



Digital Collections Stewardship Discussion Guide

Facilitating learning group discussions for the DCS courses

The Digital Collections Stewardship Discussion Guide

This discussion guide is intended for anyone leading learning group discussions for any of the Digital Collection Stewardship courses. It provides discussion questions, activities, and tips for creating valuable and engaging discussions based on the courses and corresponding workbook activities. This guide is intended to be used as a companion to the [Digital Collections Stewardship Workbook](#) and WebJunction's [Learning Group Facilitation Guide](#).



Learning Group Facilitation Guide: Refer to this document for guidance on organizing and facilitating a learning group. It covers the basics of organizing, structuring, and leading a group of learners through a self-paced course on any topic. It also provides advice on how to maximize learning in a group, keep learners motivated and on track, foster the sharing of ideas and resources in an inclusive environment, and boost learners' confidence in applying their learning.



Digital Collections Stewardship Workbook: The workbook is intended for all learners and includes the activities for all eight courses. In the workbook, an individual learner can record their intentions, along with their plans and priorities for implementing digital collections at their institution. The workbook is also intended to serve as an action plan for learners' overall digital collection stewardship work.

General tips for group discussions

This guide describes conducting at least one discussion session for each course based on the outcomes of the workbook activities. Most discussions can be completed in one hour. For longer courses, it might be helpful to break up the discussion into multiple sessions. The size and makeup of your group may also result in longer or shorter discussions. Expect to adjust the frequency and length of discussion sessions to meet the needs of your group.

For each discussion session, ask all learners to complete the course ahead of time. Unless the group agrees otherwise, participants should also complete all course activities in the workbook before meeting to discuss. Each participant should bring their completed workbooks to the discussion.

To aid your group discussion, prepare a dry erase board, chalk board, large sheets of poster paper, or a notebook to record or summarize learner responses. If you're organizing a virtual group discussion, create a note-taking document to record learner responses, or have learners add their responses in a live chat.

The following is a suggested list of steps for running a group discussion:

- Begin your group discussion by having learners share their responses from the workbook activities. Depending on your group, you might wish to discuss all the activities from the course, or just focus on one or two.
- As learners share their workbook responses, it's helpful to keep a visible running list of responses to refer to in your discussion.
- Next, discuss learners' responses to the workbook questions as a group. This step should make up the bulk of your group discussion.
- As a group, discuss any patterns you notice about responses. Are there similar responses to questions? Are responses to questions different from each other? Make sure to focus your discussion on the situations, goals, and decisions behind these responses.
- Try to answer any outstanding questions and address concerns as a group.
- Wrap up your discussion by having learners share any related experiences or resources with each other. Ensure that learners have a way to stay in contact with each other to follow up or provide support.

Repeat this process for each workbook activity.

About the brainstorming activities

In courses 1-3 of the series, the workbook suggests a group brainstorming activity. Depending on the activity and your group, you may wish to have learners complete the brainstorming activity at their individual organizations before your group session or wait and do the brainstorming as a group.

Digital Collections Stewardship 1: Introduction

Refer to **Activities 1-3** of the workbook for the discussion questions.

Discussion tip: For **Activity 3**, consider conducting the brainstorming activity as a group during the session if possible.

Course overview

The first course in the series defines digital collections and introduces the digital stewardship lifecycle, a model that describes all the tasks and activities related to creating, organizing, managing, preserving, and sharing digital collections. This course also begins an exploration of how you might shape your own digital stewardship work to meet your community needs and institutional goals.

Learning objectives

Refer to these objectives as the overall goals of your group discussions.

After completing this course, a learner will be able to:

- Identify examples of digital collections.
- Describe what digital collections are, what they can include, and the purposes they can serve.
- Understand the range of physical objects that they can digitize, and the born digital objects that they might incorporate into a digital collection
- Describe digital stewardship, and each stage of the digital stewardship lifecycle.
- Begin to adapt the digital stewardship lifecycle to fit their institution and community.

A Community-Centered Approach to Digital Collections

Refer to **Activities 1-4** of the workbook for the discussion questions.

Discussion tip: For **Activity 2**, it can be helpful for the group to agree ahead of time whether learners will be identifying internal, external, or both types of connections.

Course overview

This course encourages learners to consider how the collections they create do or do not represent the full range of people, groups, and organizations in their communities. This course also describes approaches that have proven successful for other libraries, archives, and museums to build and sustain respectful relationships that focus on mutual support and trust.

Learning objectives

Refer to these objectives as the overall goals of your group discussions.

After completing this course, a learner will be able to:

- Describe and plan for a community-centered approach to collections.
- Identify missing voices and stories from their collections.
- Build their network so they can identify and connect with communities not represented or served by your collections.
- Engage in respectful collaboration with communities to build community-centered digital collections.
- Build and maintain trust and engagement with communities to sustain collaborations.

Digital Collections Stewardship 2: Preparing

Refer to **Activities 1-4** of the workbook for the discussion questions.

Discussion tip: For **Activity 1**, consider conducting the brainstorming activity as a group during the session if possible.

Course overview

This course supports learners as they prepare for digital collections stewardship. During this course, learners set goals for their institution and community, and identify and/or create the policies and other documentation they'll need to guide their work. This course also provides initial planning questions and steps to help learners define and complete their digital collections project.

Learning objectives

Refer to these objectives as the overall goals of your group discussions.

After completing this course, a learner will be able to:

- Describe key steps needed to prepare for digital stewardship.
- Document their institutional and community goals for digital stewardship and document them with a Digital Stewardship Purpose Statement.
- Identify key policies, forms, and documentation that support digital stewardship, and when to use them.
- Identify any initial resourcing, staffing, and stakeholder needs for digital stewardship work.

Digital Collections Stewardship 3: Gathering

Refer to **Activities 1-3** of the workbook for the discussion questions.

Course overview

This course provides guidance to learners as they determine guidelines for the items they'll include in their digital collections, the appraisal and accessioning process, and sourcing items for their collections from partner organizations and community members.

Learning objectives

Refer to these objectives as the overall goals of your group discussions.

After completing this course, a learner will be able to:

- Determine the types of items to include in their institution's digital collections.
- Select suitable methods to gather digital collections.
- Document their digital collection guidelines and procedures.
- Identify any collaboration or partnership opportunities for gathering collections and items.
- Incorporate cultural and community needs in collection curation decisions.

Digital Collections Stewardship 4: Digitizing

Refer to **Activities 1-3** of the workbook for the discussion questions.

Course overview

This course provides an overview of digitization and the different technical processes, specifications, skills, and equipment required to create the digital objects for a collection.

Learning objectives

Refer to these objectives as the overall goals of your group discussions.

After completing this course, a learner will be able to:

- Describe what digitization is and entails to their staff and community.
- Understand the processes, technologies and skills involved in common digitization tasks.
- Identify digitization technology or resources they'll need to digitize your items
- Make decisions regarding the three basic strategies to accomplishing digitization work
- Plan for digitization and document relevant processes and workflows

Digital Collections Stewardship 5: Enhancing

Refer to **Activities 1-2** of the workbook for the discussion questions.

Course overview

This course explores how to organize and describe digital collections to aid digital preservation and discovery and enhance the meaning and value of collections.

Learning objectives

Refer to these objectives as the overall goals of your group discussions.

After completing this course, a learner will be able to:

- Describe best practices for organizing and naming your digital collection files.
- Write appropriate descriptive and administrative metadata for your collections.
- Select metadata standards, schemas, and guidelines that fit your collections and systems.
- Create a metadata plan for your institution.

Digital Collections Stewardship 6: Saving

Refer to **Activities 1-3** of the workbook for the discussion questions.

Course overview

In this course, learners review options for storing digital content and preserving it for the long-term.

Learning objectives

Refer to these objectives as the overall goals of your group discussions.

After completing this course, a learner will be able to:

- Describe the importance of, and resources required for digital preservation.
- Select archival storage options for your preservation files.
- Identify the tools or software needed for digital preservation.
- Begin to plan for maintaining long-term file integrity and access.
- Collaborate with your technical team to choose and implement preservation solutions.
- Begin drafting a digital preservation plan for your institution.

Digital Collections Stewardship Workbook 7: Sharing

Refer to **Activities 1-3** of the workbook for the discussion questions.

Course overview

This course supports learners in providing equitable and appropriate access to their digital content through online collections.

Learning objectives

Refer to these objectives as the overall goals of your group discussions.

After completing this course, a learner will be able to:

- Identify a digital collection sharing method that meets your institutional and community needs.
- Understand the range of functionality available in different types of collections management systems, and how to go about selecting one that best fits your needs.
- Determine and document any access and use considerations for your collections.
- Identify Intellectual Property needs and considerations for your collections.