

Using the Digital Archives Specialist Certification Program as a Continuing Education Opportunity for Library and Archives Staff

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Background on EWU

- Regional, comprehensive university with
 - 12,000 students
 - a variety of undergraduate and master's degree programs
- Archives & Special Collections are located within the library
 - Considered a department of EWU Libraries



Background on EWU (2)

- We've been working on
 1. Developing an institutional repository
 2. Digitizing materials in Special Collections
 - Since 2008
- No real formal training for either project
 - Just what we've read in the literature
 - Budget and time constraints made it difficult to make much progress



How the Idea Started

- Doris and Charlie attended a DACS workshop as part of NWDA grant
 - They heard mention of the new DAS program that SAA would be starting-up
 - Doris was interested in the DAS program and started exploring the possibilities



How the Idea Started (2)

- We discovered any number of people can be invited to the DAS webinars
 - This was noticed while we explored the DAS website
- Seemed like a good opportunity to provide outreach and goodwill to the local archives and library community



DAS Requirements

- Six of the nine classes required for the DAS certification could be taken as webinars
 - A core group from EWU passed all the tests to meet this requirement



Funding the Webinars

- Approached the EWU Dean of Libraries
- Made the case for DAS webinars as
 - Continuing education opportunity
 - Outreach and service to the local archives and library community
- Would invite all University staff (not just library) who might be interested



DAS Webinars held at EWU

- Basics of Managing Electronic Records (Foundational)
- Standards for Digital Archives (Foundational)
- A Beginners Guide to Metadata (Foundational)
- Electronic Records – The Next Step! (Tactical & Strategic)
- Information Architecture (Transformational)
- Archival Content Management Systems (Tools and Services)
- Using and Understanding PDF/A as a Preservation Format (Tools and Services, added because of IR)



Promoting the Webinars

- Advertised the webinars to all University departments who might be interested
 - Library staff
 - University IT
 - University administration
 - WA State Digital Archives (on EWU campus)
- Invited people from other institutions
 - Charlie was instrumental in this
 - Sent invitations to a lot of area archivists



Webinar Participation

- 10-15 people at each webinar
 - SAA/DAS required us to take attendance
 - Only those who attended the showing of the webinar were qualified to take the DAS test for that webinar



Continuing the DAS program

- Plan was to do the six webinars and then see if we could host the three in-person classes at EWU
- Webinar attendees had to pay the test fee to take the test if serious about the DAS certification
 - EWU was given one free test with each webinar



Continuing the DAS program (2)

- The core EWU group who attended all of the webinars were polled on which in-person sessions they would attend
 - To meet final DAS requirements, we decided on
 - Arrangement and Description of Electronic Records I (Foundational)
 - Arrangement and Description of Electronic Records II (Tactical & Strategic)
 - Digital Repositories (Tactical & Strategic)
 - These became the focus of trying to bring the sessions to EWU



Bringing DAS Sessions to Cheney

- Had to reach a threshold of commitments from attendees to get SAA to schedule in-person workshops in Cheney, WA
- Workshops occurred in Spring of 2013
 - Had hoped to keep momentum going and have workshops in Fall 2012
 - Unfortunately, they have to be scheduled months in advance and cannot be scheduled in the winter months



In-person DAS Sessions

- Held at the WA State Digital Archives
 - Seminar room
- Strengthening relationship with State Archives
- Room had all of the required features
 - Projector
 - Networking
 - Power
 - Wireless for attendees



State Digital Archives in Cheney



Seminar Room at Digital Archives



In-person DAS Sessions (2)

- Attendees came from
 - CA
 - PA
 - UT
 - OR
- Weren't very many locations where classes were being offered
 - One of our classes was only offered twice in the year when we held it



DAS Final Exam

- Final exam held in Cheney, WA
 - November 2013

- First exam site was at SAA Conference in August 2013
 - Took SAA a while to develop the final exam



DAS Final Exam (2)

- Used the WA State Digital Archives seminar room
 - Assistant Digital Archivist was kind enough to serve as proctor
 - Again, we had participants from multiple states
- Three EWU staff members received the DAS certification



Cost of the Webinars

- Well worth the cost
 - Seven webinars for \$150/each
 - Approximately \$1050 to provide a lot of continuing education to a lot of people
 - Less than the cost of sending one person to a conference



Cost of In-person Workshops

- EWU had five staff attend the in-person workshops
 - Significant savings vs. sending people to another location
 - No hotel, food, transportation, etc.



Benefits of this Endeavor

- Understanding issues surrounding capture, processing, and preservation of digital materials
- Justin and Doris had no idea what METS, MODS, or PREMIS was
 - We do now!



Benefits of this Endeavor (2)

- DAS helped us craft questions and specifications for job description
 - Metadata Librarian
- Help in understanding and developing workflows for digital/scanning projects in EWU Archives & Special Collections



Benefits of this Endeavor (3)

EWU Institutional Repository

- Negotiations for platform
 - DAS knowledge helped Justin know what to ask and look for
- Implementation
 - Help in understanding and developing workflows
 - Putting DAS principles into practice
- *EWU Digital Commons* live August 2014



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Money Well Spent at EWU

- Multiple groups at EWU benefitted from webinars
 - Human Resources
 - Thinking about electronic records
 - Marcom (Marketing and Communications)
 - Managing photo collections



Money Well Spent at EWU (2)

- Information Technology
 - Managing electronic records
- WA State Digital Archives
 - Broadening their knowledge base



Benefits of In-Person Workshops

- Cost-savings to EWU staff who didn't have to travel
- Service to our region
 - Provided location for DAS workshops in the Northwest
 - Attendees from institutions with archives (mostly academic) took advantage of these opportunities in their region



Benefits of In-Person Workshops (2)

- EWU staff were early participants in the DAS program
 - Cache for an institution to have multiple staff with the certification
- In fact, we had to *wait* for the final exam
 - It wasn't ready yet when we wanted to take it

Thank you

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