

# Monastery Congress Workshop

## An Introductory Workshop for Implementing Effective Digitization

### Purpose

This workshop will introduce monastery digitization professionals and researchers to best practices in managing and implementing digitization programs. It will focus on methodologies for digitization that create or develop standardized data, integrate new technologies and data, and/or support digital archiving and access. This includes digitization and curation projects for collecting, processing, accessing, archiving and collaborating with digital data.

Instruction will support institutions and researchers develop successive stages of digitization and curation projects from initiation through production and operation, especially with changing technologies and tighter budget environments. The workshop will utilize examples and case studies of program management techniques and processes that are applicable to digitization and data curation programs of varied cost and complexity in a range of institutions around the globe. This workshop will also discuss imaging systems and equipment, with a focus on the actual implementation of successful digitization programs.

### Objectives

This workshop will provide project leaders, managers, researchers and others working or intending to work with monastery, cultural heritage and archival digitization and curation projects with an introduction to the resources, tools, and capabilities for effective program planning, development and management, including:

- Best practices that are appropriate for monastery and cultural heritage digitization planning, management, and implementation;
- Guidance and techniques for managing digitization projects and tracking progress, including:
  - A solid digitization management and data management plan;
  - An effective structure for development of digitization tasks;
  - An effective digitization master schedule;
  - Requirements and resources tracking and reporting;
- The business case for using established digitization techniques and best practices, and its return on investment;
- Cost-effective methods for determining and implementing optimal digitization technologies that meet monastery and cultural heritage standards for long-term digital data preservation.

## Format

This workshop will provide:

- Instructional modules in digitization planning and management that reflect the stages through which digitization projects typically pass;
- Case Studies in which participants examine applications of different technologies and challenges in digitization programs over the past decade;
- Some high-return, low-effort best practices digitization professionals and researchers can start implementing immediately for their digitization projects.

Instruction will be in English.

## Who Should Attend

Cultural heritage, archive, digitization and monastery personnel responsible for digitization success will benefit from the basic concepts and best practices of digitization development. This workshop is equally applicable to all digitization team members.

There are no prerequisites except a desire to use effective digitization and best practices. Participants will also develop increased understanding that can help them tap multidisciplinary support from the imaging, engineering, and information technology communities. This includes becoming familiar with the vocabularies and standards necessary to address the requirements of grants organizations and external oversight and reporting.

## Instruction

This workshop will be led by Michael B. Toth, president of [R.B. Toth Associates](#) and Honorary Research Associate at the University College London.

With 30 years of experience in digitization, program management, systems integration and planning, Mike has led teams of digitizers, scientists, scholars and technical experts as they help monasteries, museums, libraries, archives and other institutions make more data widely available for all. He has provided program and technical management support for numerous cultural heritage projects ranging from the Vatican Library, St. Catherine's Monastery in the Sinai, and the Holy Trinity Orthodox Parish, to the Walters Art Museum, University of Pennsylvania and Library of Congress.

Mike has led advanced digitization and curation projects to provide data and information for global access. He and his teams support institutions across the United States, Europe and the Middle East, working closely with church, archive and library managers and staff. With them he provides the planning, integration and management needed for efficient digitization, curation and access. Mike has a degree in history from Wake Forest University, where he also studied science.