**dLOC Training Program: Pre-Assessment (Modules 1-3)**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please answer the following questions. This will help us to prepare the training and document the learning that happens this week. We do not expect you to know all the answers. Thank you.

**About dLOC, Primary Contacts, Selection and Copyright (Module 1)**

1. Who has access to the materials available in the Digital Library of the Caribbean?

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2. What are some of the ways you can search for materials?

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**Imaging (Module 3)**

3. Would you scan this document in grey scale (8 bit) or color (24 bit)? \_\_\_\_\_\_\_

 What resolution? \_\_\_\_\_\_dpi



Why? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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4. Would you scan this document in grey scale (8 bit) or color (24 bit)? \_\_\_\_\_\_\_

 What resolution? \_\_\_\_\_\_dpi



Why? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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5. What is the generally recommended resolution for this photo (assume it is 4x6)? \_\_\_\_\_\_ dpi



6. What is the **archival file format** most recommended for preservation of images?

a) TIFF b) JPEG c) PDF d) GIF

Why? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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7. When correcting textual images, do you usually straighten or crop the image first? \_\_\_\_\_\_\_\_

Why? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 **Metadata (Module 2)**

8. Please fill out the metadata practice sheet for the selected item.

Metadata Practice / Pratique Metadata

|  |  |
| --- | --- |
| 1. Title / Titre
 |  |
| 1. Other Title / Autre Titre
 |  |
| 1. Type / Type
 |  |
| 1. Physical Description / Description Physique
 |  |
| 1. Language / Lange
 |  |
| 1. Identifier / Identifiant
 |  |
| 1. Holding Location / Endroit de la Source
 |  |
| 1. Source Institution / [Établissement De Source](http://dloc.com/l/help/source?n=dloc)
 |  |
| 1. Creator / Créateur
 |  |
| 1. Publisher / Editeur
 |  |
| 1. Place of Publication / Endroit de Publication
 |  |
| 1. Date of Publication / Date [Éditée](http://dloc.com/l/help/pubdate?n=dloc)
 |  |
| 1. Subjects / Sujet
 |  |
| 1. Spatial Subject / Couverture Spatiale
 |  |
| 1. Coordinates / Coordonnées
 |  |
| 1. Abstract / Résumé
 |  |
| 1. Note / Note
 |  |



 