



—OCLC Digitization Workshop Series— Developing Digital Projects

Join Geri Bunker Ingram, an innovator in digital library development, for a workshop on digital collection project planning, process development, and implementation. The day-long program will also cover media preparation and collection specifications; basic metadata issues; collection management and maintenance. The workshop will focus on

- Planning a project
- Principles of scanning
- Creating appropriate processes
- Selecting and preparing material for scanning
- Choosing appropriate metadata and controlled vocabulary
- Looking at outsourcing options
- Building your project
- Making appropriate hardware and software selections for implementing a digital collection

This Workshop Is Full! There Are a Few Seats Left for Digital Project Infrastructure on 12/10/03—See Meeting Announcement 2004-8

Date Tuesday, December 9, 2003
Time 9:00 a.m. - 4:00 p.m. (Registration begins at 8:30 a.m. There is no entry to the Library of Congress prior to 8:30 a.m.)
Place Mumford Room, 6th floor, Madison Building, Library of Congress, 101 Independence Avenue S.E., Washington, D.C.
Metro Capitol South (Orange and Blue Lines)
Sponsors FLICC Preservation and Binding Working Group and OCLC
Registration \$150 (Registration includes refreshments and handouts)—Visit the FLICC Educational Programs Web site at <http://www.loc.gov/flicc/feveform.html> to register online or complete and fax this form to (202) 707-4825.
Request ADA Accommodations five business days in advance at TTY (202) 707-6362 or ACA@loc.gov.
Information Call FLICC (202) 707-4800; TTY (202) 707-4995

Cancellations

Cancellations must be called into the FLICC office (202-707-4800) 48 hours prior to the start of an educational program or the full fee will be charged.

Developing Digital Projects

Name _____ Title _____
 Organization _____
 Address _____
 City, State, Zip _____
 Phone and Fax (include area code) Phone: _____ Fax _____

FEDLINK Members: FEDLINK ID _____ FY2004 IAG#2004 _____ Email _____

- Bill the registration fee to my existing FEDLINK Education/Training (FT) account.
- Establish an FT account or increase the funding in my existing FT account and bill the account for the workshop/program fee. Attached is an FY2004 IAG Amendment Request Transfer Pay Account Adjustment form to move funds from another of my agency's FY2004 FEDLINK accounts.

Other Federal Agencies (Non-FEDLINK Members)

- Attached is a standard government training form (e.g. SF182 or DD1556) or other billable document from my agency for the amount of the workshop/program. This amount covers *the registration fee plus the FEDLINK administrative service fee of 7.75%*. The Library of Congress will invoice my agency based on this document.

Register online at
<http://www.loc.gov/flicc/feveform.html>
 or fax this form to
FLICC Attn: FPE Registration
Library of Congress
(202) 707-4825
 Your registration is not complete until all appropriate documentation is received by FEDLINK and/or your account has been verified.
 If you will use a training form or purchase order, the originals must be submitted on site at registration.