# **Immersion Workshop Curriculum and Materials Curating Community Digital Collections (CCDC)**

The following curriculum and materials were delivered as part of a three-day digital preservation immersion workshop for CCDC host site supervisors, students, and mentors in 2018 and 2019.

## Digital Preservation Concepts, Contexts and Key Terms

* *Digital Preservation Concepts, Contexts and Key Terms*: slide deck  
  Emily Pfotenhauer, WiLS/Recollection Wisconsin
* CCDC glossary
* Workshop resources

## Digital Preservation Models and Approaches

* *Digital Preservation Models and Approaches*: slide deck  
  Emily Pfotenhauer, WiLS/Recollection Wisconsin

## Introduction to Digital Preservation Policy Creation

* *Digital Preservation Policy Creation*: slide deck  
  Vicki Tobias, WiLS/Recollection Wisconsin
* Digital preservation policy-creation worksheet/template
* Sample digital preservation policies and workflows
  + Laura Vavrosky – Richard I. Bong Veterans Historical Center (2019)
  + Kristina Warner – Outagamie Waupaca Library System (2018)
  + Kristen Whitson – UW-River Falls Archives (2019)

## Identifying and Documenting Digital Collections

* *Identifying and Documenting Digital Collections*: slide deck  
  Amy Rudersdorf, AVP
* Collections inventory template: spreadsheet

## Assessing and Prioritizing Digital Collections

* *Assessing and Prioritizing Digital Collections*: slide deck  
  Amy Rudersdorf, AVP
* Selection exercise handout

## Digital Storage 101

* *Digital Storage 101*: slide deck  
  Dorothea Salo, UW-Madison Information School
* Digital storage 3-2-1 plan/worksheet

## File Naming and Organization

* *Why is File Naming Important?*: slide deck  
  Amy Rudersdorf, AVP
* File naming exercise
* Sample files and metadata used with exercise
* Advanced Renamer help sheet

## File Integrity and Fixity Checking

* *File Fixity and Data Integrity*: slide deck  
  Amy Rudersdorf, AVP
* Fixity user guide, v1.2 (AVP)
* Fixity user guide, Kristina Warner, OWLS

## Guest Presentations

* *Introduction to DPLA and Recollection Wisconsin*   
  Emily Pfotenhauer, WiLS/Recollection Wisconsin  
  slides
* *How to talk to IT about digital preservation*  
  Scott Prater, UW-Madison Digital Library Services  
  slides | article
* *Digitization best practices and standards*  
  Jesse Henderson, UW Digital Collections Center  
  slides from 2018
* *Oral histories and storytelling projects*  
  Paul Hedges, Wisconsin Historical Society  
  slides
* *UW Libraries Digital Preservation Task Force*  
  Kristin Briney, UW-Milwaukee and Heather Stecklein, UW-Stout  
  slides from 2018

# Acknowledgements

For more information, visit Curating Community Digital Collections: <https://recollectionwisconsin.org/digipres>

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