

INFO 5295 Syllabus

Preservation

COURSE INFORMATION

- INFO 5295 Preservation
- Term: Spring 2020

Instructor Contact Information

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Office Hours: Students are welcome to make an appointment with the instructor at any time to discuss course related questions, issues, or concerns. Send me an email to schedule a meeting.

COURSE DESCRIPTION AND EXPECTATIONS

Introduction to preservation management and techniques. Readings and discussions of management practices, including stack management, collection development decisions, collections security, and disaster preparedness. This course touches on both physical and digital preservation topics.

Prerequisite(s): None.

Objectives

By the end of the course, students should be able to:

- Understand the basic concepts of preservation for both physical and digital media.
- Understand and relate to major issues and causes of loss, damage, deterioration, and obsolescence of information in both physical and digital format.
- Knowledge of the preservation environment and the methods needed to promotes the preservation of library and archive collections and basic principles for controlling that environment.
- List and describe the core activities that commonly comprise a preservation program in libraries and archives.
- Understand the relationship between preservation and disaster preparedness planning, risk management, and security of artifacts.
- Understand and articulate the requirements, responsibilities, and functions of digital preservation environments;

MATERIALS – TEXT, READINGS, SUPPLEMENTARY READINGS

Recommended Textbook & Readings

Recommended textbook: *Preservation: Issues and Planning*, ed. Paul N. Banks and Roberta Pilette (American Library Association, 2000). The UNT library does have both physical and electronic copies of this text, if you prefer to borrow this item. Additional reading will be provided in each module.

ASSESSMENT & GRADING

You will be graded according to the following grading scale.

Grading Formula / Grading Scale

- 90 - 100 points = A (90% - 100%)
- 80 - 89 points = B (80% - 89%)
- 70 - 79 points = C (70% - 79%)
- 60 - 69 points = D (60% - 69%)

Grades Distributions:

Short Assignments = 30%

Discussion = 20%

Quizzes = 20%

Final Project = 30%

Module	Main Topic
1	Introduction to Preservation
2	<i>Context for the Cultural Record</i>
3	<i>Structure and Deterioration of Paper Based Material</i>
4	<i>Structure and Deterioration of Multimedia Materials</i>
5	<i>Building-wide Concerns</i>
6	Collections Care: <i>Storage, Handling, Display</i>
7	Collections Care: Treatment and Repair
8	Digitization and Digital Preservation
9	Web Archives and Digital Curation
10	Disaster Planning and Risk Management
11	Surveys and Assessments
12	Preservation planning, Policies
13	<i>Professional Development</i>
14	<i>Security of Collections</i>
15	Sustainability and Economics of Preservation
16	Final Project

Due dates are provided in each module/segment and through time release. Assignments are due at 11:59 PM Central Time on the due dates indicated in the chart.

Assignment Submission Instructions

All assignment should be submitted in Canvas.

Late Work

Late work will only be accepted for a justifiable reason (such as a serious illness, death, or military service). Documentation must be provided and a request must be made to submit the late work. The documentation will be reviewed by the instructor. Late work will not be accepted during the last week of class.

Participation / Discussions

Discussion participation means that you complete the required discussion postings for a module by the due date listed. You can begin the discussions as soon as the modules are made available. You must also meet the requirements for the post to earn full credit. Each discussion is 2-part, requiring 1 original post and at least one thoughtful reply to other classmates' original posts.

COURSE POLICIES**Incompletes**

A grade of incomplete (I) will be given only for a justifiable reason (such as a serious illness or military service) and only if you are passing the course. It is your responsibility to contact the instructor to request an incomplete and discuss requirements for completing the course. If you do not remove the incomplete within the time frame agreed upon with the instructor or within one calendar year, you will receive a grade of an F. Please refer to <http://essc.unt.edu/registrar/academic-record-incomplete.html> for more information.

Withdrawal

A grade of withdraw (W) or withdraw-failing (WF) will be given depending on your participation and grades to date. If you simply disappear and do not file a formal UNT withdrawal form, you may receive a grade of an F.

Posting of Grades

Grades will be posted in the Grades section of the course. A link is in the course navigation pane.

Drop Policy

To officially withdraw or drop this course, the student must notify the instructor, their academic advisor, and the UNT Registrar. You are not officially dropped until the instructor approves it and the registrar processes it.

Attendance Policy

Students are expected to sign into the class, respond to messages, check announcements, and the read discussion boards at least once a day.

Policy on Server Unavailability or Other Technical Difficulties

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and also contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

Plagiarism Policy

Students caught cheating or plagiarizing will receive a "0" for that particular assignment or exam. Additionally, the incident will be reported to the Office of Student Rights and Responsibilities, which may impose 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.

Course Netiquette Policy

This is an online course. Please follow these guidelines to ensure a healthy learning environment.

1. Remember that we are all human and that we are not perfect. Consider the feelings of others. Do not email or post insensitive comments.
2. The same social standards that apply face-to-face apply online. Always use ethical practices.
3. Don't waste other people's time. Read the discussion boards and assignments before posting comments and asking questions to see if your question has been asked or your topic has been addressed.
4. Put your comments and questions on the appropriate discussion boards.
5. Participate during synchronous discussions.
6. Check your spelling and grammar before conversing with others.
7. Be respectful to other people. You may not purposefully embarrass, chastise, or abuse other people in this class. If you see this behavior, please report it. If you experience it, do not respond to the aggressor. Tell the instructor instead.
8. Privacy is important. Do not share someone else's private contact information or the details of their

lives. In addition, do not ask the instructor for this information.

9. Be helpful to other people.

COURSE EVALUATION

Students will complete the university's course evaluation at the end of the semester to evaluate the class.

CANVAS HELP

<https://community.canvaslms.com/docs/DOC-10720>

<https://clear.unt.edu/supported-technologies/canvas/requirements>

<https://community.canvaslms.com/>

Student Support

The University of North Texas provides student technical support in the use of Canvas and supported resources. The student help desk may be reached by:

Email: helpdesk@unt.edu

Phone: 940.565-2324

In Person: ISB Rm. 119

Regular hours are maintained to provide support to students. Please refer to the website (<https://www.unt.edu/helpdesk/>) for updated hours.

UNT POLICIES

Copyright Notice

Some or all of the materials on this course website may be protected by copyright.

Academic Honesty Policy You are encouraged to become familiar with the University's Policy of

Academic Dishonesty: [http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-](http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_AffairsAcademic_Integrity.pdf)

Student_AffairsAcademic_Integrity.pdf. The university also provides a Student Affairs website:

<http://studentaffairs.unt.edu>.

The content of the University's Policy of Academic Dishonesty and the guidelines shared on the Student Affairs website apply to this course. If you are in doubt regarding the requirements, please consult with me before you complete any requirements of the course.

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 manner. 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.

ADA Policy

The University of North Texas makes reasonable academic accommodations 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 you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You 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. Students are strongly encouraged to deliver letters of accommodation by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, see the Office of Disability Accommodation website at <http://www.unt.edu/oda>. You may also contact them by phone at 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.

UNT's Dean of Students' website offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs: http://deanofstudents.unt.edu/resources_0. Renee LeClaire McNamara is UNT's Student Advocate and she can be reached through e-mail at SurvivorAdvocate@unt.edu or by calling the Dean of Students' office at 940-565-2648. You are not alone. We are here to help.

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 at <http://www.ecfr.gov>. The specific portion concerning distance education courses is located at "Title 8 CFR 214.2 Paragraph (f)(6)(i)(G)" and can be found buried within this document:

<https://www.gpo.gov/fdsys/pkg/CFR-2013-title8-vol1/xml/CFR-2013-title8-vol1-sec214-2.xml>

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.

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

1. Student Health and Wellness Center 1800
Chestnut St., Denton, TX 76201
(940)-565-2333
M-Th: 8:00am-5:00pm
<https://studentaffairs.unt.edu/student-health-and-wellness-center#programs>
2. Counseling and Testing Services* 801 N.
Texas Blvd, Denton, Tx 76210 Suite 140
(940)-565-2741
M-F: 8:00am-5:00pm
<https://studentaffairs.unt.edu/counseling-and-testing-services>
3. UNT CARE Team* (940)
565-2648
careteam@unt.edu
<https://studentaffairs.unt.edu/care>
4. Psychiatric Services (940)
565-2333
<https://studentaffairs.unt.edu/student-health-and-wellness->

[center/services/psychiatry](#)

5. Individual Counseling* (940)

369-8773

<https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling>

*Services are free of charge to University Students

If at any time you are feeling alone or in jeopardy of self-harm, reach out to the following:

-NATL Suicide Hotline: 800-273-8255

-Denton County MHMR Crisis Line: 800-762-0157

-Denton County Friends of the Family Crisis Line: (940)-382-7273

-UNT Mental Health Emergency Contacts:

- During Office Hours (M-F 8am-5pm): (940)-565-2741
- After Hour Calls: (940)-565-2741
- Crisis Text Line: Text CONNECT to 741741
- Live Chat: <http://www.suicidepreventionlifeline.org>