Introductions

Your name.
The name and location of your institution.
Your role in your institution.
What is digital stewardship?

“Digital stewardship encompasses all activities related to the care and management of digital objects over time. Proper digital stewardship addresses all phases of the digital object lifecycle: from digital asset conception, appraisal, description and preservation, to accessibility, reuse, and beyond. “

Digital Stewardship: The one with all the definitions

April 2, 2014, Jaime McCurry
Life Cycle Models for Digital Stewardship

DigitalNZ: http://makeit.digitalnz.org/
Digital Stewardship Lifecycle

Get it
Find, select, prioritize materials, accept donations, digitize originals, and create copies.

Check it
Continually ensure that materials in your collections are created and maintained up to your standards for quality, organization, and description.

Share it
Provide access to materials through exhibits, online collections, educational programs. Make available for research.

Save it
Preserve and protect materials for the long term. Plan for a secure place to save files, that can expand to hold your growing collections.

https://sustainableheritagenetwork.org/
Course Framework

https://sustainableheritagenetwork.org/

THE SUSTAINABLE HERITAGE NETWORK
Sustainable Heritage Curriculum

Digital Stewardship Lifecycle

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Curriculum Modules

Module 1: Get It
Module 2: Check It
Module 3: Save It
Module 4: Share It

https://sustainableheritagenetwork.org/
“Get It” is the first module in the Digital Stewardship Curriculum. This module focuses on bringing materials into your institution and creating successful plans and policies that will guide all projects.
Module Introductory Videos

Get it
Assess community needs, provide equipment to digitize materials in homes, ensure community values are upheld throughout all policies and processes.
Organization of Module Content

Module 1: Get It covers:

Creating Policies
- Mission Statement
- Collections Development/Collecting Policy

Bringing Collections Into Your Institution
- Appraisal
- Accessioning
- Donations, Deed of Gift

Setting Up Sustainable Digital Projects
- Digitization Purpose Statement
- Digitization Planning
- Digitization Equipment
- Digitization: Creation of Digital Files
- Digital Return Projects
- Working with Digitization Vendors
Rights and Licensing

VIDEO METADATA

DESCRIPTION:
This video is an introduction to the Digital Stewardship Lifecycle. This video will introduce you to the concepts of Get It, Check It, Save It, and Share It, and cultural checks. This information will help you develop a Digital Stewardship Lifecycle specific to your department, institution, and community. This video is part of the Digital Stewardship Curriculum.

CATEGORIES:
- Policies and Procedures
- Digitization Planning
- Digital Stewardship Curriculum

KEYWORDS:
digital stewardship lifecycle

COLLECTION:
Digital Stewardship Curriculum Module 1: Get It
Digital Stewardship Curriculum Module 2: Check It
Digital Stewardship Curriculum Module 3: Save It
Digital Stewardship Curriculum Module 4: Share It

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English

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Syllabus

Course Objectives
- Build the collections management capacity and confidence of Alaska’s collecting institutions, particularly in regards to digital materials.
- Provide information and support for institutions to implement digital collections plans.
- Connect Alaska’s collecting institutions to resources and individuals that can assist them in being better stewards of their collections.
Required Assignments

To qualify for the optional ANLAM’s grant opportunity, participants must complete the following tasks:

- Participate actively in listserv discussions.
- Draft and submit a policy related to digital collections for your institution. Please submit your policy for review to Anjuli Grantham (anjuli.grantham@alaska.gov) by April 9.
ANLAMS Grant Opportunity

To be eligible to apply participants must
• Successfully complete the Alaska Digital Stewardship Intensive
• Work in a library or archive
• Work in a museum, and be partnering with a local or agency library (so training will benefit both)
• Project must be specifically focused on Alaska Native materials
Schedule

**Orientation**—Tuesday, January 8th at 2 pm

Presenter: Julie Niederhauser, Public Library Coordinator at Alaska State Library (julie.niederhauser@alaska.gov)

Learning Outcomes: Participants will be able to locate and navigate the Sustainable Heritage Network website and access Digital Stewardship Curriculum Modules; participants will acquire a shared vocabulary of key terms related to the digital stewardship lifecycle.

**Recommended Resources:**

Video: [Digital Stewardship Introduction Curriculum](#) (03:03)

Video: [How to use the Digital Stewardship Curriculum](#) (03:22)

Copy of your institution’s Mission statement and/or Strategic Plan

[Digital Stewardship Lifecycle Slides]

[Digital Stewardship Lifecycle Worksheet]

**Recommended Activities:** Visit the Sustainable Heritage Network website and locate the Digital Stewardship Curriculum webpage. After viewing the two videos above, print out a copy of the Digital Stewardship Lifecycle Worksheet and Digital Stewardship Lifecycle for your institution.
AK Digital Stewardship Intensive Webinars

https://library.state.ak.libcal.com/calendar/continuing_education/
Webinar Basics

AK Digital Stewardship Intensive Orientation

Beginning in January 2019, the Alaska State Library, Archive and Museum staff will be coordinating an Alaska Digital Stewardship Training Intensive training that is free and open to any staff or volunteer working in a collecting institution, such as a library, archive or museum.

Participants of the Alaska Digital Stewardship Intensive will have sixteen weeks to work through four modules of the Sustainable Heritage Network’s Digital Stewardship Curriculum created by the Center for Digital Scholarship and Curation at Washington State University. Participants will also be invited to attend a series of virtual lectures and discussions led by experienced facilitators from Alaska.

During this webinar, participants of the Alaska Digital Stewardship Intensive will be provided an orientation to the course. The webinar will cover the following:

- The goals of the online course and a description of how the course is organized
- How to access the online training modules, webinars and additional online materials
- How to contact course organizers

Guest Presenter: Jule Niederhauser, Public Library Coordinator, Alaska State Library

A person with a disability who needs accommodation for this event may contact Julie Niederhauser, 907-465-2916 or jule.niederhauser@alaska.gov a week in advance to make any necessary arrangements.

For more information about the Alaska Digital Stewardship Intensive online course visit https://alam.alaska.gov/professional_library_development_digitization_training

Date: Tuesday, January 8, 2019
Time: 2:00pm - 3:00pm
Location: Online webinar
Campus: Alaska State Library – Statewide
Digital Preservation & Digitization Training Resources

https://lam.alaska.gov/professional_library_development/digitization_training
Questions?

Julie M. Niederhauser
Public Library Coordinator
Julie.Niederhauser@Alaska.gov

library.alaska.gov
Resources
