

1. General Information

1a. Submitted by the College of: COMMUNICATION AND INFORMATION

Date Submitted: 1/14/2013

1b. Department/Division: Library and Information Systems

1c. Contact Person

Name: Will Buntin

Email: will.buntin@uky.edu

Phone: 859-257-3317

Responsible Faculty ID (if different from Contact)

Name: Hong Zhang

Email: hong.zhang@uky.edu

Phone: 859-257-4136

1d. Requested Effective Date: Semester following approval

1e. Should this course be a UK Core Course? No

2. Designation and Description of Proposed Course

2a. Will this course also be offered through Distance Learning?: Yes ⁴

2b. Prefix and Number: LIS 665

2c. Full Title: Introduction to Digital Libraries

2d. Transcript Title:

2e. Cross-listing:

2f. Meeting Patterns

LECTURE: X

2g. Grading System: Letter (A, B, C, etc.)

2h. Number of credit hours: 3

2i. Is this course repeatable for additional credit? No

If Yes: Maximum number of credit hours:

If Yes: Will this course allow multiple registrations during the same semester?

2j. Course Description for Bulletin: This course focuses on the theoretical, technological, human factors and evaluative components of digital library (DL) research and practice. Students will read and discuss literature on DLs, review existing technologies and proof-of-concepts implementation projects, and work as a group to develop a prototype but operational DL. This course is foundational for students wishing to engage seriously in the world of digital librarianship.

Revisions to New Course Form
LIS 665 Introduction to Digital Libraries

The following are changes to the responses on the new course form as of 1/8/2013.

2F. Other, online, asynchronous

5. Yes

Will Buntin
Assistant Director, UK SLIS

2k. Prerequisites, if any: LIS 602, LIS 636

2l. Supplementary Teaching Component:

3. Will this course taught off campus? No

If YES, enter the off campus address:

4. Frequency of Course Offering: Spring,

Will the course be offered every year?: Yes

If No, explain:

5. Are facilities and personnel necessary for the proposed new course available?: No

If No, explain: New course from existing faculty

6. What enrollment (per section per semester) may reasonably be expected?: 30

7. Anticipated Student Demand

Will this course serve students primarily within the degree program?: Yes

Will it be of interest to a significant number of students outside the degree pgm?: No

If Yes, explain: [var7InterestExplain]

8. Check the category most applicable to this course: Traditional – Offered in Corresponding Departments at Universities Elsewhere,

If No, explain: New course from existing faculty

9. Course Relationship to Program(s).

a. Is this course part of a proposed new program?: No

If YES, name the proposed new program:

b. Will this course be a new requirement for ANY program?: No

If YES, list affected programs:

10. Information to be Placed on Syllabus.

a. Is the course 400G or 500?: No

b. The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from 10.a above) are attached: Yes

Distance Learning Form

Instructor Name: Hong Zhang

Instructor Email: hong.zhang@uky.edu

Internet/Web-based: Yes

Interactive Video: No

Hybrid: No

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations? Timely and appropriate interaction will be possible through Blackboard, email and other online communication tools (i.e., Adobe Connect, Skype). Syllabus was designed with online instruction in mind. Syllabus conforms to Senate guidelines. Syllabus includes statement on timeliness of response to inquiries.

2. How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc. Many aspects of face to face instruction are intact with this online course including items like course goals and learning objectives. Assessment will take place through items like discussion posts, tests, projects or papers. Additionally, course may make use of online tools such as discussion boards, email, video presentations and other communication methods to help improve the overall experience.

3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc. Each student's Blackboard account is tied to their myUK account. Assignments such as papers will be handled much the same as they would be in a face to face course in terms of being evaluated for possible issues in regards to the academic offense policy.

4. Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above? No.

If yes, which percentage, and which program(s)?

5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting? Since our program has long had remote students (primarily around Louisville and northern Kentucky), we have tried to make student services as accessible as possible. Our program uses a listserv for program announcements and we employ a full-time student affairs officer who regularly communicates with our students, regardless of location. We also have a Blackboard organization to further assist in providing student services to remote participants. Additionally, we encourage students to use services such as Distance Learning Library Services when appropriate.

6. How do course requirements ensure that students make appropriate use of learning resources? In order to successfully complete assignments such as class participation, quizzes and projects, students will have to use their textbook, course readings and supplementary materials available through UK Libraries.

7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program. Students will not require access to equipment outside of a personal computer and appropriate software. Students will primarily use the services of UK's Distance Learning, UK Distance Learning Library and electronic access to UK Libraries.

8. How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>)? Students are informed via the syllabus and given contact information for technical issues.

9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? **YES**

If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

10. Does the syllabus contain all the required components? **NO**

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name: **Hong Zhang**

SIGNATURE|JTHU222|Jeffrey T Huber|Dept approval for ZCOURSE_NEW LIS 665|20120911

SIGNATURE|CEMONA2|E C Monaghan|College approval for ZCOURSE_NEW LIS 665|20120911

SIGNATURE|JTHU222|Jeffrey T Huber|Approval resent to department for ZCOURSE_NEW LIS 665|20121031

SIGNATURE|JTHU222|Jeffrey T Huber|Dept approval for ZCOURSE_NEW LIS 665|20121127

SIGNATURE|CEMONA2|E C Monaghan|College approval for ZCOURSE_NEW LIS 665|20121127

SIGNATURE|ZNNIKO0|Roshan N Nikou|Graduate Council approval for ZCOURSE_NEW LIS 665|20130103

LIS 665 Digital Libraries

Spring, 2012, Hong Zhang

Instructor: Hong Zhang
Email: zhanghong920@gmail.com
Office: 355 Little Library Building
Office hours: Wednesday 9am – 12pm
Office phone: 859-257-4136
Skype: zhanghong920 (available during office hours)
Preferred Communication: It is easiest to email me directly with questions or to set up an appointment

COURSE DESCRIPTION

This course focuses on the theoretical, technological, human factors and evaluative components of digital library (DL) research and practice. Students will read and discuss literature on DLs, review existing technologies and proof-of-concepts implementation projects, and work as a group to develop a prototype but operational DL. This course is foundational for students wishing to engage seriously in the world of digital librarianship.

STUDENT LEARNING OUTCOMES

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

- Understand the technologies involved in the construction of digital libraries
- Evaluate critically the features offered by various digital libraries
- Create and work with a variety of digital asset metadata
- Articulate the issues involved in the creation, implementation and management of DL assets
- Build a prototype DL using the Omeka open-source software

COURSE MATERIALS:

Required textbook:

Witten, I. H., Bainbridge, D., Nichols, D. M. (2010). How to build a digital library. Burlington, MA : Morgan Kaufmann Publishers.

Additional readings will be provided in the Course Schedule.

PREREQUISITES

Students are expected to have a solid understanding of information organization and access issues and the traditional professional practices of librarianship (i.e., the body of knowledge found in LIS601 and LIS602). Students are expected to have a basic understanding of information technology, either by completing LIS636 or through equivalent training/experience.

COMMUNICATION

Post your questions on the Blackboard Discussion board because other students may have the same confusions. To make an appointment, you can email me with “690IA” included in the subject line (**Note: please use my gmail account to avoid delay**). My goal is to respond to emails within 24 hours.

TECHNICAL REQUIREMENTS

Please check the minimum technology requirement for online courses (<http://www.uky.edu/DistanceLearning/current/technology/techReqs.html>). You will need access to an appropriate computer with a broadband Internet connection. NOTE that it is YOUR responsibility to ensure you have a reliable computer for use during the course. Ongoing “computer problems” will not be considered a legitimate excuse for missing course activities. If you have a computer that is known to be unreliable, you should rectify that situation. Note that all UK students are eligible for a one time free download of Office from the UK download site (<https://download.uky.edu>). You can contact UK’s Information Technology Customer Service Center (859.257.4357; <http://www.uky.edu/ukit/>) if you need help.

You will also need a headset, good network connection, and the ability to use Adobe Connect for group discussion and final presentation.

ASSESSMENT & ASSIGNMENTS:

This course is an asynchronous online course without classroom sessions. In each week, you are expected to read the readings and participate in discussion on Blackboard, go through the provided slides, and do the lab task. Before mid-term, you must turn in a comparison topical essay. For the term project, each group will build a prototype but operational digital library with open source DL software Omeka.

- Blackboard discussion (weekly): 20%

You are expected to contribute on the discussion board every week before the due time (Monday 9am). A missed week will have 1.5% deducted. Please note that the **quality** of your contributions counts. Informed comments, thoughtful exchanges with your fellow students and demonstrating your

interest and engagement with the assignments, reading materials, and general topics are the sure path to a good participation grade.

- Lab Task: 15%

Each week students will be given a lab task to complete at home. Students will be expected to report on the lab board as instructed. A missed task will have 1.5% deducted.

- Topical Essay: 25%

This will be submitted formally as per instructions. Both content and form will be evaluated. The basic content of the essay will be a comparative evaluation of three or four extant DL systems with a special emphasis on discovering features and techniques that could be used as inspiration for the student's own DL system. The systems can be on Omeka or other types of DL systems (e.g., Greenstone, Fedora, etc.). The purpose of the essay is to demonstrate that the student has a fundamental and broad understanding of the feature options available to DL creators and to prompt them to explore the necessary techniques to make these features available to users. Minimum length is 2500 words. Detailed instructions will be provided.

- Building a Digital Library (Group project): 40%

Groups of three or four students will build DLs with the content of their choices. It is expected that the groups should be able to integrate components, features and techniques from the individual Lab Task assignments into a larger, more comprehensive, DL system. These DLs will be required to include at least two types of documents: text, still image, audio, and video. Appropriate implementation of metadata, interface, browsing and search features will be evaluated. Implementation of DL features beyond the basics will be rewarded. Explanatory documentation of the DL features implemented is required. Detailed instructions will be provided as the term progresses and the group assignments will be made once we have a stable class list.

Final grading scale:

90% and above	=	A
80% to 89%	=	B
70% to 79%	=	C
below 70%	=	E

I assign the grade of I (incomplete) only when I am convinced the student's circumstances warrant it.

The due-dates of these assignments will be posted on the Blackboard. Late submissions are subject to a penalty of 0.5% off per day.

TOPICS:

- Introduction to digital libraries
- Components & architectures of digital libraries
- Digital libraries user needs

- Metadata (two sessions: metadata principles and standards; metadata interoperability)
- Information retrieval in digital libraries
- Evaluation of digital libraries
- Usability and design
- Document representation
- Multimedia formats and standards
- Preservation
- Intellectual property, security and privacy

ETHICS & POLICIES

Academic Integrity:

According to Senate Regulation 6.3.1: “All academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.” For specific information regarding the University’s code and regulations on plagiarism and cheating, visit:

<http://www.uky.edu/StudentAffairs/Code/>

<http://www.uky.edu/StudentAffairs/Code/part2.html>

<http://www.uky.edu/Ombud/Plagiarism.pdf>: “Plagiarism: What is it?”

Papers or assignments prepared for other classes cannot be used to fulfill the requirements of this class.

Excused Absences, Incompletes, & Academic Accommodations due to Disability:

You can find policies on “excused absences”, “incompletes”, and “academic accommodations due to disability” at <http://www.uky.edu/CIS/SLIS/academics/policies.pdf>.

Diversity Statement:

All UK professional education programs address and affirm the value of diversity in education, the use of technology to support all aspects of instructional programming, and the importance of attaining high levels of skill in assessing the outcomes of instruction. This course will provide students an opportunity to demonstrate attention to these themes and reflect on the mechanisms that this course has provided to demonstrate improved skills in these areas.

Academic Accommodations Statement:

If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Resource Center. The Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodation which details the recommended accommodations. Contact the Disability Resource Center, Jake Karnes, Director at 859-257-2754 or jkarnes@email.uky.edu.

TECHNOLOGY INFORMATION & RESOURCES

Distance Learning Students are expected to have a minimum level of technological acumen and the availability of technological resources. Students must have regular access a computer with a reliable Internet connection and audio capabilities. Internet Explorer 7 (IE) or Firefox 2.x are the recommended browsers for those using a Windows-based PC. Those using Firefox 3.x may encounter problems with assignment uploads. Those using an Apple computer with MAC OS X (10.5.x) may use Firefox 3.x or Safari 3.x.

Please be certain that your computer and/or browser allow you to view Adobe Reader documents (.pdf). Microsoft Office and other software products are available free for students:

<https://iweb.uky.edu/MSDownload/>

Where to get Help

As your instructor, I am your first go-to person for technology problems. If you need more immediate assistance, please contact:

Center for the Enhancement of Learning and Teaching (CELT)

<http://www.uky.edu/celt/>

859-257-8272

Information Technology Customer Service Center (UKIT)

<http://www.uky.edu/UKIT/>

859-257-1300

Library Services

Distance Learning Services

<http://www.uky.edu/Libraries/DLLS>

Carla Cantagallo, DL Librarian

Local phone number: 859 257-0500, ext. 2171

Long distance phone number: (800) 828-0439 (option #6)

Email: dllservice@email.uky.edu

DL Interlibrary Loan Service:

http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16

Course Reserves

http://www.uky.edu/Libraries/page.php?lweb_id=23<ab_rank=3

