Dear dLOC Advanced Topics Training Participants,

We would like to welcome you to Florida for the first dLOC Advanced Topics training. This training will build upon the first dLOC training which took place in July of 2011 with dLOC partners working in Haiti. We are pleased to welcome to this second training multiple dLOC partner representatives from USA, Belize, Jamaica, Curacao, Haiti and the US Virgin Islands. We hope that the following weeks will be an opportunity for learning and exchange for all involved.

The training will rely on the dLOC partners and university faculty and staff at the host institutions with expertise in areas related to digital projects. Topics will be both specific to dLOC tools and processing and more general. The training will rely on you as the participants and the local experts to assimilate and apply the topics covered in ways that best reflect the opportunities and challenges in your host institutions.

Generally, the topics will include archiving and digital preservation, digitization of audio visual materials, digitization of large format materials, geographic referencing of materials, batch processing/image correction with Photoshop, metadata creation, processing of serial publications and the new online quality control tools available in the dLOC Toolkit.

There will be time for project planning and reflection in the schedule as well to encourage you to apply the concepts and ideas into your current position. If you have any questions or concerns during your time in Florida, please do let us know.

We wish you all a productive and fun time!

Sincerely,

Digital Library of the Caribbean

and the co-host institutions of Florida International University and the University of Florida with support from the Frost Art Museum, History Miami, St. Augustine Historical Archives, University of Miami and the Wolfsonian-FIU.
<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Details</th>
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<tbody>
<tr>
<td>July 21</td>
<td>Courtyard Marriot</td>
<td>11275 Northwest 12th Street, Miami, FL 33172</td>
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<tr>
<td></td>
<td></td>
<td>Transportation can be provided from the airport to the conference hotel</td>
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<tr>
<td>July 22</td>
<td>Florida International University</td>
<td>Green Library 540</td>
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<td>11200 SW 8th Street, Miami, FL 33199</td>
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</table>

**July 22, 9:00 am**  Arrive & Welcome

**July 22, 9:30 am**  Partner Presentations  All Participants

**July 22, 11:00 am**  dLOC Partner Tools  Brooke Wooldridge  Program Director  Digital Library of the Caribbean

**July 22, 12:00 pm**  Lunch

**July 22, 1:30 pm**  Getting to Know dLOC Content  All Participants

**July 22, 2:00 pm**  Planning Digital Projects  Brooke Wooldridge

**July 22, 2:30 pm**  FIU Digital Collection Center  Jamie Rogers  Assistant Director  FIU Digital Collections Center

**July 22, 3:00 pm**  FIU Special Collections & University Archives  Althea Silvera, Head  Gina Chin Fatt, Senior Clerk  FIU Special Collections & Archives

**July 22, 3:30 pm**  Planning for External Funding  Liesl Picard  Associate Director  Latin American and Caribbean Center

**July 22, 4:00 pm**  Notes and Reflections  All participants

**July 22, 4:30 pm**  Adjourn
July 23  University of Miami
Otto G. Richter Library
1300 Memorial Drive
Coral Gables, Florida 33146

Facilitators
Beatrice Skokan- Manuscripts Librarian / African Studies, Women's & Gender Studies
Cheryl Gowing- Director, Information Management & Systems
Cristina Favretto- Head, Special Collection
Glen Wiley- Head of Cataloging & Metadata Services
Laura Capell- Head, Digital Production & Oral Histories
Lyn MacCorkle- Digital Repository Librarian
Maria Estorino- Esperanza Bravo de Varona Chair, Cuban Heritage Collection
Matt Carruthers- Metadata Librarian
Natalie Baur- Archivist
Tim Thompson- Metadata Librarian
Yolanda Cooper- Acting Dean & University Librarian

9:00 - 10:45 a.m.  dLOC Partner presentations, All Participants (3rd FL Conference Room)
-Digital projects, production, repositories, oral histories for UM (L. MacCorkle, & L. Capell)

10:50 a.m.  Cuban Heritage Collection Tour, Maria Estorino Dooling

11:30 a.m.  Special Collections Tour, Cristina Favretto

12:00 p.m.  Lunch

1:30 - 4 p.m.  Digital/Processing Workshop (LIT Lab)
-MPLP/Processing strategies & Developing Finding Aids w/Archon
(Bea Skokan & Natalie Baur)
-Metadata (Tim Thompson)

4 p.m.  Notes and Reflections, All Participants

4:30 p.m.  Adjourn
<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
<th>Presenter(s)</th>
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<tbody>
<tr>
<td>9:00 am</td>
<td>Arrive</td>
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<tr>
<td>9:30 am</td>
<td>The Institutional Repository in the Digital Library</td>
<td>Jill Krefft, Coordinator&lt;br&gt;FIU Institutional Repository</td>
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<tr>
<td>10:00 am</td>
<td>Digitizing Music Collections</td>
<td>Veronica Gonzalez, Archivist&lt;br&gt;FIU Sound and Image Department</td>
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<tr>
<td>10:30 am</td>
<td>Emerging Technologies</td>
<td>Marissa Ball&lt;br&gt;Emerging Technologies&lt;br&gt;Information and Research Services</td>
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<tr>
<td>11:00 am</td>
<td>Break</td>
<td></td>
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<tr>
<td>11:15 am</td>
<td>Workshops (pick one)</td>
<td></td>
</tr>
<tr>
<td>11:30 am</td>
<td>1) Geographic Referencing of Materials</td>
<td>Jamie Rogers&lt;br&gt;Jill Krefft&lt;br&gt;Marissa Ball</td>
</tr>
<tr>
<td>12:30 pm</td>
<td>Lunch</td>
<td></td>
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<tr>
<td>2:00 pm</td>
<td>Digitization Imaging Workflow</td>
<td>Miguel Asencio&lt;br&gt;Academic Imaging Services</td>
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<tr>
<td>3:30 pm</td>
<td>Workshops (pick one)</td>
<td></td>
</tr>
<tr>
<td>3:30 pm</td>
<td>1) Digitization of Music Collections</td>
<td>Veronica Gonzalez&lt;br&gt;Miguel Asencio</td>
</tr>
<tr>
<td>3:30 pm</td>
<td>2) Digitization of University Archives</td>
<td>Gina Chin Fatt&lt;br&gt;Miguel Asencio</td>
</tr>
<tr>
<td>3:30 pm</td>
<td>3) Digitizing Large Format Materials</td>
<td>Miguel Asencio&lt;br&gt;Miguel Asencio</td>
</tr>
<tr>
<td>4:30 pm</td>
<td>Notes and Reflections</td>
<td>All Participants</td>
</tr>
<tr>
<td>5:00 pm</td>
<td>Adjourn</td>
<td></td>
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</tbody>
</table>
July 25  
Florida International University  
Green Library 540  
11200 SW 8th Street, Miami, FL 33199  

9:00 am  
**Workshop**  
**Project plan & proposal writing**  
Facilitator

10:30 am  
**Workshops (pick one)**  
1) Digitization with the Atiz Book Drive  
Jamie Rogers & Andrew de la Rosa  
2) Post Processing  
Miguel Asencio  
3) Audio Digitization  
Veronica Gonzalez

12:00 pm  
**Lunch**

1:30 pm  
**Workshop**  
**Frost Art Museum**  
Digitization  
Sherry Zambrano  
Frost Art Museum  
Post-processing  
Alex Garcia  
Frost Art Museum

4:30 pm  
**Notes and Reflections**  
All Participants

5:00 pm  
**Adjourn**
July 26
History Miami
101 W Flagler St. Miami, FL 33130

10:00 am  History Miami

12:30 pm  Lunch

Florida International University
Green Library 540
11200 SW 8th Street, Miami, FL 33199

2:00 pm  Customizing SobekCM
          Irwin Korstjens & Yunette Ancieta
          University of the Netherlands Antilles

3:30 pm  SobekCM
          Museum Implementation
          Derek Merleaux
          Digital Asset Manager
          Wolfsonian Museum - FIU

4:30 pm  Notes and Reflections
          All Participants

5:00 pm  Adjourn

Weekend
July 27  Historic Virginia Key Beach Park

July 28  Drive to Gainesville
Week Two

July 29  University of Florida
         Library West
         West University Avenue, Gainesville, Florida

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Organizer</th>
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<tbody>
<tr>
<td>8:15 am</td>
<td>Arrive</td>
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</tbody>
</table>
| 8:30 am | Welcome (in LAC)                           | Richard Phillips
                  Latin American Collection
                  Smathers Libraries           |
| 9:00 am | Overall workflow; Metadata                 | Mark Sullivan
                  IT Classroom
                  Digital Development and Web
                  Coordinator, UF Libraries    |
| 11:30 am | Lunch                                     |                                    |
| 1:00 pm | Quality Control Tool                       | Mark Sullivan
                  Batch processing (serials)
                  IT Classroom
                  Digital Development and Web
                  Coordinator, UF Libraries    |
| 4:00 pm | Notes and Reflections                     | All participants                  |
| 4:30 pm | Adjourn                                    |                                    |
## Digitization standards and techniques

<table>
<thead>
<tr>
<th>Time</th>
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<th>Presenter(s)</th>
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<tbody>
<tr>
<td>8:15 am</td>
<td>Arrive</td>
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<tr>
<td>8:30 am</td>
<td>Welcome &amp; Digital Library Center Overview</td>
<td>Lois Widmer</td>
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<tr>
<td></td>
<td>dLOC Introductions</td>
<td>DLC Staff</td>
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<tr>
<td></td>
<td>dLOC Partner Presentations</td>
<td>All Participants</td>
</tr>
<tr>
<td>9:30 am</td>
<td>Monographs</td>
<td>Jimmy Barnett</td>
</tr>
<tr>
<td></td>
<td>Newspapers</td>
<td>Will Canova</td>
</tr>
<tr>
<td>11:30 am</td>
<td>Lunch</td>
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<tr>
<td>1:00 pm</td>
<td>Large Format</td>
<td>Joe Kaleita</td>
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<tr>
<td></td>
<td>Born Digital</td>
<td>Will Canova</td>
</tr>
<tr>
<td>3:00 pm</td>
<td>Imaging Specifications &amp; Quality Control</td>
<td>Jane Pen &amp; UF DLC Staff</td>
</tr>
<tr>
<td>4:00 pm</td>
<td>Notes and Reflections</td>
<td>All participants</td>
</tr>
<tr>
<td>4:30 pm</td>
<td>Adjourn</td>
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Digital Humanities and Area Studies

8:30-9am
LOCATION: Smathers Library, 1A
Welcome to UF by Dean Judith C. Russell
Coffee & Introductions
Overview for the day on Digital Humanities & Area Studies by Laurie Taylor

9-10am
LOCATION: Archival Processing (Smathers Library, 2nd floor)
Briefings (10-15 minutes each):
  - Tour of Archival Processing and Discussion of EADs: John Nemmers
  - Panama Canal Project: Margarita Vargas-Betancourt
Discussion

10-10:30am
BREAK

10:30-11:30am
LOCATION: Smathers Library, 1A
Briefings (10-15 minutes each) or roundtable on teaching materials, translations, and more:
  - Learning Objects: Irwin Korstjens
  - Teacher’s Resource Collection: Marilyn Ochoa
  - Vodou Archive: Benjamin Hebblethwaite
Discussion

11:30am-1pm
LOCATION: Smathers Library, 1A
Lunch

1-2pm
LOCATION: Smathers Library, 1A
Briefings (10-15 minutes each) or roundtable on researchers and digital libraries:
  - Research Practices: Sophia Acord
  - Historians & Archival Research: Lillian Guerra
  - Historians & Oral Histories: Paul Ortiz
Discussion
2-2:30 pm  
BREAK

2:30-3:30 pm  
LOCATION: Smathers Library, 1A  
Briefings (10-15 minutes each) on collaborative classes and digital libraries:  
dLOC in the Literature Classroom: Leah Rosenberg  
dLOC in Library Instruction: Margarita Vargas-Betancourt  
Literary Classes as dLOC Contributors: Laurie Taylor

3:30-4 pm  
LOCATION: Smathers Library, 1A  
Summation remarks and future opportunities:  
Possibilities of the dLOC Technological Platform: Mark Sullivan

Depart

August 1  Saint Augustine Historical Archives  
9:00 am  Project Overview/Welcome/Orientation  
Tour of Government House  
New opportunities for digital collections

August 2  Group departs

Week Three (Optional)

August 5  Everglades National Park  
August 6  Haitian Heritage Museum  
August 7  Florida International University, Biscayne Bay Campus  
August 8  Frost Art Museum  
August 9  Florida International University
dLOC Advanced Topics Training
Participants:
Bernado Alexis, National Archives of Haiti
Fenton Charles, National Archives of Haiti
Monique Forgie Scott, National Library of Jamaica
Marie France Guillaume, Haitian Library F.I.C, Saint-Louis de Gonzague
Luc Steve Honore, National Library of Haiti
Irwin Korstjens, University of Netherlands Antilles
Yunette Ancieta, University of Netherlands Antilles
Marie Cerette Lubin, Haitian Library F.I.C, Saint-Louis de Gonzague
Precillia Thomas, Belize National Library
Ashley Till, University of the Virgin Islands