



Technical Skills and Standards for the World Digital Library Workshop Curriculum

Date: February 22-23, 2012

Time: 08:30 am to 4:00 pm

Location: Georgetown University, Qatar (Library, Computer Classroom, 1st Floor), Qatar Foundation

Planned and facilitated by the Central Library, Qatar Foundation and the World Digital Library (WDL)

Trainers			
Bostian, Sandy	WDL Content Manager	Waddelow, Ted	U.S. Fulbright Scholar, University of Bahrain
Masciangelo, Chris	WDL Digital Conversion Specialist	Yasner, Jason	WDL Operations Manager

OBJECTIVES

- To provide hands-on workshop training in the preparation of digital content for contribution to the World Digital Library for the technical staff of member libraries in the Arab Peninsula region
- To provide trainees with specific training on World Digital Library standards for digitization of different types of material, preparation of metadata, writing of expert descriptions, and procedures for file preparation and sending files to the World Digital Library Head Office, Library of Congress
- To provide participants with general skills helpful to developing institutional, national, and other digital library projects
- All training and handouts will be in both Arabic and English language

OUTCOMES

- Shared understanding of required standards
- Increased skill levels in digital conversion and metadata creation in our region
- Faster throughput of content from the Arab Peninsula region at WDL Head Office



PROGRAM

WEDNESDAY, FEBRUARY 22		
Time	Topic / Instruction	Trainer
08:00	Bus Departs Hotel – Registration on Arrival at Georgetown University	
08:45 – 09:00	Welcome Address –Isabelle Eula, Interim Director, Central Library	QFCL
09:00 – 09:15	Introduction: Overview of the World Digital Library and WDL in the Arab Peninsula Region	Jason
09:15 – 10:30	Participants introduce themselves and explain: <ul style="list-style-type: none"> • Name, Position, Institution • What are you digitizing, e.g., books, manuscripts, maps, photos, etc.? • What content do you plan to contribute to WDL? • Do you have a preservation policy in place? • How are you storing your digital items? • What equipment are you using? • Do you have dedicated funding for digital production? • Do you have a dedicated physical space (scanning facility)? 	All
Coffee Break		
10:45 – 11:15	WDL Standards: Purpose and Practice	Sandy / Chris
11:15 – 12:00	Overview of the WDL Production Process: <ul style="list-style-type: none"> • Content • Metadata • Description • Translation • Publishing 	Jason
LUNCH BREAK		
13:00 – 14:45	Workflow for Content and Metadata Preparation: <ul style="list-style-type: none"> • Processes to follow for proper preparation of image and metadata files for objects in various formats, e.g., books, maps, manuscripts, photographs, sound recordings 	Sandy / Chris / Ted
COFFEE BREAK		
15:00 – 16:00	Workflow for Content and Metadata Preparation (Cont'd.)	Sandy / Chris / Ted
16:00	Group Photograph and Departure to hotel	



18:30	Departure for Cultural Village followed by dinner at “Sukkar Pasha” Restaurant.	
THURSDAY, FEBRUARY 23		
Time	Topic / Instruction	Trainer
08:00	Bus Departs Hotel – Tea/Coffee on Arrival at Georgetown University	
08:30 – 10:00	Image Files: Digitization and Preparation	Chris / Sandy
10.00 – 10.30	Expert Descriptions: Nominal Process	Jason / Ted
COFFEE BREAK		
10:45 – 11:15	Expert Descriptions (Contd.)	Jason / Ted
11.15 – 12.00	Discussion on “Expert descriptions based on Arab Heritage Resources” with Mr. Mohammed Hammam Fikri, Senior Heritage Specialist, Cultural Advisor Office, QF	Mr. Mohammed Hammam Fikri
LUNCH BREAK		
13:00 – 14:45	Image Files: Transfer	Sandy / Chris
COFFEE BREAK		
15:00 – 15:30	Discussion: Increasing the usage of WDL in the Arab World	All
15:30 – 16:00	Summary: <ul style="list-style-type: none"> • Review of the WDL Production Process • New Developments and Opportunities for Technical Staff at Partner Institutions • Improve Communication and Collaboration • Feedback Questionnaire, Certificates & Photographs Distribution 	Jason
16:00 – 17:00	Visit to Central Library Heritage Collections and Digitization Centre (Guided by Aisha and Vikrama, CL) followed by Departure to hotel	QFCL