



—OCLC Digitization Workshop Series—

Digital Project Infrastructure

Join Geri Bunker Ingram, an innovator in digital library development, for a workshop on the infrastructure of digitization—equipment options, in-house digitization vs. outsourcing, how long range plans affect equipment choices, and an examination of high-level workflow issues and their impact for infrastructure planning. Case studies offer workshop participants the opportunity to work through issues using real-life examples. The workshop will focus on

- Evaluating the appropriateness of various scanning devices for digitization projects
- Understanding how project size and scope affect infrastructure options and choices
- Understanding the advantages and disadvantages of developing an in-house scanning program vs. outsourcing scanning
- Developing institutional policies for digitization projects

**There Are Only
A Few Seats Left
For This Event—
Register Now!**

Date Wednesday, December 10, 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.

Digital Project Infrastructure

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.