



Africa Programme

Programme pour l'Afrique

Digital Records Curation Programme (DRCP) - English Version

Week 8 – Class: Planning for Digitisation

Learning Outcomes

At the end of this class, students should be able to:

- explain the organisational, logistical, legal and technical issues involved in digitisation
- understand the basics of image file formats, particularly resolution and losslessness
- understand what optical character recognition is

Lesson Plan

1. Introduction

Ask students to summarise their learning from the previous class.

2. Lecture –Digitisation (20 – 30 minutes)

Use the DRCP slides for this class to provide a short lecture on digitisation.

4. Group Work – Digitisation Decision Tree (20 minutes)

Ask the students to study the Canadian Council of Archives digitization decision tree, either online at http://www.cdncouncilarchives.ca/digitization_en.pdf or in printed form. Ask them to consider if the organisations they have worked for be ready for digitisation? What policy frameworks or technical infrastructure would need to be in place before they could proceed?

5. Lecture - Image File Formats and Optical Character Recognition (20 minutes)

Use the DRCP slides for this class to provide a short lecture on image file formats, and optical character recognition.

6. Guest Lecture – Digitisation in Practice (1 hour)

The course handbook explains that this class should be co-taught with the person who will oversee the practical digitisation workshops at a local institution. This part of the class is an opportunity for the guest lecturer to explain their digitisation process (workflow, metadata, quality control, access, etc) and provide an overview of the collections that the students will be working with.

7. Conclusion

Summarise what you have covered in class in relation to learning outcomes for this class.