

DIGITISATION & PRESERVATION WORKSHOP ORGANISED BY PERDANA LEADERSHIP FOUNDATION, 3RD – 5TH DECEMBER 2007, PUTRAJAYA

Enclosed for your information is the announcement for the 'Digitisation & Preservation Workshop' with the theme 'Enhancing Organisational Excellence', organised by Perdana Leadership Foundation, to be held on December 3rd – 5th, 2007 at Putrajaya. This brochure outlines the lessons plan and provides information about the location of the workshop, fees, accommodation, and the learning facilitators.

Our program is an intensive 3-days programme intended for staff interested in digital preservation. It focuses on practical aspects of project management, content selection, digital scanning of documents, and lots of exercises and case studies!

We would like to invite you to attend this workshop and we assure you that you will gain valuable insights, able to exchange ideas and build new networks during the workshop.

If you are interested to join this programme, please complete the form provided in this letter. Please send us the completed form before November 19, 2007 to the following address:

**Perdana Leadership Foundation,
No. 1, Jalan P8H, Presint 8,
62250 Putrajaya, Wilayah Persekutuan.
Tel. : 03-8885 8900
Fax : 03-8889 1166**

For more information on Perdana Leadership Foundation and updates on the workshop, please visit our website at www.perdana.org.my. If you have any questions or wish further information, please do not hesitate to call on us at:

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INTRODUCTION

Digital conversion of library materials has advanced rapidly in the past few years. It promises to continue to expand its reach and improve its capabilities with extraordinary speed. Digitization has proven to be possible for nearly every format and medium presently held by libraries, from maps to manuscripts, and moving images to musical recordings.

The use of hardware and software for capturing an item and converting it into bits and bytes, matched by a quickly developing set of practices for describing and retrieving digital objects, is giving form to the talk of a "library without walls." But such a virtual library has a very real price. Managers of cultural institutions and those responsible for policy matters related to digitization often find themselves struggling not only to understand the new technologies, but also, and more importantly, to grasp the implications of those technologies and to understand what digitization of their collections means for their institution, its patrons, and the public.

This workshop will attempt to share and evaluate the experiences of institutions with digitization projects to date and provide some guidelines on how to manage digitisation projects. Issues on selection process, copyrights, outsourcing, vendor evaluation, and case studies would also be covered in this workshop. Participants would also be exposed to practical sessions relating to digitisation and preservation during this 3-days workshop.

WORKSHOP HIGHLIGHT

- Determining the appropriate time and circumstances for digitization
- Integrating preservation needs into scanning projects
- Selecting materials for scanning
- Working with outside vendors
- Maintaining quality control
- Developing indexing and navigation tools and building databases
- Providing network access
- An overview of the rationale for digitization and preservation.
- Manage digitization projects.
- Selection: Three-stage process for selecting and prioritizing appropriate materials for digital work
- Copyrights: Issues to be considered in any scanning or online project.
- Digitisation in-house vs outsource?
- Case studies focuses on the practical results from scanning projects
- Vendor relations and evaluation
- Future: Issues of long-term preservation and the problems of digital longevity.
- Perspective of a scholar-researcher and end-user of digital materials.

PARTICIPANTS

Librarians, Information Professionals, Archivists, Document Management Personnel, Record Administrators and those interested in digital preservation.

FACILITATORS

- Azahar Mohd. Noor (PLF)
- Adnan Haris (PLF)
- Ahmad Munawar (PLF)
- Hidayati Haron (PLF)
- Gina Phan (VTLS)
- Patrick Koh (Excel Envirotech Resources)

ACCOMMODATION

The organiser has identified hotels which are located near the workshop venue. Please make your own necessary reservations with the hotel of your choice.

MARRIOTT HOTEL IOI RESORT PUTRAJAYA

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Tel.: +603-8949 8888
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HOTEL EQUATORIAL BANGI-PUTRAJAYA

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Name : _____
Address : _____
Organisation : _____
Tel. : _____
Fax : _____
E-mail : _____

Workshop fee: RM 700.00 per person
(The registration fee includes all workshop materials, tea-break, lunch, gift and certificate. Accommodation and transport excluded)

Payment fee should be made in cheque and made payable to:

“Perdana Leadership Foundation”

Please send completed registration form to:
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