

# Summary report on ACCESS IT plus training

Report was prepared by: Adam Dudczak (maneo@man.poznan.pl)

## Introduction

Training was held in Central Public Library of Veria between 26th and 28th of March 2012.

Training participants:

- Martina Kovac (Croatia)
- Renata Petrušić (Croatia)
- Sara Vukusic (Croatia)
- Evgenia Arh (Croatia)
- Sanja Dukic (BiH/Tuzla)
- Saliha Kosovac (BiH/Tuzla)
- Zmad Sarajlic (BiH/Tuzla)
- Suad Barbullushi (Albania)
- Gjergj Sheldija (Albania)
- Enilda Kola (Albania)
- Virtyt Bushati (Albania)
- Borislav Stancevic (BiH)
- Dalibor Pancic (BiH)
- Tatjana Miljevic (BiH)

Trainers:

- Vangelis Banos, Veria Central Public Library
- Adam Dudczak, Poznań Supercomputing and Networking Center
- Marcin Werla, Poznań Supercomputing and Networking Center

Local organizer:

- Ioannis Trohopoulos, Veria Central Public Library

Materials from the training will be available in the Poznań Supercomputing and Networking Repository: <http://lib.psnc.pl/dlibra/publication?id=409&tab=3>

# Training agenda and abstracts of all the sessions

## Day 1 (26.03)

**10:00 – 10:30:** Session 1.1: Opening session

**10:30 – 12:00:** Session 1.2: Introduction to digitisation. Adam Dudczak

In this session we will show some examples of digitisation projects to illustrate what benefits are associated with digitisation. We will discuss what can be a subject of digitisation for small memory institutions like public library or local museum.

After this we will describe digital image anatomy. This will include concepts like digital image, file formats and compression types. After this introduction we will briefly describe hardware and software which might be used to digitise various kinds of materials (this will be heavily based on current content of the “Digital repositories for small memory institutions” course). Case study showing what formats and software (especially OCR) is used in Poland for processing various types of materials.

This session will be summarized with discussion:

- We would like to ask participants about existing digitisation projects and possible justification for digitisation activities in small memory institutions.
- What software is used in your library?

**12:00 – 13:00:** Lunch

**13:00 – 14:30:** Session 1.3: How can the basic digitisation workflow look like? Adam Dudczak

This session will be dedicated to the digitisation workflow. We will describe all basic steps of the workflow from choosing the object to its publication in digital library. Each step may lead to certain pitfalls, during this session we will try to show some examples of common mistakes. In some cases the most efficient solution is to outsource certain steps in digitisation workflow, we will discuss the role of outsourcing in the closing discussion.

Digital content is vulnerable to various threats. Hardware is getting obsolete, software packages are no longer supported by its creators these things can cause that results of digitisation will no longer be useful in the future. We will discuss issues related to long term preservation of digital materials.

Apart from traditional digitisation workflow we will also briefly cover the concept of born digital objects, as importance of this type of objects is constantly growing, we will discuss problems related to its long term preservation.

Session will be concluded with discussion about, practical approaches to:

- organization of digitisation workflows in small memory institutions,
- role of/experience with outsourcing of digitisation,
- born digital objects preservation,
- long term preservation.

**14:30 – 15:00:** Coffee break

**15:00 – 16:30:** Session 1.4: Digital libraries basics. Marcin Werla

In this session we will describe basic concepts related to digital libraries, showing a lot of examples of existing digital libraries. After this we will focus on things necessary to create a digital library, cost of such an undertaking and its maintenance in longer term. We will show possible models of cooperation between libraries in order to make digital libraries more affordable. This part will be illustrated with examples of Polish digital libraries build by consortiums of institutions.

Practical things to discuss:

- are there any existing digital libraries in participants' countries? what is the source of funding?
- what IT infrastructure is used in your libraries to handle digital libraries
- are users aware of digital libraries existence? what do they think about them?

**16:30 – 16:45:** Closing discussion

## Day 2 (27.03)

**09:30 – 10:30** Session 2.1: Building digital collections. Marcin Werla

How to choose objects for digitisation? Short description of NISO recommendations regarding creation of digital collections in particular collection development policy. After describing this we will extend the topic of Intellectual Property Rights, showing how practically resolve problems related to publication of cultural objects (and its metadata) on the web. In this session we will also cover open licensing models i.e. Creative Commons.

Practical discussion:

- we will try to resolve prepared case studies using available Public Domain calculators,
- discuss what approaches to collection composition are used in participants' institutions.

**10:30 – 10:45:** Short coffee break

**10:45 – 12:15:** Session 2.2: Describing digital objects. Marcin Werla

The basic question which will be answered in this session is “why to describe objects?”. We will start with short overview of the most important concepts related to metadata in digital libraries. Participants will have a chance to learn about best practices related to metadata creation. We

will show how to describe example digital objects using Dublin Core metadata schema. In the discussion we will also show what caused that PLMET (proposal for Polish metadata standard) was created.

Practical part of the session includes:

- creation of metadata for example objects.

**12:15 – 13:15:** Lunch

**13:15 – 14:30:** Session 2.3: How to promote digital library and its assets? Marcin Werla, Adam Dudczak

Session will start with description of basic concepts behind SEO. We will then discuss why is it necessary to promote objects in the web and how to do it. What tools might be useful here? Possible role of websites like Wikipedia?

In this session we will show how to monitor usage of digital library resources. Second part will be dedicated to assessment of digital library usability and accessibility.

**14:30 – 15:00:** Coffee break

**15:00 – 16:45:** Session 2.4: Preparing digital versions of cultural heritage objects. Adam Dudczak (technical session)

We will present basic guidelines related to choosing parameters and file formats for digitisation of books, newspapers and postcards. Participants will have a chance to learn about the difference between web delivery formats and formats which are more suitable for long term preservation of digital materials.

In a practical part we will try to scan and prepare for publication a short book. After scanning all pages we will try to post-process them and prepare for Optical character recognition. With the outcomes of scanning and OCR we will prepare web delivery version which will be published in digital library based on DSpace and dLibra. We will show capabilities of both software packages in terms of metadata creation and full-text search. After having object online we will think about its preservation in a longer term. We will create checksums and discuss about possible solutions for archiving this objects.

We will also show how to publish objects in a very high resolution using tools like Zoomify or OpenLayers viewer. We will show both paid and free software packages.

**16:45 – 17:00:** Closing discussion

**Day 3 (28.03)**

**09:30 – 10:30:** Session 3.1: Overview of Europeana. Marcin Werla

This session is dedicated to Europeana, a common gateway to European cultural heritage. You will learn what Europeana is, how it works and what benefits it offers to users and repository managers. This session will be summarized with overview of Europeana development plans.

**10:30 – 11:00:** Session 3.2: Case studies for cooperation with Europeana. Marcin Werla

During this session participants will have a chance to listen about experience of Polish Digital Libraries Federation.

**11:00 – 11:15:** Short coffee break

**11:15 – 12:45:** Session 3.3: ACCESS IT courses feedback session. Adam Dudczak

In this session we will discuss possible improvements to ACCESS IT courses. Finally we will discuss ideas for course promotion and certification.

**12:45 – 13:45:** Lunch

**13:45 – 14:45:** Session 3.4: Setting up digital library. Adam Dudczak (technical session)

During this session you will learn how to set up a digital library using dLibra and DSpace software.

**14:45 – 15:15:** Coffee break

**15:15 – 16:30:** Session 3.5: Metadata aggregation: introduction to technical aspects. Marcin Werla (technical session)

This technical session describing what metadata aggregation is and how it can be implemented using OAI-PMH protocol. In the following part of this technical session we will cover essentials of Europeana metadata guidelines. After this short intro we will go through the procedure of ingesting your data to Europeana. The last part of the session will be dedicated to creation of metadata aggregator using free software.

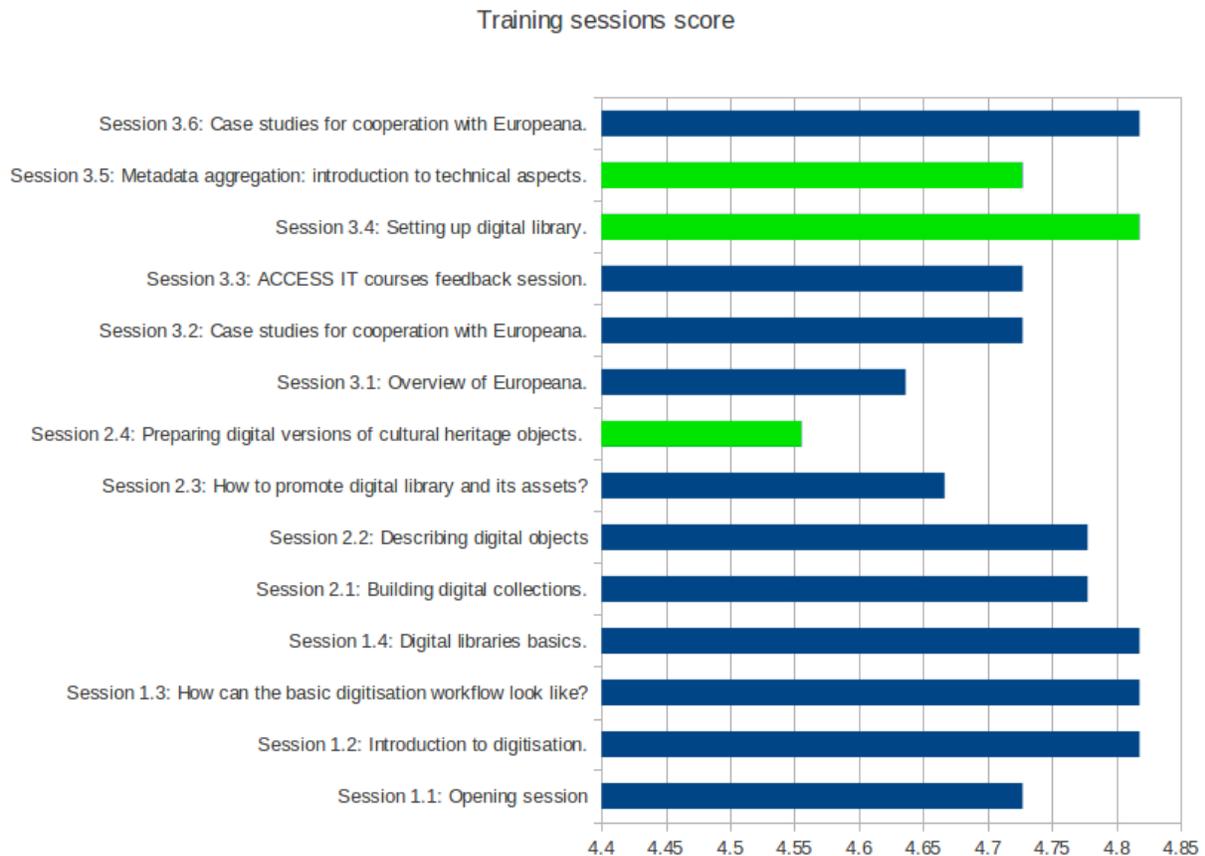
**16:30 – 17:00:** Session 3.6: Case studies for cooperation with Europeana. Vangelis Banos

During this session participants will have a chance to listen about experience of Greek Aggreagator.

**17:00 – 17:15:** Closing discussion

## Summary of session scores

At the end of each day of the training participants were asked to fill in the feedback form. Summary of scores for all training sessions was presented on the chart below. Scores for technical/practical sessions were marked with green color.



The average score of whole training: **4.74** (lowest grade 3, highest 5)

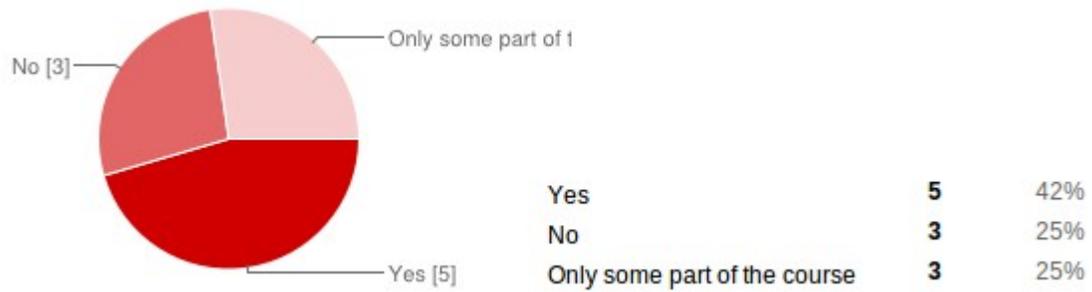
## Remarks from participants

- Remarks related to day 1
  - “more technical talks could be much better”
  - “some presented material was too basic.”
- Remarks related to day 2
  - “very interesting”
  - “Maybe spend a little less time on theoretical aspects that are easily understandable, such as digital library promotion, and focus more on the technical aspect because that is the the area we know the least about. “
  - “Practical part goes too fast (linux!)”
- Remarks related to day 3
  - “As we were asked to go through the entire tutorial before the actual workshop there should have been more hands-on work and less overviews.”
  - “The technical sessions should be more "in tune" with participants. Perhaps you need to repeat every step in case someone didn't hear or couldn't follow. Otherwise, it's very useful. Thanks!”

## Familiarity with the online course

Participants were asked if they had a chance to read ACCESS IT online courses before the training.

Did you had a chance to read “Digital repositories for small memory institutions” course?



Did you had a chance to read “Cooperation with Europeana” course?

