

Instructor Information

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Course Objectives

- Broad awareness of digital technologies in use in libraries and other information agencies.
- Ability to evaluate, select, and safely work with digital technologies in a library context.
- Awareness of the social forces that create ICT, controversies surrounding ICT development, use and modification, and the complex relationship between ICT and the future of information agencies.
- Sufficient courage, self-awareness, and skill for self-sufficiency in acquiring technical knowledge.

Technologies to be examined include:

- LAN and wireless networking,
- the Integrated Library System (ILS),
- client/server and peer-to-peer networking including file sharing, VoIP, privacy, and the “net neutrality” debate,
- security issues, including protection infrastructures and “social engineering,”
- RFID and its privacy issues,
- internet infrastructures and governance structures,
- digitization and basic digital preservation techniques and issues,
- “social software” and the Internet infrastructure.

Course Policies

****It is my desire to fully include persons with disabilities in this course. Please let me know within two weeks if you require special accommodation. I will try to maintain the confidentiality of this information.****

Academic Honesty: The instructor follows those academic standards for cheating and plagiarism set forth by the University of Wisconsin.

Attendance in lecture is required. If you miss a class it is your responsibility to a) hand in all assignments due for that day on time b) obtain any notes and handouts from other students.

An explicit goal of this course is self-sufficiency in acquiring knowledge about novel technology. To that end, I will NOT go into exhaustive detail on every technology we look at. I STRONGLY recommend that students unfamiliar with the rudiments of HTML, CSS, and XML acquire this knowledge through Awa Zhu's SLIS Web Coding Skills labs, UW Student Software Training (SST) Classes and Online Training Modules (<<http://www.doit.wisc.edu/training/student/index.aspx>>), or the excellent w3schools site (XML tutorial at <<http://www.w3schools.com/xml/default.asp>>).

Required Text

- Jordan, Mark (2006). Putting content online: a practical guide for libraries. Chandos Publishing.

RECOMMENDED TEXT

- Gralla. How the Internet works. (8th ed.)

Grading Schema and Due Dates

<u>Assignments:</u>	<u>Percentage</u>	<u>Due Date</u>
Quizzes and in-class assignments	30%	(various)
Job talk	10%	(various)
Position description project	20%	4 October
Final project	40%	13 December (plus weekly reflection)

There are no extra credit opportunities available in this class.

Class Schedule

September 6: What is technology?
<i>Learning objectives: Technology, analog vs. digital, digitization workflows, project management, programming vs. scripting, awareness tools</i>
Readings due today: Salo, "Learning how to learn" < http://cavlec.yarinareth.net/archives/2005/08/10/learning-how-to-learn/ > PLEASE HAVE YOUR SURVEY FILLED OUT BEFORE YOU COME TO CLASS.
September 13: Network architectures: what computer am I using?
<i>Learning objectives: Computer communications architectures (client/server, peer-to-peer). Logfiles. Addressing (port address, MAC address, IP address). TCP/IP, packets. IPv4, IPv6, NAT/DHCP.</i> DUE TODAY: Reflection-tool choice and URL for final project.
Readings due today: "What is client-server architecture?" < http://www.wisegeek.com/what-is-client-server-architecture.htm > Beal, "All about peer-to-peer (P2P)." < http://www.webopedia.com/DidYouKnow/Internet/2005/peer_to_peer.asp > Erdman, "MAC addresses." < http://www.networkclue.com/hardware/network/mac-address.aspx > Erdman, "TCP/IP." < http://www.networkclue.com/routing/tcpip/ > "Server log." Wikipedia. < http://en.wikipedia.org/wiki/Server_log > Tyson, "How Network Address Translation Works." < http://computer.howstuffworks.com/nat.htm > (Sections 1-2, 6.) "What is IPv6?" < http://www.opus1.com/ipv6/whatisipv6.html >

September 20: Networking technologies

Learning objectives: Networking equipment (cable types, router, hub, switch, NIC). Wireless networking standards (802.11a, b, g, n). DSL, cable, fiber, and satellite Internet access.

DUE TODAY: Final project topic choice.

Readings due today:

Breeding, "Wireless Networks in Libraries." *Library Technology Reports* 41:5.
Wilson, "How Home Networking Works." <<http://computer.howstuffworks.com/home-network1.htm>> (Sections 1-5.)
Pidgeon, "How Ethernet Works." <<http://computer.howstuffworks.com/ethernet.htm>> (Sections 1-3, 5-7, 10, 12, 14-15.)
Franklin, "How DSL Works." <<http://electronics.howstuffworks.com/dsl.htm>> (Sections 1, 2, 4.)
Franklin, "How Cable Modems Work." <<http://computer.howstuffworks.com/cable-modem.htm>> (Sections 1-3, 8, 11.)
"What is 802.xx?" <http://searchmobilecomputing.techtarget.com/sDefinition/0,,sid40_gci992311,00.html> (only the 802.11 entries)

September 27: Privacy, filtering, libraries, and the digital world

Learning objectives: Patriot Act. DOPA, S.49, COPA, CIPA. Patron records and recordkeeping policies. Data mining. Terms of service agreements. Filtering.

SEPARATELY: Jobs in library tech.

Readings due today:

ALA, "The USA Patriot Act and Libraries."
<<http://www.ala.org/ala/washoff/woissues/civilliberties/theusapatriotact/usapatriotact.cfm>> (stop at "Recent Legislation" section)
Nocek, "Patriot Abuse" <http://www.truthout.org/docs_2006/072407D.shtml>
Ayre, "Internet Filtering Technology." <http://www.galecia.com/weblog/mt/archives/ayre_filtering_ppt.html>
King, "Filtering at the library." <<http://www.davidleeking.com/2005/02/16/filtering-at-the-library-how-its-going/>>
Carvin, "Lifting the Hood on DOPA Jr." <http://www.pbs.org/teachers/learning.now/2007/01/lifting_the_hood_on_dopa_jr.html>
Vielmetti, "Patron Privacy" <http://vielmetti.typepad.com/superpatron/patron_privacy/index.html> (read first page)
Lenhart/Madden, "Teens, Privacy, and Online Social Networks"
<http://www.pewinternet.org/pdfs/PIP_Teens_Privacy_SNS_Report_Final.pdf> (Only summary required.)
Wilder, "The New Library Professional." *Chronicle of Higher Education*.
<<http://chronicle.com/jobs/news/2007/02/2007022001c/careers.html>>
Houghton-Jan. "The Future is in Web Services." <<http://librarianinblack.typepad.com/librarianinblack/2007/07/the-future-is-i.html>>

October 4: File sharing and DRM

Learning objectives: Proxy servers. BitTorrent and legal reactions to it. MPAA and RIAA lawsuits. Anonymizer software (TOR, "traffic analysis"). DRM/TPM and how it affects library materials. Creative Commons. Libraries as publishers.

JOB TALK DAY ONE.

Readings due today:

"Proxy server." <http://www.webopedia.com/TERM/p/proxy_server.html>
"BitTorrent." Wikipedia. <<http://en.wikipedia.org/wiki/BitTorrent>> (down to but not including "Technologies built on BitTorrent")
Arrington. "AOL proudly releases massive amounts of private data." <<http://www.techcrunch.com/2006/08/06/aol-proudly-releases-massive-amounts-of-user-search-data/>>
"Tor: Overview." <<http://tor.eff.org/overview.html.en>>
"Judge deals blow to RIAA." *Ars Technica*. <<http://arstechnica.com/news.ars/post/20070620-judge-deals-blow-to-riaa-says-students-can-respond-to-john-doe-lawsuit.html>>
"RIAA launches propaganda, lawsuit offensive against college students." *Ars Technica*.
<<http://arstechnica.com/news.ars/post/20070301-8953.html>>
"University of Kansas adopts one-strike policy for copyright infringement." *Ars Technica*.
<<http://arstechnica.com/news.ars/post/20070720-university-of-kansas-adopts-one-strike-policy-for-copyright-infringement.html>>
"Exonerated defendant sues RIAA for malicious prosecution." *Ars Technica*. <<http://arstechnica.com/news.ars/post/20070625-exonerated-defendant-sues-riaa-for-malicious-prosecution.html>>
Albanese, "Cyberexperts: Fight the RIAA!" *Library Journal*. <<http://www.libraryjournal.com/article/CA6446342.html>>
Eschenfelder, "Every library's nightmare?" <<http://dlist.sir.arizona.edu/1803/>>
Eschenfelder, "What is an authorized use?" <<http://dlist.sir.arizona.edu/1472/>>

October 11: Digitization and file formats

Learning objectives: Classifying and evaluating file formats (text vs. binary formats; logical vs. presentational formats; revisable vs. nonrevisable formats). Lossy vs. lossless formats. Image formats (JPEG, TIFF, JPEG 2000, PNG, GIF). Audio and video formats (codecs, sampling rate/bitrate, WAV, AIFF, mp3, MPEG4). Metadata types (descriptive, administrative, structural, preservation). Metadata formats (METS, MODS, Dublin Core). Metadata exchange (OAI-PMH, Z39.50). Protocols vs. APIs.

DUE TODAY: POSITION DESCRIPTION.

Readings due today:

Jordan chs 4, 5

Salo/Renear "Electronic Books & the Open eBook Publication Structure" *Columbia Guide to Digital Publishing* pp. 474-479

Rutgers, Video Object Standards Analysis, <http://rucore.libraries.rutgers.edu/collab/ref/dos_avwg_video_obj_standard.pdf>

Rutgers, Audio Object Standards Analysis, <http://rucore.libraries.rutgers.edu/collab/ref/dos_avwg_audio_obj_standard.pdf>

October 18: Digital preservation

Learning objectives: Threats to digital data. Format migration vs. system emulation. "Preservation copy" and Google Books. Types of digital archives (institutional repository, disciplinary repository, data archive, "trusted digital repository," dark archive). LOCKSS/CLOCKSS and Portico.

Readings due today:

Jordan chs. 7, 11

Rosenthal, "Requirements for digital preservation systems." *D-Lib Magazine*.

<<http://www.dlib.org/dlib/november05/rosenthal/11rosenthal.html>>

"About LOCKSS." <http://www.lockss.org/lockss/About_LOCKSS>

"Comparing LOCKSS and CLOCKSS." <<http://www.clockss.org/clocksswiki/files/d/db/LOCKSSCLOCKSSChart.pdf>>

"About Portico." <<http://www.portico.org/about/>>

Hedstrom/Lampe, "Emulation vs. migration: do users care?" *RLG DigiNews*. <<http://www.rlg.org/preserv/diginews/diginews5-6.html#feature1>>

Lynch, "Institutional repositories." <<http://www.arl.org/resources/pubs/br/br226/br226ir.shtml>>

Peek through E-LIS (<<http://eprints.rclis.org/>>), DList (<<http://dlist.sir.arizona.edu/>>), and MINDS@UW

(<<http://minds.wisconsin.edu/>>).

Caplan, "The Florida Digital Archive and DAITSS" <http://www.fcla.edu/digitalArchive/pdfs/IJDL_article.pdf>

October 25: The Integrated Library System (ILS): lipstick on a pig?

Learning objectives: Software development models (off-the-shelf, customized, homegrown, open-source) and their pros and cons. ILS modules. ILS vendors. ILS landscape (faceted browsing, usability, coverage, separation of OPAC). Metasearch and link resolvers (the "appropriate copy" problem). OpenURL. The future of MARC.

DUE TODAY: Annotated citations/links for final project.

Readings due today:

"Comparison of open source and closed source." *Wikipedia*.

<http://en.wikipedia.org/wiki/Comparison_of_open_source_and_closed_source>

Pace, "What Next?" <http://blogs.ala.org/pace.php?title=what_next_part_1>,

<http://blogs.ala.org/pace.php?title=what_next_part_2_the_open_source_ils>,

<http://blogs.ala.org/pace.php?title=what_next_part_3_challenge>

Pace, "Even More Meta." <http://blogs.ala.org/pace.php?title=even_more_meta>

Tennant, "MARC Must Die." *Library Journal*. <<http://www.libraryjournal.com/article/CA250046.html>>

Play with NCSU's Endeca-enhanced library catalogue, comparing it with MadCAT. Try keyword searches especially ("Vietnam War" is a favorite). <<http://www.lib.ncsu.edu/catalog/>>

Apps and MacIntyre, "Why OpenURL?" <<http://www.dlib.org/dlib/may06/apps/05apps.html>>

November 1: RFID and item management

Learning objectives: RFID and debates surrounding it. Barcoding and its technical underpinnings. Remote storage and retrieval.

NOTE: This day will also be used to catch up on any topics that require extra time or review, or to add topics requested by students.

JOB TALK DAY TWO.

Readings due today:

Archer, "An RFID Primer and Intellectual Freedom Caution." *Indiana Libraries* 26:1 (2007).

Singh/Brar/Fong, "The State of RFID Applications in Libraries." *ITAL* 25:1 (March 2006).

West, "This is broken: brief story of me" <<http://www.librarian.net/stax/1821/this-is-broken-a-brief-story-of-me/>> (Read the comments.)

November 8: Desktop computing security

Learning objectives: software threats (virus, trojan, worm), malware (adware, spyware, hijackers, toolbars), phishing, pharming, social engineering, denial of service attack. Spam (email, web-comment, referrer; botnets). Defending against these threats to library desktops and to patrons: Bayesian spam filters, challenge questions, blacklists, interceptors (Akismet, CAPTCHAs), honeypots.

Readings due today:

Granier, "SPAM and Anti-Spam." <http://www.sans.org/reading_room/whitepapers/email/1776.php> (Pages 1-21, 30-41)

Grotophorst, "Another seven percent solution." <<http://timesync.gmu.edu/wordpress/?p=352>>

"Spam in blogs." *Wikipedia*. <http://en.wikipedia.org/wiki/Spam_in_blogs>

"Referer spam." <http://www.spywareinfo.com/articles/referer_spam/>

Hruska, "IRS easily baited, vulnerable to social engineering-based attacks." *Ars Technica*.

<<http://arstechnica.com/news.ars/post/20070805-study-finds-irs-vulnerable-to-social-engineering-based-attacks.html>>

"The difference between a virus, a worm, and a trojan horse?" <<http://www.webopedia.com/DidYouKnow/Internet/2004/virus.asp>>

Baratz and McLaughlin, "Malware: what it is and how to prevent it." *Ars Technica*

<<http://arstechnica.com/articles/paedia/malware.ars>> (be sure to read all pages!)

"Botnet." <http://searchsecurity.techtarget.com/sDefinition/0,290660,sid14_gci1030284,00.html>

"All About Phishing." <<http://www.webopedia.com/DidYouKnow/Internet/2005/phishing.asp>>

Delio, "Pharming Out-Scams Phishing." *Wired*. <<http://www.wired.com/techbiz/it/news/2005/03/66853>>

"About Project Honeypot." <http://projecthoneypot.org/about_us.php>

November 15: Server security

Learning objectives: Server and network attacks (denial-of-service attack, "man-in-the-middle" attack, cross-site-scripting attack, dictionary attack, brute-force attack), vulnerabilities and patches (zero-day exploit), firewalls, privileges and privilege-based attacks (rootkit), password guidelines, identity management (authentication, attribution, authorization, single sign-on, Shibboleth), digital signatures (public and private keys, encryption).

GUEST SPEAKER: Mike Simpson, LIRA.

Readings due today:

Canavan, "Information Security Policy." <http://www.sans.org/reading_room/whitepapers/email/1331.php> (Pages 1-7, 9-14, 18-35.)

"Rootkit." <http://searchsecurity.techtarget.com/sDefinition/0,,sid14_gci547279,00.html>

"Denial of Service attacks." <http://www.cert.org/tech_tips/denial_of_service.html>

"Dictionary attack." <http://www.webopedia.com/TERM/D/dictionary_attack.html>

"The anatomy of a wireless man-in-the-middle attack." *CNET Security Watch*. <http://reviews.cnet.com/4520-3513_7-5021256-1.html>

Piscitello, "Anatomy of a cross-site scripting attack." <<http://www.watchguard.com/infocenter/editorial/135142.asp>>

Bradley, "Zero day exploits." <<http://netsecurity.about.com/od/newsandeditorial1/a/aazeroday.htm>>

"Security password guidelines." <<http://www.tcnj.edu/~it/security/passwords.html>>

"What is a brute force attack?" <<http://www.tech-faq.com/brute-force-attack.shtml>>

Morgan et al. "Federated security: the Shibboleth approach." *EDUCAUSE Quarterly*

<<http://www.educause.edu/apps/eq/eqm04/eqm0442.asp?bhcp=1>>

For consultation: Glossary of terminology: security and compliance.

<http://www.imperva.com/application_defense_center/glossary/>

November 22: No class due to Thanksgiving

November 29: Introduction to the Internet

Learning objectives: Standards bodies (W3C, OASIS, ISO, IETF), "open standard," identifiers (DNS, handles, DOIs, ARKs, PURLs) vs. addresses, the Net Neutrality debate.

Readings due today:

"Standards organization." *Wikipedia*. <http://en.wikipedia.org/wiki/Standards_organization> (Overview and Trends only.)
"About the World Wide Web Consortium (W3C)." <<http://www.w3.org/Consortium/>>
"Overview of the IETF." <<http://ietf.org/overview.html>>
"About OASIS." <<http://www.oasis-open.org/who/>>
Brain, "How Domain Name Servers Work." <<http://computer.howstuffworks.com/dns.htm>> (Sections 1-4.)
"Handle.net FAQs." <<http://handle.net/faq.html>> (1.1 through 1.8.)
Weibel, Jul, and Shafer. "PURLs: Persistent Uniform Resource Locators." <http://purl.oclc.org/docs/new_purl_summary.html>
"Archival Resource Key." <<http://www.cdlib.org/inside/diglib/ark/>>
"Introductory Overview." <http://www.doi.org/overview/sys_overview_021601.html>
"Good fences make bad broadband." <<http://www.publicknowledge.org/content/papers/pk-net-neutrality-whitep-20060206>> (You do not have to read anything but the executive summary, but I do recommend reading more if you have time.)
"FTC shoots down Net Neutrality..." *Ars Technica*. <<http://arstechnica.com/news.ars/post/20070627-ftc-shoots-down-net-neutrality-says-it-is-not-needed.html>>

December 6: Library 2.0, Part I

Learning objectives: weblog, wiki, content management system, newsfeeds (RSS, Atom, feedreaders), podcasts, chat

Readings due today:

Stephens, Michael. "Web 2.0 and Libraries." *Library Technology Reports* 42:4.
Crawford, Walt. "Library 2.0 and 'Library 2.0'." <<http://citesandinsights.info/v6i2a.htm>>
Surf the Ann Arbor District Library website (<<http://www.aadl.org/>>) and the Library Success wiki (<<http://www.libsuccess.org/>>).
"About Drupal." <<http://drupal.org/about>>
Shea, "What is RSS/XML/Atom/Syndication?" <http://www.mezzoblue.com/archives/2004/05/19/what_is_rssx/>
"All About RSS." <<http://www.faganfinder.com/search/rss.php>>
Gruber, "The state of online feed readers." <<http://www.techcrunch.com/2006/03/30/the-state-of-online-feed-readers/>>
Torrone, "What is podcasting?" <<http://digitalmedia.oreilly.com/2005/07/20/WhatIsPodcasting.html>> (Pages 1-4.)
"Instant messaging." *Wikipedia*. <http://en.wikipedia.org/wiki/Instant_messaging>
"Chat reference." <<http://www.teachinglibrarian.org/chat.htm>>
"Maybe the easiest virtual reference set-up ever." <<http://pegasuslibrarian.blogspot.com/2007/05/maybe-easiest-virtual-reference-set-up.html>>

December 13: Library 2.0, Part II

Learning objectives: social bookmarking/citation management, tagging, folksonomy, mashups (AJAX), social networking (Facebook, MySpace, etc.)

Readings due today:

Etches-Johnson. "The brave new world of social bookmarking." <http://www.blogwithoutalibrary.net/talk/brave_new_world.pdf>
Hirst, "Seven ways of using social bookmarking." <<http://blogs.open.ac.uk/Maths/ajh59/005136.html>>
Kroski, "The hive mind." <<http://infotangle.blogsome.com/2005/12/07/the-hive-mind-folksonomies-and-user-based-tagging/>>
Mathes, "Cooperative classification and communication through shared metadata."
<<http://www.adammathes.com/academic/computer-mediated-communication/folksonomies.html>>
Miller, "So what's a mashup anyway?" <http://blogs.talis.com/panlibus/archives/2006/06/so_whats_a_mash.php>
"OA because it supports mirrors, mashups, and mining." <<http://creativelibrarian.com/712/oa-because-it-supports-mirrors-mashups-and-mining/>>
Calore, "Ten best Flickr mashups." <<http://www.webmonkey.com/06/08/index4a.html>>
Levine, "ILL mashup." <http://www.theshiftedlibrarian.com/archives/2007/01/04/ill_mashup.html>
Blyberg, "Mucho mashup." <<http://www.blyberg.net/2006/09/11/mucho-mashup/>>
Bisson, "What does Facebook matter to libraries?" <<http://maisonbisson.com/blog/post/11115/>> **(avoid the comments)**
Houghton-Jan, "Please tell me why MySpace is bad for libraries"
<http://librarianinblack.typepad.com/librarianinblack/2006/02/please_tell_me_.html> **(READ the comments)**
Agarwala, "Does what happens in the Facebook stay in the Facebook?" <<http://www.albumoftheday.com/facebook/>>
Habib, "On Facebook, identity, and control." <<http://mchabib.blogspot.com/2006/09/on-facebook-identity-and-control.html>>

Assignments

POSITION DESCRIPTION

Due: 11 October

Choose TWO of the following position titles and library types and compose position descriptions for them. By the due date, bookmark links to (or turn in hard-copies of) at least *three* roughly similar job postings for EACH position. (Postings need not be current; you may look through periodicals that include job listings. Also, feel free to bookmark and tag interesting job listings for your classmates.) You may adopt language from those postings as you see fit providing you do not copy an entire listing. You may also include (separately) brief explanations of your requirements choices if you feel they may not be clear.

Also, compose *three* questions you would ask candidates in an interview for EACH position, tailoring the questions *specifically* to the envisioned scope and duties of the positions. (“If you were a tree...” is not what I am looking for!) Do not ask your candidates to restate what they will already have told you in their résumé and cover letter; that is a waste of precious interview time.

- a) ILS Librarian (public library, academic library, public or academic library consortium)
- b) Emerging Technologies Librarian (public library, academic library, school library)
- c) Digital Repository Librarian (academic library, corporate library)
- d) Web Librarian (any library type)
- e) Distance-Education Librarian (academic library)
- f) Library Application Developer (any library type, but be realistic!)
- g) Systems Librarian (any library type; beware of laundry-list job descriptions!)
- h) Technical Support (library vendor)
- i) Metadata Librarian (academic library, archives, vendor)
- j) Digitization Librarian (academic library, archives, special library)
- k) Data Curator (academic library, corporate library, academic IT department)
- l) Copyright Officer (academic library)

Off-limits, please: e-resources/e-serials librarians, “metadata librarians” whose job descriptions read like cataloguers, scholarly-communications librarians, high-level management positions.

Grading breakdown

Appropriate exemplars	10%
Position description	30%
Position requirements	30%
Interview questions	30%

JOB TALK

Job candidates at nearly all academic libraries and many public libraries give a short (20-minute) talk to interested potential colleagues, usually on a topic specified by the library. Please prepare a 10-minute talk on a technology or technology standard you will choose, as though you were answering the following question: “What is the future of this technology in libraries? Should libraries not now embracing it adopt it?” Feel free to choose a topic and adapt your talk based on the type of library you see yourself working in.

Your talk will be videotaped. You are expected to watch the video and reflect upon the quality of your talk and how you can improve your self-presentation in your reflection tool of choice (see Final Project for details).

Grading breakdown

Explains technology clearly	20%
Includes suitable examples, where relevant	20%
Clear reasoning for/against technology	20%
Professional self-presentation (including PowerPoint/Keynote/S5 quality)	20%
Reflection	20%

Topics (others possible; check with instructor): Open Journal Systems, ICE-RS, Koha ILS, Evergreen ILS, Meebo, Drupal, DSpace, Fedora (<http://fedora-commons.org/>, not RedHat's Linux distro), SFX, Zotero, RefWorks, Slidecast, GIS software (ArcView or GRASS), VuFind, WordPress, Blacklight (University of Virginia), Google Reader, Google Custom Search, LibraryThing, Open Library, Basecamp (<<http://www.basecamp.com/>>), WorldCat, Ubuntu Linux on the desktop

FINAL PROJECT

Investigate an *unfamiliar* technology or group of technologies relevant to a type of library or other information agency you expect to work in, recording and reflecting upon your research and development process and results using appropriate social software tools. When you are satisfied with your own understanding, you may then choose to:

Implement it as you would in your library, including all necessary training materials, OR
Write a thoughtful, thorough, and persuasive proposal and plan for implementation in your library.

Consider and plan for the following (where relevant):

budget	software/hardware choices
staffing and sustainability	outreach and marketing
training, ease of use, usability	accountability and assessment
security and privacy	

REFLECTION AND RECORDING PROGRESS

I expect you to use a weblog or wiki tool while you work on this project; you may use an existing blog or wiki if you have one. If you choose a tool that is not working out for you, you may change it without penalty. If you use a tool that supports tagging or categorization, please tag all posts for this project “644project.”

You are expected to record and reflect upon your experiences working on this project *no less than weekly*: progress, successes, discoveries, obstacles, frustrations, questions, and (crucially) observations about your learning style and responses to change. The goals of this process are familiarity with online journaling tools, and sufficient self-awareness to make you an effective technology learner and change agent in your library.

BIBLIOGRAPHY

I expect you to track what you read and find for this project, even for blind alleys. You may do this in two ways: a formal print bibliography in APA style with brief annotations, OR via an RSS-capable citation-tracking tool such as CiteULike or del.icio.us. If you use an online tool, you are expected to annotate briefly each link you mark; please tag all links for this project “644project” (in addition to whatever other tags make sense to you). Email or IM Dorothea with your CiteULike or del.icio.us username if you plan to use one of these tools.

TIMELINE

Recording tool chosen, accounts set up, journal begun	13 September
(Please email or IM Dorothea with the tool you chose and the URL/username you will be using.)	
Technology chosen	20 September
Citations gathered, tagged, and annotated	25 October

GRADING STANDARDS

Bibliography (quality, exhaustiveness, annotation quality)	20%
Tool use and reflection	40%
Final proposal/implementation	40%

(Looking for: appropriateness of technology to environment, cost feasibility, sustainability, persuasiveness)

POSSIBLE TOPICS (not exhaustive!)

- Virtual/chat reference
- Institutional repository
- Content-management system, website revamp
- Filtering
- Moving to RFID
- ILS purchase or migration
- Digitization or metadata project
- Digitization hardware/software choice
- Better OPAC
- Networking a non-networked space (including purchasing Internet access)
- Reference or pathfinder wiki
- Information commons design, staffing, and equipping
- “2.0” plan for an existing library
- New-technology evaluation, training, and adoption plan
- Software customization/implementation for a library environment