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

**Notes for Presentation**

* Screenshots and images should be used whenever possible.
	+ For screenshots, one example of a possible tool is the Awesome Screenshot browser plugin: <http://awesomescreenshot.com/>
* Text for speaking points and notes should be placed in the PPT note area, and not displayed.
* Example Presentation:
	+ Florida Digital Newspaper Library Webinar slides: <http://ufdc.ufl.edu/AA00011618>

**Outline**

1. **Thanks to the organizers, venue, attendees, etc.**
2. **Introductions**
	1. Introductions by presenters
	2. Note full project team members who may not be in attendance
	3. Use slide with names, titles, and photos of presenters if possible
3. **Agenda for the presentation**
	1. List the general agenda for the presentation in text, with a highlight image if applicable:
		1. Overview of the Collection
		2. Collection Contents & Significance
		3. Features
		4. [Other, optional section(s) based on audience, collection, and other variables.]
		5. Continuing the Conversation
4. **Overview of Collection**
	1. Current status and collection scope
		1. Size of digital collections
			1. For all collections, add /itemcount to the end of the collection URL
			2. E.g., <http://ufdc.ufl.edu/arts/itemcount/>
			3. E.g., [http://ufdc.ufl.edu/baldwin/itemcount/](http://ufdc.ufl.edu/l/baldwin/itemcount/)
		2. Scope of digital collections, general
			1. E.g., less than 1% of the physical collections have been digitized
		3. Needs/Concerns:
			1. For the Florida Digital Newspaper Library, “UF alone has over 30,000 reels of Florida newspapers on microfilm” and “digitization is done as funding and resources can be located”
			2. For the African Studies Collection, note on collecting priorities for physical collections and note that “digitization is done as funding and resources can be located”
5. **Collection Contents**
	1. Range of materials
		1. e.g., time span; material type; frame information, and explain scope
		2. Overall scope and range information may come directly from brochure text (printed versions available from the libraries)
		3. e.g., one of the earliest items in the African Studies Digital Collection is a map from 1575
	2. Provide an example or two to help illustrate scope and contents in terms of range/diversity and richness
		1. This may be done through one or more subcollection(s) as well
	3. Discuss specific subcollections, if applicable
		1. For instance, for the African Studies Collections, the Arts of Africa subcollection
	4. Significance
		1. Significance or larger issues of impact/importance and potential audience
6. **Features (Functionality)**
	1. Mention regular usability studies
		1. Sample text: “All digital libraries and collections supported by the UF Libraries are optimized for findability through traditional library catalogs, search engines like Google and Bing, and are supported by a robust technical infrastructure. Additionally, the UF Libraries understand that all technologies are socio-technical in the way that the technologies are used and understood so the UF Libraries regularly conduct usability studies and make enhancements to improve the system for all users.
	2. Standard features/functionality and how it works
		1. Collection-level
			1. Searching/browsing
				1. What you see on this slide is the homepage. Here, you can easily search by full citation. You can also use the Advanced Search to conduct more specific and granular searches, with these features enhancing the searching available through a general web search with all materials findable through Google and Bing and enhancing the searching from library catalogs and other venues.
				2. You can click on the “Text Search” tab to search the full text.
				3. You can also browse by “All Items” and “New Items”. This is essential when you know you are interested in something, but not always sure what might be there or what exactly is wanted so browsing allows you to serendipitously stumble across items of interest and just to browse as an end in itself.
				4. You can browse by all and new items. You can also subscribe to the RSS feed for new items to be alerted when new items are added.
				5. [Map browse, if applicable)
		2. 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. Title Level for serials/sets
				1. If the collection has many serials and sets, cover the serial hierarchy at the title-level
				2. This is included in the Florida Digital Newspaper Library presentation example and should be included for most collections. For instance, the Digital Library of the Caribbean includes many serials. Showing examples like the *Jamaica Journal* which is a very significant publication and has amazingly beautiful covers and many issues helps people to understand the importance of being able to work with serials as sets or grouped entities: <http://www.dloc.com/UF00090030/00058/allvolumes2>
			7. Page turner view, if applicable
				1. The page turner view animates the turning of pages for a more book-like experience which is very important for understanding books as objects and for proper representation of significant artifactual materials. Example: <http://ufdc.ufl.edu/UF00003996/00001/pageturner#page/3>
			8. Cover other special views, as applicable
	3. Any pending enhancements, if applicable
7. **Optional section(s) that vary by audience**
	1. Scholars/researchers: Resources for research, possibilities include:
		1. 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
		2. Permissions/Fair Use of all materials
			1. Standard permissions statement that specifically allows use of materials in classes and for academic publication: <http://ufdc.ufl.edu/permissions>
			2. Contact us link (at the bottom of every page) if different image versions needed for academic publication
		3. Where do you go from there
			1. Self-submit materials to share research and create scholarly curated digital collections: <http://ufdc.ufl.edu/ufirg/irsubmithelp>
			2. Mention grants collection for help in writing grants: <http://ufdc.ufl.edu/ufirgrants/>
			3. Help pages: <http://ufdc.ufl.edu/ufdchelp>
	2. Undergraduates: Resources for research, possibilities include:
		1. myUFDC/myDLOC tools
		2. Finding primary research materials, citation, and Fair Use of images
		3. 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 and FAQ
8. **Continuing the conversation**
	1. We’d like to get your feedback and we’ll share how to contact us
		1. Contact us link (at the bottom of every page)
		2. Presenter contact information
9. **Q&A**