



We acknowledge that we are on the traditional, ancestral and unceded territory of the hən̓q̓əmiñəm speaking Musqueam people.

iSchool Mission: Through innovative research, education and design, our mission is to enhance humanity's capacity to engage information in effective, creative and diverse ways.

ARST 555 Digital Preservation – Course Syllabus (3)

Program:	MAS
Year:	2022-2023, Winter Term 2
Course Schedule:	Tuesdays, 2-4:50 pm, January 10-April 11 2023
Location:	Buchanan B303
Instructor:	Corinne Rogers
Office location:	iSchool Adjunct Office
Office phone:	
Office hours:	By appointment
E-mail address:	Corinne.rogers@ubc.ca
Learning Management Site:	http://lthub.ubc.ca/guides/canvas/

Course Goal:

This course builds on basic knowledge acquired in the first term MAS core courses through the in-depth exploration of issues concerning the long-term archival preservation of and access to digitized and born-digital records. The course focuses on preservation and access of digital records by records' creators (organizations or individuals) and their legitimate preservers, such as an archival program or institution.

FNCC specialization: The assignments in this course can serve the requirements of the First Nations Curriculum Concentration (FNCC). If students would like to take this course for FNCC credit, they are invited to contact me to discuss this option.

Learning Outcomes:

Upon completion of this course students will be able to:

1. Demonstrate in-depth appreciation of the challenges presented to both records creators and records preservers by the adoption of digital technologies for records creation, maintenance and preservation (1.1)
2. Address such challenges through strategic planning based on established and emerging principles and best practices (1.2, 1.3, 1.4, 1.5, 2.1, 2.2)
3. Select, from among a variety of recommended and/or implemented methods and technologies for ensuring the preservation of digital records, those most appropriate for a specific institution or body of records (2.1, 2.2, 3.1)
4. Demonstrate familiarity with recent and emerging research on the preservation of digital records as well as the main body of relevant literature (3.1, .3.2)
5. Approach new and unforeseen digital records issues with a solid knowledge of concepts and principles (4.1)



Course Topics:

1. Creation, management and preservation of digital records
2. Digital diplomatics and digital records forensics
3. Strategies for digital preservation, history, current use and research, and applicability (storage, normalization, emulation)
4. Standards and best practices (OAIS, file formats and preservation formats, metadata standards, interoperability and exchange standards, access and display)
5. Practical, legal, and ethical challenges to digital preservation
6. Understanding technologies used in the creation, management, and preservation of digital material; communicating with IT
7. Survey of tools in current use for digital preservation and access; designing workflows for digital preservation
8. Overview of contemporary research

Prerequisites: MAS and Dual Students: completion of the MAS core courses and ARST 520.

Format of the course: In person, including lectures, labs, in-class discussion, student presentations, guest speakers. Students should expect to spend an average of 10 hours per week for preparation (required and recommended readings, research, presentation prep) and class.

Required and Recommended Reading: A reading list will be made available on or before the first class.

Course Assignments:

Assignment Name	Due Date	Weight	Graduate Competencies
Presentation on assigned readings in digital preservation (group assignment): In small groups, students will read and present current literature on relevant topics in digital preservation (topics stated in the course schedule, e.g. preserving social media content; understanding preservation metadata). This assignment allows students to demonstrate familiarity with relevant literature on a key digital preservation topic.	As assigned	30%	2.1, 2.2, 3.1, 4.1
Lab reports: students will complete a lab report based on in-class lab activities. Students will complete a guided exercise during class followed by a report to be submitted at the start of next class. A template for the lab reports will be provided to students, which will include a space for student reflection. Lab reports will be evaluated based on their completeness, clarity and the incisiveness of analysis in the reflection.		30% (15% each)	1, 2, 3.1, 4.1
Topics and practice (group assignment) This assignment allows students to research a topic of personal interest in the field of digital preservation and demonstrate the ability to find and review relevant literature on the topic they	End of term	30%	1, 2, 3, 4



choose. Papers will be evaluated based on clarity, ability to find key resources on a current topic, and provide a cogent summary of the content.			
Class participation: throughout the term students are expected to participate in class discussion		10%	

Course Schedule [week-by-week – order is subject to change based on speaker availability]:

Date	Topics, Assignments, Readings
Week 1 January 10	Introduction to the course and to each other. Discussion of the required and recommended readings, web sites, etc., discussion about course format, assignment of dates for presentations
Week 2 January 17	What is digital preservation? History of digital preservation. The concept of record in the digital environment; digital diplomatics.
Week 3 January 24	Keeping and maintaining accurate and authentic digital records. Standards and models related to digital recordkeeping and their relation to digital preservation.
Week 4 January 31	Appraisal, value, and preservation intent; preservation readiness
Week 5 February 7	Open Archival Information System Reference Model
Week 6 February 14	Digital preservation workflows; Tools for digital preservation – Open source vs proprietary software; Role of digital forensics Guest speaker, Glenn Dingwall, City of Vancouver Archives (TBC)
Week 7 February 21 NO CLASS	Reading Week
Week 8 February 28	Using Archivematica for digital preservation - applying workflow logic, metadata, and preservation plans
Week 9 March 7	Topics in preservation: Preserving email, websites Guest speaker Student presentations
Week 10 March 14	Topics in preservation: Preserving audio-visual material Student presentations
Week 11 March 21	Topics in preservation: social media, websites Guest speaker: Adam Jansen, State Archivist of Hawaii (TBC) Student presentations
Week 12 March 28	Topics in preservation: UBC site visit (TBC)



Week 13 April 4	Topics in preservation Guest speaker: Lois Evans, Land Title Registry (TBC) Student presentations
Week 14 April 11	Topics in preservation Guest speaker: Peter van Garderen (TBC) Student presentations

Attendance:

- Attendance in all classes is important and expected. That being said, do not come to class if you are feeling ill or have any other COVID-19 related issues. Please email me prior to class to let me know you will be absent for any reason.
- Unexplained absences from class-wide discussions, group discussions and assigned activities may result in a lowered participation grade.
- Up to 2 excused absences are allowed with prior notification to me.
- Any penalties imposed for excessive absences are at the discretion of the instructor.

Evaluation:

- All assignments/exams will be marked using the evaluative criteria given on the [iSchool web site](#).

Required Materials:

- All readings will be available online or, if they are not, will be provided
- Access to a laptop or desktop computer is required for the lab

Academic Concession: If you miss marked coursework for the first time (assignment, exam, presentation, participation in class) and the course is still in-progress, **speak with me immediately** to find a solution for your missed coursework. Any concessions that will result in a change to the student record (such as late withdrawal from the course) will be referred to the Faculty of Graduate and Postdoctoral Studies for evaluation. If this is not the first time you have requested concession or classes are over, please consult the [Faculty of Graduate and Postdoctoral Studies' webpage on academic concession](#), and then contact me where appropriate.

Policies and Resources to Support Student Success: UBC provides resources to support student learning and to maintain healthy lifestyles but recognizes that sometimes crises arise and so there are additional resources to access including those for survivors of sexual violence. UBC values respect for the person and ideas of all members of the academic community. Harassment and discrimination are not tolerated nor is suppression of academic freedom. UBC provides appropriate accommodation for students with disabilities and for religious and cultural observances. UBC values academic honesty and students are expected to acknowledge the ideas generated by others and to uphold the highest academic standards in all of their actions. Details of the policies and how to access support are available here (<https://senate.ubc.ca/policies-resources-support-student-success>)

Academic Integrity: The academic enterprise is founded on honesty, civility, and integrity. As members of this enterprise, all students are expected to know, understand, and follow the codes of conduct regarding academic integrity. At the most basic level, this means submitting only original work done by you and acknowledging all sources of information or ideas and attributing them to others as



required. This also means you should not cheat, copy, or mislead others about what is your work. Violations of academic integrity (i.e., misconduct) lead to the breakdown of the academic enterprise, and therefore serious consequences arise and harsh sanctions are imposed. For example, incidences of plagiarism or cheating may result in a mark of zero on the assignment or exam and more serious consequences may apply when the matter is referred to the Office of the Dean. Careful records are kept in order to monitor and prevent recurrences. A more detailed description of academic integrity, including the University's policies and procedures, may be found in the [UBC Calendar: Student Conduct and Discipline](#). Academic misconduct includes cheating, plagiarism, and self-plagiarism <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,54,111,959> (§7)

Academic Accommodation for Students with Disabilities: Academic accommodations help students with a disability or ongoing medical condition overcome challenges that may affect their academic success. Students requiring academic accommodations must register with the [Centre for Accessibility](#) (previously known as Access & Diversity). The Centre will determine that student's eligibility for accommodations in accordance with [Policy LR7: Accommodation for Students with Disabilities \(Joint Senate and Board Policy\)](#). Academic accommodations are not determined by your instructors, and instructors should not ask you about the nature of your disability or ongoing medical condition, or request copies of your disability documentation. However, your instructor may consult with the Centre for Accessibility should the accommodations affect the essential learning outcomes of a course.