



CURATING COMMUNITY DIGITAL COLLECTIONS

Immersion Workshop Agenda

Day 1: Tuesday, May 21

11:30am – 4:45pm

Attendees: Students, host site supervisors, Debra Shapiro (iSchool practicum coordinator), Shaun Hayes (SOIS fieldwork supervisor), Vicki Tobias and Emily Pfotenhauer (CCDC project staff)

11:00 – 11:30 Check in

11:30 – 12:00 Welcome and introductions

12:00 – 1:00 **LUNCH** (provided)

1:00 – 1:45 Review program logistics: Core Values, timeline, reimbursements, etc.

1:45 – 2:15 Students and supervisors meet with iSchool and SOIS faculty

2:15 – 3:00 **Digital Preservation Concepts, Contexts and Key Terms**
Emily Pfotenhauer, WiLS/Recollection Wisconsin

3:00 – 3:15 BREAK

3:15 – 4:00 **Digital Preservation Models and Approaches**
Emily Pfotenhauer, WiLS/Recollection Wisconsin

4:00 – 4:45 Overview and wrap-up

Day 2: Wednesday, May 22

8:45am – 5:00pm

Attendees: Students, Host Site supervisors, Amy Rudersdorf (AVP consultant), Vicki Tobias and Emily Pfothauer (CCDC project staff), CCDC training assistants (afternoon)

Please bring: Laptop

8:15 – 8:45	Check in, coffee
8:45 – 9:00	Welcome, ice breaker
9:00 – 9:30	Introduction to Digital Preservation Policy Creation <i>Vicki Tobias, WiLS</i>
9:30 – 10:00	Digital Preservation Policy Template & Worksheet review <i>Vicki Tobias, WiLS</i>
10:00 – 10:15	BREAK
10:15 – 11:00	Identifying and Documenting Digital Collections <i>Amy Rudersdorf, AVP</i>
11:00 – 11:45	Assessing and Prioritizing Digital Collections <i>Amy Rudersdorf, AVP</i>
11:45 – 1:00	LUNCH (on your own)
1:00 – 1:45	Digital Storage 101 <i>Amy Rudersdorf, AVP</i>
1:45 – 2:45	File Naming and Organization + renaming tool demonstration <i>Amy Rudersdorf, AVP; Vicki Tobias, WiLS</i>
2:45 – 3:00	BREAK
3:00 – 4:45	File Integrity and Fixity Checking + Fixity tool demonstration <i>Amy Rudersdorf</i>
4:45 – 5:00	End of day wrap-up
Evening	Social event (TBD)

Day 3: Thursday, May 23

8:45am – 4:30pm

Attendees: Students, Host Site supervisors, mentors, Amy Rudersdorf (AVP), Jesse Henderson (UWDCC), Scott Prater (UW-Madison), Amy Meyer (Manitowoc County Historical Society), Paul Hedges (WHS), Vicki Tobias and Emily Pfothenauer (CCDC project staff)

8:15 – 8:45

Check in, coffee (all)

**Mentors meet with Amy Rudersdorf

8:45 – 9:15

Welcome, teammate introductions

9:15 – 10:15

Team review of Workshop Days 1 & 2 content

10:15 – 12:00

Planning time for teams; Individual team check-ins with Vicki & Emily

12:00 – 1:00

LUNCH (provided)

1:00 – 3:00

Short Presentations

1. Introduction to DPLA and Recollection Wisconsin
Emily Pfothenauer, WiLS/Recollection Wisconsin
 2. Working with volunteers and managing technology changes
Amy Meyer, Manitowoc County Historical Society
 3. How to talk to IT about digital preservation
Scott Prater, UW-Madison Digital Library Services
 4. Digitization best practices and standards
Jesse Henderson, UW Digital Collections Center
 5. Oral histories and storytelling projects
Paul Hedges, Wisconsin Historical Society
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3:00 – 3:15

BREAK

3:15 – 4:00

Planning time for teams; Individual team check-ins with Vicki & Emily

4:00 – 4:30

Q&A, wrap up and final reflections, "What's next?"
