



CURATING COMMUNITY DIGITAL COLLECTIONS

Immersion Workshop Agenda

Day 1: Tuesday, May 22

8:45am – 5:30pm

Attendees: Students, host site supervisors, mentors, Debra Shapiro (iSchool practicum coordinator), Shaun Hayes (SOIS fieldwork supervisor), Amy Rudersdorf (AVP consultant), Vicki Tobias and Emily Pfothenauer (CCDC project staff)

8:15 – 8:45 Check in, coffee, bagels

8:45 – 9:00 Welcome and kickoff, housekeeping

9:00 – 9:30 Better Know Your Teammates! (icebreaker activity)

9:30 – 10:30 Host site/mentor/student showcase

10:30 – 10:45 BREAK

10:45 – 11:30 Program logistics: Core Values, timeline, reimbursement process, etc.

11:30 – 12:00 Students and supervisors meet with iSchool and SOIS faculty. Mentors meet with Amy Rudersdorf.

12:00 – 1:15 LUNCH (box lunch provided)
Presentations:
UW Libraries Digital Preservation Task Force
Kristin Briney, UW-Milwaukee and Heather Stecklein, UW-Stout
Digital POWRR project
Stacey Erdman, Beloit College

1:15 – 2:30 **Digital Preservation Concepts, Contexts and Key Terms**
Emily Pfothenauer, WiLS/Recollection Wisconsin

2:30 – 4:30 Planning time for teams. Team meetings with project staff.

4:45 – 5:30 **Tour of University of Wisconsin Digital Collections Center**
Room 431 Memorial Library, 728 State Street
Jesse Henderson, UW-Madison

Day 2: Wednesday, May 23

8:45am – 5:00pm

Attendees: Students, host site supervisors, Amy Rudersdorf (AVP consultant), Vicki Tobias and Emily Pfothenauer (CCDC project staff)

Please bring: Laptop

8:15 – 8:45

Check in, coffee

8:45 – 9:15

Digital Preservation Models and Approaches

Emily Pfothenauer, WiLS/Recollection Wisconsin

9:15 – 10:30

Identifying and Documenting Digital Collections

Amy Rudersdorf, AVP

10:30 – 10:45

BREAK

10:45 – 11:30

Assessing and Prioritizing Digital Collections

Amy Rudersdorf

11:30 – 12:00

File Naming and Organization

Amy Rudersdorf

12:00 – 1:15

LUNCH (box lunch provided)

Presentation:

Getting Collections Online: Recollection Wisconsin and DPLA

Emily Pfothenauer

1:15 – 2:00

File Naming and Organization (hands on)

Amy Rudersdorf

2:00 – 2:45

Preparing Files for Long-Term Storage

Amy Rudersdorf

2:45 – 3:00

BREAK

3:00 – 4:15

Preparing Files for Long-Term Storage (hands-on)

Amy Rudersdorf

4:15 – 5:00

Policies and Plans

Vicki Tobias, WiLS

Day 3: Thursday, May 24

8:45am – 4:00pm

Attendees: Students, host site supervisors, Dorothea Salo (UW-Madison iSchool), Jesse Henderson (UWDCC), Cat Phan (UW-Madison Archives), Paul Hedges (Wisconsin Historical Society), Vicki Tobias and Emily Pfotenhauer (CCDC project staff)

Please bring: Laptop

8:15 – 8:45 Check in, coffee

8:45 – 9:45 **Digital Storage 101**
Dorothea Salo, iSchool at UW-Madison

9:45 – 10:30 **File Integrity**
Dorothea Salo

10:30 – 10:45 BREAK

10:45 – 12:00 **Starting with Standards: Digitization Best Practices**
Jesse Henderson, UWDCC

12:00 – 1:00 LUNCH (pizza and salad provided)

1:00 – 2:00 Planning time for teams

2:00 – 2:45 Experts Q&A

- **Oral History Collections**
Paul Hedges, Wisconsin Historical Society
- **Collection Development and other Policies**
Cat Phan, UW-Madison Archives

2:45 – 3:00 BREAK

3:00 – 4:00 Wrap up and final reflections
