Personal Digital Archiving for Librarians - #LITApdal
LITA Web Course - October 2015

Course Syllabus

<u>Introduction</u>
Welcome to Personal Digital Archiving for Librarians! All of the basic information about this course can be found in this document. While I have spent a lot of time and effort researching this topic and have experience in this area, this is the first time I am teaching this class in a web course format. Please let me know if you have concerns or ideas for improving this course for the future. Since personal digital archiving is just that—personal—there may be some topics that are not as interesting to individual participants. However, it is my hope that each of you will come away with helpful new knowledge on a wide variety of personal data management topics.

<u>Learning Objectives</u>

At the end of this course, participants will:

- Know best practices for handling all of their digital "stuff" with minimum effort
- Know how to save posts and data from social media sites
- Understand the basics of file organization, naming, and backup
- Be prepared to handle new documents, photos, and other digital material for ongoing access
- Have a plan for managing & organizing the backlog of existing personal digital material in their lives (including photographs, documents, and correspondence)
- Have the resources to teach others how to better manage their digital lives

<u>Course Structure</u>
This course is composed of video, online readings, interactive learning exercises, and short independent assignments. Readings should take approximately 1 hour each week, with an additional 1-2 hours of assignments to supplement the readings. Participants who want to spend additional time will have access to extra readings and resources. Some weeks may require more reading than others because of the subject matter.

<u>Readings</u>
This course does not have a textbook. Instead, each module will include copies or links to all necessary reading. Some readings are required, while other readings will be available for those that want a more in-depth understanding of the subject matter. Required readings should take 60 minutes minutes each week.

Assignments
There will be two kinds of assignments for this course: interactive learning exercises/forum posts and independent assignments. Participants will participate in both kinds of assignment each week.

The **interactive exercises** will involve completing a task or seeking out information and then commenting on what you discover in the forum for the week. The forum is not live, so participants can post their comment any time during the week. Participants are encouraged to comment on others' discoveries and ask questions to enhance everyone's understanding of the subject matter.

Independent assignments will be completed alone and turned into the teacher. Most of these assignments explore how you will approach your own personal information and organization plan. These assignments will directly contribute to your final project.

Final Project
Each participant will complete a personal data management plan as a final project for this course. The plan will address how to manage new digital items as they are created as well as plan steps for handling existing items (if needed). The goal is for each participant to walk away from this class with a plan for making their digital life manageable. Since new "incoming" materials will be managed more efficiently and consciously, participants can hopefully devote extra time to cleaning up any backlog.

Course completion
Participants who finish all of the assignments will receive a PDF certificate of completion. PDF course documents will be available to download during the course. After the course is complete the documents will be posted at http://melodycondron.com/pda/. Shared documents are licensed under a Creative Commons Attribution 4.0 International License and can be reused and shared as long as author attribution is maintained.

Schedule
This course will have 4 weekly modules. Ideally most assignments for each module will be finished during the scheduled week. However, since most people have complex schedules participants will have until two weeks after the end of the course ends to finish assignments.

Each weekly module will run for a week, from Tuesday to Monday. Every module will have an introduction to watch and/or read, readings, an exercise and response, and an assignment.

Module/Week	Topic	Dates
Week 1 Oct 6-12	Background & Basics	All assignments "due" by Monday 10/12 (more time is available if needed)
Week 2 Oct 13-19	Documents & Correspondence	All assignments "due" by Monday 10/19 (more time is available if needed)
Week 3 Oct 20-26	Media: Photos, Audio & Video	All assignments "due" by Monday 10/26 (more time is available if needed)
Week 4 Oct 27 – Nov 2	Social & Shared Media	All assignments "due" by Monday 11/2 (more time is available if needed)
Final Project	Multiple	Due 11/16/2015 (Participants will have 2 weeks after weekly modules end to complete the project)

Questions/Contact Information

If you have questions that may be useful to others, please post them in the News Forum > Misc. Comments and Questions. Forums are also available in each week's module for questions specific to that week's assignments and activities. Participants are also welcome to email me at melody.condron@gmail.com, or to tweet or chat publicly on social media using #LITApdal. I check my email often but please be patient—I will do my best to answer promptly.