



The Long Island Library Resources Council Regional Digitization Program

presents a required workshop for participation in the Program

Digital Project Management

Date: Monday, August 2, 2010

Time: 9:00 a.m.-3:30 p.m.

Place: Harborfields Public Library
31 Broadway
Greenlawn, New York 11740

Directions: <http://harb.suffolk.lib.ny.us/directions.htm> and printed version on reverse side of this form.

Presenter: Joyce Rambo, Reference and Digital Collections Librarian

Joyce delivers workshops, webinars, on-line tutorials and hands-on training in digital imaging, digital project management and digital collection-delivery platforms. She writes regularly for Nylink publications about the digitization accomplishments of Nylink's members. She loves history and lives in an old house in downtown Albany, from where she embarks on adventures exploring New York State.

Prior to joining Nylink in 2001, Joyce had the good fortune to work at the New York State Library, where she conducted reference and research, and collection development, and wrote and coordinated Web guides for the Research Library's web site. She was also a member of the team that launched EmpireLink, the pilot project now known as the New York Online Virtual Electronic Library (NOVEL). Joyce has an M.L.S. from the Pratt School of Information and Library Science and a B.A. in Art History from Vassar College. Prior to joining the library profession, Joyce conducted and oversaw fact-checking as Senior Research Editor at Mademoiselle and Family Circle

This workshop covers digital collection project planning, process development and implementation, media preparation and collection specifications, basic metadata issues, collection management and maintenance. Included in this workshop will be selecting and preparing material for scanning, choosing appropriate metadata and controlled vocabulary, methods for building your project, and implications of each method.

For questions, please contact Virginia Antonucci-Gibbons, Regional Archivist at 631-675-1570 x 204, e-mail vantonuc@lilrc.org and for registration questions, contact Barbara Felitti, 631-675-1570 x 206.

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The Long Island Memories Program is supported by LILRC and by the Federal Library Services and Technology Act (LSTA) Program from Federal Library and Services Technology Act funds; awarded to the New York State Library by the Federal Institute of Museum and Library Services.

Please return this portion of the form along with a check payable to LILRC to:

LILRC/CE, 627 N. Sunrise Service Road, Bellport, New York 11713-1540

Name: _____

Organization: _____

E-mail: _____ Telephone: (h) _____ (w) _____ (In case of cancelation)

Registration fee: Member \$25.00 ___ Non-member \$55.00 ___ Student \$20.00 ___ .5 CEU \$5.00 ___

Directions to Harborfields Public Library

From the West: Take Northern State Parkway to Exit 42 NORTH (Deer Park Road/Park Avenue) As you exit the ramp, merge into the far left lane to follow the left fork in the road onto Deer Park Road (Sign says Greenlawn left - Northport right.) Follow Deer Park Road as it crosses Jericho Turnpike (Route 25).

After crossing Jericho Turnpike, the name of the road changes to Park Avenue. At the first traffic light after Jericho Turnpike, turn right onto Broadway-Greenlawn. Follow Broadway approximately 2-1/2 miles until you cross over the railroad tracks. Three blocks north of the railroad tracks you will see the library on the left. The main entrance is on Wyckoff Street.

From the East: Take Northern State Parkway to Exit 42 NORTH (Deer Park Road/ Park Avenue) From this direction the exit ramp will take you behind the Dix Hills Fire Department to the intersection of DeForest Road and East Deer Park Road. At the traffic light, turn left and make a quick right onto West Deer Park Road. Follow Deer Park Road across Jericho Turnpike (Rt. 25)

After crossing Jericho Turnpike, the name of the road changes to Park Avenue. At the first traffic light after Jericho Turnpike, turn right onto Broadway-Greenlawn. Follow Broadway approximately 2-1/2 miles until you cross over the railroad tracks. Three blocks north of the railroad tracks you will see the library on the left. The main entrance is on Wyckoff Street.

Long Island Expressway (495): Take the LIE to exit 51 NORTH (Deer Park Avenue-Rte. 23 I / Northport.) Follow Deer Park Avenue going North. Pass under the Northern State Parkway overpass. Get into the left lane at this point to follow the left fork in the road onto West Deer Park Road. (Sign says Greenlawn left - Northport right.) Follow Deer Park Road across Jericho Turnpike (Rt. 25)

After crossing Jericho Turnpike, the name of the road changes to Park Avenue. At the first traffic light after Jericho Turnpike, turn right onto Broadway-Greenlawn. Follow Broadway approximately 2-1/2 miles until you cross over the railroad tracks. Three blocks north of the railroad tracks you will see the library on the left. The main entrance is on Wyckoff Street.

25A from the East: Take 25A to the intersection of 25A and Little Neck Road, which is on the right. Turn LEFT at this light onto Centerport Road which becomes Broadway. Follow Broadway North. Make the 1st Right after West Maple Road on to Wyckoff Street. The main entrance is on Wyckoff Street.

25A from the West: Take to the intersection of 25A and Centershore Road (Chalet Motel). Turn right at this light and follow up the hill to the stop sign. Bear right onto Centerport Road, which becomes Broadway. Make the 1st Right after