

Digital Project – due 11 March 2010

General Guidelines:

In this project, you will add an item of content to our evolving digital archive of Worcester history (<http://www.digitalworchester.org>). You will find a primary source **which is not already online**, convert it to a digital form, write its metadata, and prepare it so it can be uploaded to the archive. Your project can be an object, a place, an image, a document, or an audio recording.

Converting it to digital:

This is usually the easy part. If it's a photograph you took with a digital camera, then you're done. If it's an old document or a photograph, it can be scanned on the college's scanner and saved as a .jpeg or other image-file (or as a PDF). The college owns a flatbed scanner – it's in the IT cluster in the library. It only has a flatbed of 8.5x11" so if your item is larger or if it is too fragile to place on the scanner bed, you may need to take a photograph of it using a tripod. If it's an audio recording, convert it to MP3 format.

Metadata:

Once you've located your item, and figured out the technology of converting it to a digital form, then you need to assign it some metadata. See the back of this page.

A complete project has THREE parts. Your project is not complete until I have all 3:

- 1) The item(s) – in digital form, emailed to me (at thangen@worchester.edu) or delivered on a disk, a flash drive, as a compressed zipfile, or other digital storage device.

- 2) The metadata form, completely filled out (the back of this sheet). Your "descriptive narrative" should be 275-300 words, describing the source and discussing how it relates to Worcester history in its time period.

- 3) A short narrative paper – about 1-2 pages, describing how you approached this project, the item you chose, and assessing its value to the digital archive. Why did you choose this item? Did you encounter any challenges or problems in this process and how were they overcome? What do you hope people will learn from it? What did you learn from it?

Metadata *

Document:

Title	
Descriptive Narrative	
Creator(s)	
Sources of your information	
Date or date range	
Tags	
Original Format	

Image (Photograph):

Title	
Descriptive Narrative	
Creator(s)	
Date or date range	
Tags	
Original Format	
Physical Dimensions (in inches)	

*If you are doing an oral history or audio project, see me to get the correct metadata fields