**Sample Outline for Presentations on a Single Digital Collection**

**Outline**

1. Thanks to the organizers, venue, attendees, etc.
2. Introductions by presenters; and for full project team members who may not be in attendance (use slide with names, titles, and photos of presenters if possible)
3. Agenda for the presentation
4. Overview of Collection - Current status and collection goals
   1. Size and scope
   2. Needs: example at UF alone
5. Collection Contents
   1. Range of materials (time span; material type; frame and explain scope)
   2. Provide an example that helps to illustrate scope and contents in terms of range/diversity and richness
   3. Provide another example of complexity or possible confusion if application, or again of richness of materials
   4. Subcollections, if applicable, and how they are related and curated
6. Significance
   1. Significance or larger issues of impact/importance and potential audience
7. Functionality
   1. Mention regular usability studies
   2. Standard functionality and how it works
   3. Enhancements: recent
      1. Collection-level
         1. Searching (mention materials crawled by Google and other commercial search engines so simple web searches will access)
         2. Browsing (all, new items, map browse if applicable, and serendipity)
      2. Title-level
         1. Review for collections with serials and sets
      3. Item-level
         1. Page views, with how to change pages
         2. Zoomable image view
         3. Thumbnail overview
         4. Searching in the item
         5. Citation view
         6. Special views, as applicable
   4. Any pending enhancements
8. Section varies by audience
   1. Scholars/researchers: Resources for research: myUFDC/myDLOC tools
      1. Examples of common uses (saving searches, items, making bookshelves, emailing to self)
      2. Approaches and walk through several of these functions
      3. Where do you go from there – HELP pages, self-submit materials to share research and create scholarly curated digital collections; mention grants collection for funding opportunities
   2. Undergraduates: Resources for research
      1. Can focus on myUFDC/myDLOC tools
      2. Can focus on finding primary research materials, citation, and Fair Use of images
      3. Can focus on any lesson/goal, including subject-specific with the collection
   3. Librarians: Resources for assisting patrons
      1. Examples of common questions
      2. Approach and walk through several questions
      3. Where you go from there – HELP pages
9. Continuing the conversation
   1. We’d like to get your feedback and we’ll share how to contact us (contact us link, presenter contact information)
10. Q&A

**Example Presentation**

* Florida Digital Newspaper Library Webinar slides: <http://ufdc.ufl.edu/AA00011618>