**Scan-A-Thons as Coursework: Quick Instruction Guide**

Scan-a-thons are a method for a public history, anthropology, ethnography, etc. course to learn professional skills while connecting with the community. Scan-a-thons involve inviting a selected community or neighborhood to bring photographs, documents, object to scan and share digitally through an online form.

A suggested set of in class training session are presented below.

**Session 1: General Information Literacy Session**

**Duration:** 1 hour

**Leader:** Subject expert librarian

**Participants:** Instructor, students

**Materials:** Access to computers and projector connected to computer

**Location:** In library classroom, ideally with each student at a computer

**Description:** Information literacy and bibliographic instruction session on how to use library resources (library catalog, article indexing databases, etc.).

**Assignment:** Create a 20 item annotated bibliography (may include secondary and primary resources) of sources related to the selected (or instructor assigned) topic.

**Session 2: Introduction to Scanning Techniques and Best Practices**

**Duration:** 1 hour

**Leader:** Digital librarian

**Participants:** Instructor, students, [subject librarian if he/she participating in scan a thons]

**Materials:** Digital Master Standards guide, Scanner, Computer with scanning software and photo correction software.

**Location:** In the library’s digitization lab

**Description:** Digital librarians provides a hands on training session on:

* Setting the appropriate settings on the scanner and associated computer
* Trouble shooting issues
* Best practices for scanning images and documents
* Allow each student to practice settings, scanning, and saving

**Session 3: Conducting Personal Interviews**

**Duration**: 1 hour

**Leader:** Instructor

**Participants:** Students, [potentially librarians]

**Location:** Classroom

**Materials:** Interview Use Agreement Form

**Description:** The instructor/anthropologist/ethnographer provides detailed session on conducting personal interviews, covering: Etiquette, question composition, eliciting additional information, active listening, audio recorder usage, and the Interview Use Agreement Form.

**Assignment:** Each conducts a 5-minute interview with another student. Each student will have the opportunity to act as interviewer and be interviewed. The audio of the interview is digitally recorded. Turned in to the instructor are:

1. The list of question the interview began with
2. The audio file of the interview
3. The typed transcript of the interview.
4. The completed Interview Use Agreement Form.

**Session 4: Rights and Metadata**

**Duration:** 1 hour

**Leader:** Digital librarian

**Participants:** Students, instructor, [subject librarian if he/she participating in scan a thons]

**Materials:** Photo/Document Use Agreement Form, Metadata Collection Form, Standard File Naming Form

**Location:** Classroom

**Description:** The Digital Librarian conducts a session covering:

* basic copyright and fair use concepts in connection with digital materials and personal interviews
* necessity of having interviewees fully complete the Photo/Document Use Agreement forms
* basics of metadata, what it is, why it’s necessary, and how to collect it from the interviewee
* importance of file naming conventions and describe how the Standard File Naming Form is to be used during the scan-a-thons
* location where scanned images will be saved (this needs to be determined by the digital librarian before hand many options including: desktop, shared networked drives, online storage, external hard drives, content management systems)

**Session 5: Practice Scan-a-thon**

**Duration:** 1 hour

**Leader:** Digital librarian and Instructor

**Participants:** Students, [subject librarian if he/she participating in scan a thons]

**Materials:** Photo/Document Use Agreement Form, Metadata Collection Form, Standard File Naming Form, Digital Master Standards guide, 2 scanners stations with computers and appropriate scanning and photo correction software

**Location:** Library digitization lab or alternative appropriate location.

**Assignment:** In class a pair of students will be approached by an acting interviewee (instructor or librarian). The students need to conduct an interview eliciting information about the photographs while at the same time scanning, naming, and saving the photos appropriately. Situations the students may encounter and will have to determine how best to work through:

* an interviewee with a large box of photos who isn’t sure where to begin
* an interviewee with photocopies or low resolution copies of photos instead of originals
* a well meaning but verbose interviewee
* an interviewee who is not sure of names, dates, locations associated with photos presented
* an interviewee who is reluctant to share the photos online