INF 385S - Digital Libraries - Fall 2020

NOTE: Syllabus in progress. Changes can be made at any time.

Course information

Course Name: INF385S Digital Libraries
Course ID: 27199
Semester: Fall 2020
Pre-requisites: Graduate standing
Class Meets: Wednesdays, 1.5 hours between 6:00-9:00 pm, with 15 minute break
Course Mode: Online, asynchronous weekly modules, with weekly class meeting via Zoom 1.5 hours
Course Description: Examines design, development, management, and evaluation issues in digital libraries. Covers project management, collection development, and digitization; provision of access to multimedia materials; metadata and interoperability; access strategies and interfaces; policy and social issues.

Instructor information

Melanie Cofield, She/Her/Hers
About me: intro/video coming soon
Contact: Use Canvas to email me at mcofield@utexas.edu (please include the text "INF385S" in your subject line)
Weekly office hours:
• available 1 hour in evening (day/time tbd)
• available via Course Chat 1 hour midday (day/time tbd)
Schedule appointment: contact me via email to request a Zoom appointment.

Course Objectives

At the end of this course, students will be able to...

1. Articulate and discuss issues related to digital collections.
2. Ask essential questions in order to maximize the benefits of digital collections for all stakeholders.
3. Develop criteria for a collection to meet the needs of its audience.
4. Describe how the digital collection serves the intended demographic.
5. Read and interpret standards-based metadata documentation.
6. Design standards-compliant metadata to describe and manage digital objects.
7. Use and explain the value of standards-based interfaces such as OAI-PMH and Linked Open Data.
9. Make informed recommendations for adopting digital object formats and descriptive practices.

Course Materials

No textbook is required; readings will be available online through UT Libraries or made available in Canvas.

Pedagogy

This course is designed as a Flipped Classroom course, where students complete readings and assignments on their own time, and come together in Canvas and Zoom to share, discuss, and collaborate. This format requires participation of all class members.

Class meetings will include:
• Reflections and discussions on weekly readings and assignments
• Short topic-based lectures, presentations, or Q&A sessions by instructor or guest speakers
• Review of upcoming assignments
Lectures, presentations, and Q&A sessions will highlight important aspects of assigned readings, introduce related concepts and materials, and provide a venue for guest speakers to share expertise and perspectives. The goal is to create a learning environment where together we raise significant questions, discuss concepts, exchange ideas and develop skills collaboratively.

This course also includes a trauma-informed approach, including:

- **Warnings** that detail content, severity, and duration of material that might be triggering
- **Check-ins** at the open and close of class meetings: a few minutes at the beginning to talk about how everyone is doing, a few minutes at the end to discuss the personal and emotional reactions to the course material.
- **Permission** for students to tune out or leave the class meeting to attend to personal and emotional needs when necessary.

### Indigenous Land Acknowledgment

As the flagship institution in our state university system, it is important that The University of Texas at Austin demonstrate respect for the historic and contemporary presence of Indigenous Peoples in Texas and, particularly, in the greater Austin area. To that end, it is incumbent upon The University of Texas at Austin to recognize that our campus resides on what were historically the traditional territories of Indigenous Peoples who were dispossessed of their homelands. Land Acknowledgements are an expression of gratitude and appreciation to the Indigenous Peoples, the traditional caretakers of the land, for the use of their lands on which we work, study, and learn.

I would like to acknowledge that we are meeting on Indigenous land, and pay our respects to Carrizo & Comecrudo, Coahuiltecan, Caddo, Tonkawa, Comanche, Lipan Apache, Alabama-Coushatta, Kickapoo, Tigua Pueblo, and all the American Indian and Indigenous Peoples and communities who have been or have become a part of these lands and territories in Texas, here on Turtle Island.

Recognizing that the land we meet on is stolen land, and that the history of this land and its people has brought us to the present moment and places where we live and learn, can help us work towards decolonizing our practices and making this learning environment more inclusive.

Since this class is online, you may be contributing from other tribal lands. Here is a map that may help you in identifying the indigenous peoples of the land on which you study: [https://native-land.ca/](https://native-land.ca/)

### My Personal Goals

During this course, I will do my best to:

- Communicate early and often about course assignments and syllabus or schedule changes.
- Provide opportunities to think deeply and engage in lively discourse.
- Cultivate a welcoming, inclusive environment where students feel free to share knowledge, hopes, and concerns.
- Develop students’ skills to support professional pursuits.
- Encourage interest in and commitment to life-long learning.
- Foster pride in achievements, both individual and collaborative.
- Support an enjoyable experience.

### Student Participation Expectations

#### General Participation

Student preparation for discussion and participation is extremely important for the success of everyone in the class. Students are expected to:

- **Participate actively.** Active participation includes being prepared to discuss readings, assignments, and concepts, engaging yourself in classroom activities and discussion, and putting your best effort in both formal and informal assignments. The more you put into it, the more you will get out of it.
- **Understand that respect is vital.** You can expect that as the instructor, I am concerned about the educational experience of each student in the class, respectful of individual differences, encouraging of creativity, reasonably open and accessible to discuss material and assignments, thorough in evaluating assignments, and rigorous yet supportive in maintaining high standards for performance. As a student, you are expected to work individually and with others, to create an atmosphere that is safe, valuing of one another, and open to diverse perspectives. Everyone is expected to show courtesy, civility, and respect for one another. Comments or postings that degrade or ridicule another, whether based on individual or cultural differences, are unacceptable.
- **Complete all assignments,** including exit questions that follow class meetings.
- **Read material in advance** of weekly discussion deadlines; use the course readings to inform participation in discussions, team activities, and completion of assignments.
- **Post discussion questions and comments** to Canvas before the deadline.
- **Turn in all assignment deliverables fully and on time.** Late submissions will only be accepted as specified in the grading policies or the assignment. For exceptions related to emergency situations and university excused absences, please contact me as soon as possible (see also Grading and Policies).
- **Communicate with and educate each other.** Team activities and discussion of the readings and assignments are designed to encourage this kind of collaboration.
- **Ask for additional help** from peers or professor when needed.
- **Have fun!** This course is an adventure in exploring your thought processes, empowering yourself with the ability to evaluate information, and reasoning through arguments that you encounter. Some of what we do may be personally and intellectually uncomfortable. It is OK to express your discomfort as long as you are open to safely exploring beyond those comfort zones. Make the most of it!
Canvas Participation

Students are expected to:

- Confirm your email address on file with UT is accurate - review University policy and update your information in UT Direct as needed.
- Complete weekly course modules in Canvas, including engagement in discussion of assigned readings, submission of assignments, and team collaborations.
- Turn on Canvas notifications so in order to receive weekly course announcements at confirmed UT email address.

Zoom Participation

Weekly virtual class meetings will be held on Wednesday nights between 6-9 pm, and will be recorded. Attendance at weekly virtual meetings is strongly encouraged, but optional. Students are expected to:

- Have video cameras on when attending.
- Wear headphones when attending (to cut down on noise/interruptions)
- Watch recordings within specified timeframe if not able to attend live meeting.
- Submit exit question responses immediately after attending the virtual meeting or watching the recording.

NOTE: Class recordings are reserved only for the use of members of this class (students, TAs, and the instructor), only for educational purposes and are protected under FERPA. The recordings should not be shared outside the class in any form. Violation of this restriction by a student could lead to Student Misconduct proceedings.

Schedule

Keep up with assignments by:

- Navigating to Modules in the menu on the left
- Viewing the course Calendar

Changes to the schedule may be made at my discretion and if circumstances require. It is your responsibility to note these changes when announced (although I will do my best to ensure that you receive the changes with as much advanced notice as possible).

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Assignments due &amp; In-class activities</th>
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<tbody>
<tr>
<td>Aug 26</td>
<td>Introductions, syllabus &amp; Canvas course review</td>
<td>Due by 11:59pm August 25: Introductions &amp; Pre-survey</td>
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<td>- In class: icebreakers, review syllabus and Canvas course, expectations, technical requirements, assignments, peer review, group project signup and kickoff.</td>
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<td>Sept 2</td>
<td>Digital collections and toolkits tour</td>
<td>Due by 11:59pm September 1: Syllabus scavenger hunt &amp; discussions</td>
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<td>- In-class: reflect on discussions, guest speakers Lea DeForest and Alex Suarez from Texas Digital Library, review upcoming assignments.</td>
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<td>Sept 9</td>
<td>Historical narrative</td>
<td>Due by 11:59pm September 8: readings discussions, finalized project teams, individual assignment 1.</td>
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<td>- In class: reflect on discussions and Find Five assignment, prep for peer review, finalize final group project teams, review upcoming assignments.</td>
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<td>Sept 16</td>
<td>File formats and Metadata Standards</td>
<td>Due by 11:59pm September 15: readings discussions, peer review of individual assignment 1.</td>
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<td>- In class: reflect on discussions and peer review, professor presentation/Q&amp;A, guest speaker Marcia McIntosh from University of North Texas Libraries Digital Projects Lab, review upcoming assignments.</td>
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<tr>
<td>Sept 23</td>
<td>Ethical practice in digital libraries</td>
<td>Due by 11:59pm September 22: readings discussions, pair/share assignment 1.</td>
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<td>- In class: reflect on discussions and pair/share assignment, guest speakers Theresa Polk and Itza Carbajal from University of Texas Libraries, review upcoming assignments.</td>
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<td>Sept 30</td>
<td>Infrastructure and repositories, Digital objects and identifiers</td>
<td>Due by 11:59pm September 29: readings discussions, preliminary proposals for final group project.</td>
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<td>- In class: reflect on discussions and preliminary project proposals, follow-up on pair/share 1 assignment, guest speaker Ashley Adair from University of Texas Libraries, review upcoming assignments.</td>
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<td>Oct 7</td>
<td>Interoperability and crosswalks</td>
<td>Oct 6: readings discussions, individual assignment 2.</td>
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<td>In class: reflect on discussions and individual assignment 2, prep for peer review, pair/share assignment 2 presentations, review upcoming assignments.</td>
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<td>In class: reflect on discussions and peer review, guest speakers Nick Woodward from Texas Digital Library, Anne Washington from University of Houston Libraries, and Kara Long from Virginia Tech, pair/share assignment 2 presentations, review upcoming assignments.</td>
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<td>Oct 21</td>
<td>User interfaces</td>
<td>Oct 20: readings discussions, pair/share assignment 2 presentation submissions, group project progress reports.</td>
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<td>In class: reflect on discussions, pair/share assignment 2 presentations, guest speaker Jane Field from Texas After Violence Project, review upcoming assignments.</td>
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<td>In class: reflect on discussions and prep for peer review, pair/share assignment 2 presentations, guest speaker Susan Kung from the Archive of Indigenous Languages of Latin America, review upcoming assignments.</td>
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<td>Nov 4</td>
<td>Sustainable development and management</td>
<td>Nov 3: readings discussions, peer review of individual assignment 3.</td>
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<td>In class: reflect on discussions and peer review, professor presentation/Q&amp;A, guest speaker Hesam Andalib from Texas Digital Library, review upcoming assignments.</td>
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<td>Nov 11</td>
<td>Digital Scholarship</td>
<td>Nov 10: readings discussions</td>
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<td>In class: reflect on discussions, guest speaker Allyssa Guzman from University of Texas Libraries, review upcoming assignments.</td>
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<td>Nov 18</td>
<td>Digital Libraries: Challenges, trends, future outlook</td>
<td>Nov 17: readings discussions</td>
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<td>In class: final presentations by project teams (10-15 minutes each), prep for peer review, review upcoming assignments/due dates.</td>
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<td><em>NOTE: All final project deliverables due in Canvas by 11:59pm November 24, including confirmation/sign-off from project contact.</em></td>
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<td>Dec 2</td>
<td>Wrap up</td>
<td>Dec 1: peer review of final project presentations, extra credit assignment.</td>
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<td>In class: reflect on lessons learned, course evaluation, collaborate on thank-yous for guest speakers</td>
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**Grading**

Grades will be determined both by individual performance as well as the performance of small teams on course projects. These components will be weighted as follows:

**Individual performance**

20% - Participation in introductory exercises (pre-survey, personal introduction in Canvas, syllabus scavenger hunt, class discussion, exit questions, and peer reviews)

5% - Assignment 1

15% - Assignment 2

10% - Assignment 3

**Group performance**

15% - Pair projects (teams of 2)

35% - Final project (groups of 3-ish)

Individual performance will be assessed on a satisfactory/unsatisfactory basis per the assignment specifications. Satisfactory work will receive full credit; incomplete or unsatisfactory work will receive no credit.
Group performance will be assessed via rubrics laid out for each assignment. Specifications for the final projects will include expectations defined in project proposals created by students and their project contacts.

Each student will have 1 token/opportunity to revise an unsatisfactory individual assignment or submit an individual assignment 24 hours late.

As I hope you can see, flexibility is built into the assignments to support your success in this course. Consequently, the final grades are firm.

**Policies**

**Statement on Learning Success**

Your success in this class is important to me. I recognize we all learn differently, and accommodations are necessary. If there are aspects of this course that prevent you from learning or exclude you, please let me know as soon as possible. Together we'll develop strategies to meet both your needs and the requirements of the course. I also encourage you to reach out to the student resources available through UT. Many are listed on this syllabus, but I am happy to connect you with a person or Center if you would like.

**Late Work**

Late work will be handled on a case-by-case basis. Generally, except in the case of an excused absence, work submitted after an assigned deadline will not be eligible for full credit. Please communicate with me if you are having problems keeping to the schedule. It is better to talk through problems than ignore them.

**Absences**

If you are absent on the day that your team (pair or group) meets, you are responsible for providing them the necessary information to compensate for your absence. It is crucial to keep in communication with your team members; you are responsible for letting both your instructor and your team know if you cannot make it to a class or team meeting.

**Excused Absence:** The only absences that will be considered excused are for religious holidays or extenuating circumstances due to an emergency (including COVID-19-related circumstances). If you plan to miss class due to observance of a religious holiday, please let your instructor know at least two weeks in advance. You will not be penalized for this absence, although you will still be responsible for any work you will miss on that day if applicable. Check with your instructor for details or arrangements.

If you have to be absent, use your resources wisely. Ask your team and other classmates to get a run-down and notes on any lessons you miss. If you find there are topics that we covered while you were gone that raise questions, you may drop in during office hours or schedule a meeting with your instructor to discuss. Email specific questions you have in advance so that we can make the most of our time. "What did I miss?" is not specific enough.

**Personal Pronouns**

Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender, gender variance, and nationalities. Class rosters are provided to the instructor with the student's legal name, unless they have added a "preferred name" with the Gender and Sexuality Center. I will gladly honor your request to address you by a name that is different from what appears on the official roster, and by the gender pronouns you use (she/he/they/ze, etc). Please advise me of any changes early in the semester so that I may make appropriate updates to my records. Students are encouraged to add preferred pronouns to their Canvas account settings (see video tutorial) and their Zoom name display.

**University Resources for Students**

**COVID-19 Update: “Keep Learning” Resources**

This course may be offered in a format to which you are unaccustomed. If you are looking for ideas and strategies to help you feel more comfortable participating in our class, please explore the resources available here: https://onestop.utexas.edu/keep-learning/

**Services for Students with Disabilities**

This class respects and welcomes students of all backgrounds, identities, and abilities. If there are circumstances that make our learning environment and activities difficult, if you have medical information that you need to share with me, please let me know. I am committed to creating an effective learning environment for all students, but I can only do so if you discuss your needs with me as early as possible. I promise to maintain the confidentiality of these discussions. Any student with a documented disability who requires academic accommodations should contact Services for Students with Disabilities at 471-6259 (voice) or 512-410-6644 (Video Phone) as soon as possible to request an official letter outlining authorized accommodations. For more information, visit http://ddce.utexas.edu/disability/about/.

**Counseling and Mental Health Center**

Do your best to maintain a healthy lifestyle this semester by eating well, exercising, avoiding drugs and alcohol, getting enough sleep and taking some time to relax. This will help you achieve your goals and cope with stress. All of us benefit from support during times of struggle. You are not alone. There are many helpful resources available on campus and an important part of the college experience is learning how to ask for help. Asking for support sooner rather than later is often helpful. If you or anyone you know experiences any academic stress, difficult life events, or feelings like anxiety or depression, we strongly encourage you to seek support. http://www.cmhc.utexas.edu/individualcounseling.html

**The Sanger Learning Center**

Did you know that more than one-third of UT undergraduate students use the Sanger Learning Center each year to improve their academic performance? All students are welcome to take advantage of Sanger Center’s classes and workshops, private learning specialist appointments, peer academic coaching, and tutoring for more than 70 courses in 15 different subject areas. For more information, please visit http://www.utexas.edu/ugs/slc or call 512-471-3614 (JES A332).
Important Safety Information
COVID-19 Update: Latest news related to student experience
While we will post information related to the contemporary situation on campus, you are encouraged to stay up-to-date on the latest news as related to the student experience: https://coronavirus.utexas.edu/students

If you have concerns about the safety or behavior of fellow students, TAs or Professors, call BCAL (the Behavior Concerns Advice Line): 512-232-5050. Your call can be anonymous. If something doesn’t feel right— it probably isn’t. Trust your instincts and share your concerns. The following recommendations regarding emergency evacuation from the Office of Campus Safety and Security, 512-471-5767, http://www.utexas.edu/safety/

Occupants of buildings on The University of Texas at Austin campus are required to evacuate buildings when a fire alarm is activated. Alarm activation or announcement requires exiting and assembling outside.

- Familiarize yourself with all exit doors of each classroom and building you may occupy. Remember that the nearest exit door may not be the one you used when entering the building.
- Students requiring assistance in evacuation shall inform their instructor in writing during the first week of class.
- In the event of an evacuation, follow the instruction of faculty or class instructors. Do not re-enter a building unless given instructions by the following: Austin Fire Department, The University of Texas at Austin Police Department, or Fire Prevention Services office.
- Link to information regarding emergency evacuation routes and emergency procedures can be found at: www.utexas.edu/emergency

Bias Incidents and Title IX Reporting
The University of Texas at Austin is committed to addressing incidents that impact our campus climate, especially those that are bias-related. The Campus Climate Response Team encourages us all to report incidents as soon as possible, via online form, phone call, or office appointment.

Faculty members are not confidential reporting resources. If you disclose to me incidents related to discrimination or harassment as defined in the nondiscrimination policy below, I am obliged to file a report.

From the UT-Austin Handbook of Operating Procedures 3-3020: "It is the policy of The University of Texas at Austin ("University") to provide an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of race, color, religion, national origin, sex, pregnancy, age, disability, citizenship, veteran status, and genetic information. The University also prohibits discrimination on the basis of, sexual orientation, gender identity, and gender expression. "https://policies.utexas.edu/policies/nondiscrimination-policy

The UT-Austin Office for Inclusion and Equity reminds us that: "Every supervisor, administrator, University official or any other employee who has the authority to take action to redress an alleged violation and/or has the duty of reporting such allegations as defined under "responsible employee" in HOP 3-3031 is responsible for promptly reporting incidents of discrimination and harassment in violation of this policy that come to their attention to either the Office of the Dean of Students or OIE."

Title IX is a federal law that protects against sex and gender-based discrimination, sexual harassment, sexual assault, sexual misconduct, dating/domestic violence and stalking at federally funded educational institutions. UT Austin is committed to fostering a learning and working environment free from discrimination in all its forms. When sexual misconduct occurs in our community, the university can:

1. Intervene to prevent harmful behavior from continuing or escalating.
2. Provide support and remedies to students and employees who have experienced harm or have become involved in a Title IX investigation.
3. Investigate and discipline violations of the university’s relevant policies (https://titleix.utexas.edu/relevant-policies/).

Beginning January 1, 2020, Texas Senate Bill 212 requires all employees of Texas universities, including faculty, report any information to the Title IX Office regarding sexual harassment, sexual assault, sexual violence and stalking that is disclosed to them. Texas law requires that all employees who witness or receive any information of this type (including, but not limited to, writing assignments, class discussions, or one-on-one conversations) must be reported. I am a Responsible Employee and must report any Title IX related incidents that are disclosed in writing, discussion, or one-on-one. Before talking with me, or with any faculty or staff member about a Title IX related incident, be sure to ask whether they are a responsible employee. If you would like to speak with someone who can provide support or remedies without making an official report to the university, please email advocate@austin.utexas.edu. For more information about reporting options and resources, visit http://www.titleix.utexas.edu/, contact the Title IX Office via email at titleix@austin.utexas.edu, or call 512-471-0419.
Although graduate teaching and research assistants are not subject to Texas Senate Bill 212, they are still mandatory reporters under Federal Title IX laws and are required to report a wide range of behaviors we refer to as sexual misconduct, including the types of sexual misconduct covered under Texas Senate Bill 212. The Title IX office has developed supportive ways to respond to a survivor and compiled campus resources to support survivors.

Emergency Evacuation Procedures
The following recommendations regarding emergency evacuation from the Office of Campus Safety and Security, 512-471-5767, http://www.utexas.edu/safety/

Academic Integrity
Each student in the course is expected to abide by the University of Texas Honor Code: “As a student of The University of Texas at Austin, I shall abide by the core values of the University and uphold academic integrity. Plagiarism is taken very seriously at UT. Therefore, if you use words or ideas that are not your own (or that you have used in previous class), you must cite your sources. Otherwise you will be guilty of plagiarism and subject to academic disciplinary action, including failure of the course. You are responsible for understanding UT’s Academic Honesty and the University Honor Code which can be found at the following web address: https://deanofstudents.utexas.edu/conduct/standardsofconduct.php

Q Drop Policy
If you want to drop a class after the 12th class day, you’ll need to execute a Q drop before the Q-drop deadline, which typically occurs near the middle of the semester. Under Texas law, you are only allowed six Q drops while you are in college at any public Texas institution. For more information, see: http://www.utexas.edu/ugs/csacc/academic/adddrop/qdrop

Sharing of Course Materials is Prohibited
No materials used in this class, including, but not limited to, lecture hand-outs, videos, assessments (quizzes, exams, papers, projects, homework assignments), in-class materials, review sheets, and additional problem sets, may be shared online or with anyone outside of the class unless you have my explicit, written permission. Unauthorized sharing of materials promotes cheating. It is a violation of the University’s Student Honor Code and an act of academic dishonesty. I am well aware of the sites used for sharing materials, and any materials found online that are associated with you, or any suspected unauthorized sharing of materials, will be reported to Student Conduct and Academic Integrity in the Office of the Dean of Students. These reports can result in sanctions, including failure in the course.