommodation for this event may contact Julie Niederhauser, 907-465-2916 or julie.niederhauser@alaska.gov a week in advance to make any necessary arrangements.

For more information about the Alaska Digital Stewardship Intensive online course visit https://lam.alaska.gov/professional_library_development/digitization_training

Date: Tuesday, January 8, 2019
Time: 2:00pm - 3:00pm
Location: Online webinar
Campus: Alaska State Library ~Statewide

[Begin Registration](#)

Digital Preservation & Digitization Training Resources

The screenshot shows the website for Alaska State Libraries, Archives, & Museums. The header includes the organization's name and a search bar. The main navigation menu lists 'HOME', 'ALASKA STATE LIBRARIES', 'ALASKA STATE ARCHIVES', and 'ALASKA STATE MUSEUMS'. The current page is titled 'Professional Development Resources for Public Librarians: Digital Preservation and Digitization Training Resources'. A secondary search bar is located below the title. The page content is organized into sections with highlighted navigation tabs: 'Home', 'Professional Courses Available for Purchase', 'Digital Preservation and Digitization Training Resources' (which is active), and '2019 Small Library Institute of Continuing Education'. Under the active tab, there are two sub-sections: 'Public Library Partnerships Project' and 'Alaska Digital Stewardship Intensive'. The 'Public Library Partnerships Project' section describes a program for public librarians, mentioning the Digital Public Library of America and various state and regional hubs. It includes a list of links for 'Planning for Digitization' and 'Selecting Content for a Digitization Project'. The 'Alaska Digital Stewardship Intensive' section describes a training program starting in January 2019, coordinated by Alaska State Library, Archive and Museum staff. It mentions the Sustainable Heritage Network's Digital Stewardship Curriculum and provides a link to the 'Alaska Digital Stewardship Intensive Syllabus'. A 'Digital Preservation Outreach & Education' section is also visible, mentioning a curriculum from the Library of Congress.

ALASKA STATE LIBRARIES, ARCHIVES, & MUSEUMS

Search

Library, Archives, Museum State of Alaska

HOME ALASKA STATE LIBRARIES ALASKA STATE ARCHIVES ALASKA STATE MUSEUMS

Professional Development Resources for Public Librarians / Digital Preservation and Digitization Training Resources

Professional Development Resources for Public Librarians: Digital Preservation and Digitization Training Resources

Enter Search Words Search

This resource guide was designed to provide public librarians with access to continuing education and professional development resources.

Home Professional Courses Available for Purchase **Digital Preservation and Digitization Training Resources** 2019 Small Library Institute of Continuing Education

3 Cities Tour: Engaging Millennials 3 Cities Tour: Guerilla Branding

Public Library Partnerships Project

The Digital Public Library of America's Public Library Partnerships Project (PLPP), funded by the Bill and Melinda Gates Foundation, provides digital skills training for public librarians and connects them to other state and regional resources for digitizing, describing, and exhibiting their cultural heritage content. The Digital Public Library of America worked with state and regional Hubs Digital Commonwealth, Digital Library of Georgia, Minnesota Digital Library, Montana Memory Project, and Mountain West Digital Library to write and iterate a workshop curriculum based on documented best practices. This six-module curriculum is intended for digitization beginners."

- [Planning for Digitization](#)
This module covers the advantages of digitization for your institution, the value of digitization partnerships and tips for project planning.
- [Selecting Content for a Digitization Project](#)

Alaska Digital Stewardship Intensive

Starting on January 8, 2019 Alaska State Library, Archive and Museum staff will be coordinating an [Alaska Digital Stewardship Training Intensive](#). The Alaska Digital Stewardship Training Intensive is free and open to any staff or volunteer working in a collecting institution, such as a library, archive or museum.

The [Sustainable Heritage Network's Digital Stewardship Curriculum](#) created by the [Center for Digital Scholarship and Curation](#) at [Washington State University](#), is designed to introduce staff in small cultural institutions to all aspects of the digital stewardship lifecycle. Participants will have twelve weeks to work through the four online modules. The first module focuses on creating collection development policies, bringing collections into your institution and setting up sustainable digital projects. The second module covers organization and management of collections, description, and digitizing planning and procedures. The third module will cover digital preservation, creating a digital preservation plan and physical preservation. The fourth and final module will cover access and use policies, rights management and online access platforms. Participants are also invited to attend a series of virtual lectures and discussions led by experienced facilitators from Alaska. Presenters will also be available to serve as mentors and guides. The 12 week training will intersect with the Alaska Library Association conference to be held in Juneau, February 28-March 3, 2019.

Links to all of the upcoming Digital Stewardship Intensive Webinars may be found on the [CE Calendar](#).

- [Alaska Digital Stewardship Intensive Syllabus](#)

Digital Preservation Outreach & Education

The Library of Congress has developed a Digital Preservation Outreach & Education curriculum that consists of the six topics: Identify, Select, Store, Protect and Manage and Provide. The following links are to short video clips featuring Library of Congress staff sharing real life examples of how each topic is applied in their library.

- [Identify the types of digital content you have](#)

https://lam.alaska.gov/professional_library_development/digitization_training

Listserv

<http://list.state.ak.us/mailman/listinfo/akdigitalstewardship>

Questions?

Julie M. Niederhauser

Public Library Coordinator

Julie.Niederhauser@Alaska.gov

library.alaska.gov



Resources

- “Digital Stewardship: The One with All the Definitions.” *The Collation*, 2 Apr. 2014, collation.folger.edu/2014/04/digital-stewardship-the-one-with-all-the-definitions/.
- “Life Cycle Models for Digital Stewardship.” *The Signal*, 21 Feb. 2012, thesignal/2012/02/life-cycle-models-for-digital-stewardship/.