

INFO 5740 Introduction to Digital Libraries Course Syllabus

Instructor

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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.

Course Delivery Format

Although the majority of the course is delivered in an asynchronous format (meaning there is no set time that you must be logged into the online course), this course does contain optional synchronous meetings that will give students a chance to interact with their instructor/classmates and ask questions in real time.

Assignments and Grades

1. Module Discussion/Quiz

The course contains 8 learning modules. For module discussion, 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). For module quizzes, students will be required to take an open-note quiz designed to assess student's level of engagement with course reading.

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

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 Case

Students will create a case report 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

Students will 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, 7th 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
6/5	Orientation	Ice Breaker Exercise due 11:59 PM 6/9
6/5-6/11	Module1: Definition and History	Module1 Discussion due 11:59 PM 6/11 DL Prototype Warm-up Exercise due 6/11
6/12-6/18	Module2: Digital Collection	Module2 Discussion due 11:59 PM 6/18 Copyright Self-Test due 6/18 DL Prototype proposal due 6/18
6/19-6/25	Module3-1: (Born digital) object Module3-2: (Digitized) object	Module3 Discussion due 11:59 PM 6/25 Module3 Quiz due 11:59 PM 6/25 GIMP Exercise due 11:59 PM 6/25
6/26-7/2	Module4: Metadata	Module4 Discussion due 11:59 PM 7/2 Module4 Quiz due 11:59 PM 7/2
7/3-7/9	Module5: DL Software/Platforms	Module5 Discussion due 11:59 PM 7/9
7/10-7/16	Module6: DL Services	DL Case due 7/16
7/17-7/23	Module7: DL Project	Module7 Discussion due 11:59 PM 7/23
7/24-7/27	Module8: Remaining issue (optional)	Module8 Discussion due 11:59 PM 7/27
7/27	Final	DL Prototype due 11:59 PM 7/27

UNT Policies

Online Course Attendance Policy

Student Attendance and Authorized Absences Policy number 06.039

Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. Refer to DIS Academic Integrity and Misconduct Guideline

https://informationscience.unt.edu/sites/default/files/dis_academicintegritymisconductpolicy_approved1feb2022.pdf

ADA Policy

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website (<https://disability.unt.edu/>).

Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

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. Visit UNT's [Code of Student Conduct](https://deanofstudents.unt.edu/conduct) (<https://deanofstudents.unt.edu/conduct>) to learn more.

Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail [Eagle Connect](https://it.unt.edu/eagleconnect) (<https://it.unt.edu/eagleconnect>).

Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website (<http://spot.unt.edu/>) or email spot@unt.edu.

Survivor Advocacy

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct. Federal laws and UNT policies prohibit discrimination on the basis of sex as well as sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking and/or sexual assault, there are campus resources available to provide support and assistance. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-5652648.

Important Notice for F-1 Students taking Distance Education Courses

Federal Regulation

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website (<http://www.ecfr.gov/>). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and

does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

- (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
- (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses (<https://policy.unt.edu/policy/07-002>).

Use of Student Work

A student owns the copyright for all work (e.g., software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

Transmission and Recording of Student Images in Electronically-Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

Example: This course employs lecture capture technology to record class sessions.

Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

Class Recordings

Synchronous (live) sessions in this course will be recorded for students enrolled in this class section throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.