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Report back on the joint National Research Foundation (NRF) - Carnegie Project: Digitisation training activities

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REPORT BACK ON NRF/CARNEGIE PROJECT DIGITISATION TRAINING ACTIVITIES

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BACKGROUND

In 2013 Wits entered into agreement with the NRF to host the Carnegie/NRF digitisation centre. As part of the agreement Wits would:

- Establish a functional digitisation and preservation centre, which included the acquisition of additional equipment - a Zeutschel OS 14000 A0 HQ
- Assist in promoting and developing skill of digitisation and preservation across South Africa through training and knowledge sharing interventions
- Support institutions in their efforts to build their digitisation capacity
- Organise and run training workshops
- Develop a sustainability plan for the Digitisation Centre at Wits

ACTIVITIES

- Updating and expansion of the NRF stakeholder list
- Development of Digitisation Training Needs Survey which was sent out to stakeholders for their feedback
- Identification of Trainers/ Framework Authors and meeting with Trainers to devise training workshops
- Training Workshops

ACTIVITIES – Training needs survey

- The survey result were collated and assisted with the identification of training needs, gaps and possible workshop content
- Based on the Survey results it was recommended that 5 workshops be provided covering the following themes (in order of expressed need):
  - Digital Repositories, Digital Preservation and Digital Asset Management
  - Metadata Schemas, Standards and Guidelines
  - Discovery tool and Platform for sharing digital content
  - Copyright
  - Technical Training – processes, workflow, standards and guidelines
  - Project Management – managing digital projects and programmes

ACTIVITIES - Identification of Trainers/ Framework Authors and meeting with Trainers to devise training workshops

Based on input from the NRF, the authors of the Carnegie/NRF Digitisation Project publication - *Managing Digital Collections: A Collaborative Initiative on the South African Framework* - were designated as the trainers for workshops that would address the following themes:

- Technical Training – processes, workflow, standards and guidelines
- Project Management – managing digital projects and programmes (including copyright)

ACTIVITIES - Training Workshops

Three training workshops took place in September 2013:

- Digitisation Technical Training Workshop at Wits in the Digitisation Centre
- Digitisation Technical Training Workshop at the National Library of South Africa in Cape Town
- Managing Digital Projects & Programmes Workshop at Wits

The trainers and their training modules were:

- **Ria Groenewald**, Department of Library Services, University of Pretoria: Digitisation Technical Training: Processes, Workflow, Standards And Guidelines and Digitisation Overview for Managers
- **Wouter Klapwijk**, Library and Information Service, Stellenbosch University: Systems Infrastructure Requirements and Best Practices
- **Patricia Liebetrau**, Independent Consultant: Metadata for Managers
- **Denise Nicholson**, Copyright Services Office, University Libraries, University of the Witwatersrand, Johannesburg: Copyright and Digitisation
- **Felix N Ubogu**, University Librarian, University of the Witwatersrand, Johannesburg: Project Planning, Management, Quality Assurance and Evaluation

ACTIVITIES - Training Workshops cont.

Collectively the Workshops were attended by representatives of 19 institutions and digitisation stakeholders:

Institutions and stakeholders	
Desmond Tutu Peace Centre	Stellenbosch University
Freedom Park	Tshwane University of Technology
Gauteng Provincial Archives	University of Fort Hare
Keleketla Library	University of Johannesburg
National Archives of South Africa	University of Pretoria
National Film & Video Archives	University of South Africa
National Library of South Africa	University of the Western Cape, Library
Nelson Mandela Centre of Memory	University of the Witwatersrand, Central Records Office and University Libraries
Northern Cape Provincial Archives	UWC Mayibuye Archives (Robben Island Museum)
South African National Biodiversity Institute Libraries	

ACTIVITIES - Training Workshops, evaluations

- The evaluation form comments from participants who attended the workshops revealed that:

Technical Training Workshops	Management Workshop
1. Well organised	1. Good standard of presentations
2. Eye opener	2. Good overview provided
3. Beneficial	3. Informative and relevant
4. Need for further hands-on training	4. Helpful
5. Need for more advanced training	5. Interesting
6. Hands-on demonstrations useful	6. Workshops should be continued
7. Policy development useful	7. Enjoyed visit to Digitisation Centre

THE DIGITISATION CENTRE AT WITS

- In 2010 Wits made a strategic decision to craft a comprehensive, integrated and supportive digitisation environment and to provide the necessary digitisation infrastructure, services and policies so as to position itself at the forefront of digitisation activity nationally.
- In 2011 Wits centralised its digitisation activities through the building of a Digitisation Centre.
- Digitisation is a major component of the Wits Libraries Strategy & Business Plans. It is an initiative for which funding is allocated on an annual basis.
- Permanent staff has been allocated to the Digitisation Centre and staffing structures are continuously under review in order to ensure redeployment to support digitisation activities.
- Through the NRF/Carnegie Project a functional and well equipped digitisation centre, which can accommodate up to six hands-on trainees, has been established which will continue to provide assistance and training to institutions and build capacity in digitisation and preservation, particularly through the South African Digitisation Initiative (SADI).

LESSONS AND RECOMMENDATIONS

It is clear from both the Survey findings and the completed Evaluation Forms that:

- On-going training is needed - both hands-on and in managing digitisation projects and programmes.
- The Technical Training Workshop was at a basic entry-level.
- Additional specialised training is required, for example in:
  - the digitisation of specific formats such as Audio, oversized items, photographs;
  - colour management and calibration;
  - file naming schemas;
  - metadata tailored specifically to libraries and specifically to archives;
  - implementation of standards and best practices, including discovery tools, to ensure sustainability of digital resources and the sharing and harvesting of metadata for portals and aggregated resources;
  - repositories for managing digital collections – both DSPACE and AtoM;
  - Open source Digital Asset Management systems for long term preservation of digital data
  - The online exhibition of digital objects and collections.

Thank you!