

INFO 5740 Introduction to Digital Libraries Course Syllabus

Instructor

Jeonghyun Kim, Ph.D.
Associate Professor
Department of Information Science, College of Information
University of North Texas
1155 Union Circle #311068, Denton, TX, 76203-5017
Office: Discovery Park, Room E297G
Phone: (940) 369-5408
Email: Jeonghyun.Kim@unt.edu

Office Hours

By appointment (Zoom or phone). Please send an email to your instructor to schedule a meeting to discuss course related questions, issues, or concerns.

Course Description

3 hours. Introduction to conceptual, practical and technical issues for developing and managing digital libraries. Theoretical foundations, technical infrastructures, digital objects (including born-digital objects and digitized objects), digital collection, organization and representation of information, user and service evaluation, and social, cultural and policy issues are discussed.

Course Objectives

Upon completion of this course, students should be able to:

1. Identify the basic terminologies in digital libraries;
2. Explain important issues and practical problems associated with digital libraries;
3. Describe procedures and considerations for digital library planning and development;
4. Evaluate a digital library with regard to its content and services;

Prerequisite

None.

Course Organization

This course is organized into 8 learning modules, each lasting a week.

Course Materials

There is no required textbook for this course. Readings for each module will be specified. All readings are accessible online through the UNT library's OPAC and electronic resources.

Assignments and Grades

1. Module Discussions (7 points * 6 modules = 42 points; module8 is optional up to 3 points)

The course contains 8 learning modules. In each learning module (except module6 and module8), students will be given the list of readings as well as 2-3 questions for module discussions. Students have to read all of the required readings to achieve a general grasp of the topic. Then they have to answer at least ONE discussion question (out of the 2-3 questions given for each module) and

support their answer with details using at least ONE reading given in each module's reading list. The answer should be at least 250 words. In addition, students have to respond to at least ONE comment made by their classmates. The participation in each module counts as 7 points (6 points for the answer; 1 point for the response to others). Note that module 8 is an optional assignment that can be completed to improve the student's final grade.

Additional information will be available on our course Canvas site.

2. GIMP Exercise (6 points)

Students will create an access image file and thumbnail image file using image processing software – GIMP (The GNU Image Manipulation Program). This assignment will help students to enhance their skills in manipulating files for digitization and to understand best practices of digitization.

Additional information will be available on our course Canvas site.

3. Digital Library Review (22 points)

Students will create a presentation for a comprehensive review of a digital library of their choice. A list of digital libraries can be found at the "Selected Digital Libraries" on our course Canvas site. If students want to work on a digital library that is not on the list, they need to get approval from the instructor beforehand.

Additional information will be available on our course Canvas site.

4. Digital Library Prototype (30 points)

As a group, students will collectively use the Omeka platform to develop a digital library prototype, which includes digital collections and online exhibits of digital objects.

Additional information will be available on our course Canvas site.

APA Style

When doing the assignment, it is important to provide details of all the sources of information that you have used to prepare your work. All written assignments should follow APA style to ensure that all sources are cited completely, correctly, and with consistency. The purpose of APA style is to 1) give credit to the author whose ideas or research you have used, 2) provide the exact location for sources of information used in the text of your paper, and 3) enable your reader to verify information you have provided or to explore your topic in greater depth. Consult the Publication Manual of the American Psychological Association, 6th edition.

Late Assignments

All students are expected to submit their module discussions and other assignments by the due date. The due dates are listed on the schedule section of the course syllabus and also marked on the calendar of the course site so that students can work around any planned events that would interfere with their completing the assignments on time. This prevents students from getting too far behind in the course and allows the instructor to assign grades in a consistent manner.

All students who do not post their module discussion by 11:59 PM Central Time on Sunday will be penalized 15% of the module discussion points for each date late unless there are extenuating circumstances. Other major assignments received after the due date will incur a 1-point deduction penalty for each day late unless there are extenuating circumstances. The only exceptions are a) if you have a personal or family medical emergency, or b) you inform your instructor of a conflict well in advance and receive permission to turn an assignment in late.

The UNT scale for **grading** is as follows:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 and below

Incomplete Grade

An Incomplete Grade ("I") is a non-punitive grade given only during the last one-fourth of a term/semester and only if a student (1) is passing the course and (2) has a justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule. The student must arrange with the instructor to finish the course at a later date by completing specific requirements. Please refer to <http://essc.unt.edu/registrar/academic-record-incomplete.html> for more information.

Schedule

Date	Course Topics	Assignments Due
1/11-1/17	Orientation	Ice Breaker Exercise and Orientation Survey (non-gradable) due 11:59 PM 1/17
1/18-1/24	Module1: Definition and History	Module1 Discussion due 11:59 PM 1/24
1/25-1/31	Module2: Digital Collection	Module2 Discussion due 11:59 PM 1/31
2/1-2/14	Module3-1: (Born digital) object Module3-2: (Digitized) object	DL Prototype Warm-up Exercise due 2/7 Module3 Discussion due 11:59 PM 2/14 GIMP Exercise due 11:59 PM 2/14
2/15-2/21	DL Prototype Group Week	DL Prototype Proposal due 2/21
2/22-2/28	Module4: Metadata	Module4 Discussion due 11:59 PM 2/29
3/1-3/7	Module5: DL Software/Platforms	Module5 Discussion due 11:59 PM 3/7
3/8-3/14	DL Prototype Group Week	
3/15-3/28	Module6: DL Services	DL Review due 11:59 PM 3/28
3/29-4/4	Module7: DL Project	Module7 Discussion due 11:59 PM 4/4
4/5-4/11	DL Prototype Group Week	
4/12-4/18	Final	DL Prototype due 11:59 PM 4/18 DL Prototype Peer Evaluation due 11:59 PM 4/18
4/19-4/22	Module8: Remaining issue	Module8 Discussion due 11:59 PM 4/22

Online Course Attendance Policy

Student Attendance and Authorized Absences Policy number 06.039

COVID-19 Impact on Attendance

While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me prior to being absent so I may make a decision about accommodating your request to be excused from class. If you are experiencing any symptoms of COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

Academic Dishonesty

Students caught cheating or plagiarizing will receive a "0" for that particular assignment or exam [or specify alternative sanction, such as course failure]. Additionally, the incident will be reported to the Office of Student Rights and Responsibilities, which may impose for further penalty. According to the UNT catalog, the term "cheating" includes, but is not limited to: a. use of any unauthorized assistance in taking quizzes, tests, or examinations; b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; c. the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university; d. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); or e. any other act designed to give a student an unfair advantage. The term "plagiarism" includes, but is not limited to: a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; and b. the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.deanofstudents.unt.edu

Americans with Disabilities Act Compliance Statement

The University of North Texas is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 – The Rehabilitation Act of 1973 as amended. With the passage of new federal legislation entitled Americans with Disabilities Act of

1990 (ADA) as amended, pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.

As a faculty member, I am required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty of their need for accommodation and in providing authorized documentation through designated administrative channels. Information regarding specific diagnostic criteria and policies for obtaining academic accommodations can be found at www.unt.edu/oda. Also, you may visit the Office of Disability Accommodation in the University Union (room 321) or call (940) 565-4323.

Sexual Discrimination, Harassment, & Assault

UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these acts of aggression, please know that you are not alone. The federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.