

Nairobi Greenstone Training Workshop

22-26 September 2008

Programme

- Facilitators:**
1. Mr. Amos Kujenga, Systems Analyst in the National University of Science and Technology of Zimbabwe (NUST) Library
 2. Mr. Misheck Nyaluso, Digital Library Developer, University of Malawi, College of Medicine Library

Venue: University of Nairobi (Main Campus, City Centre), Jomo Kenyatta Memorial Library

Day 1

8.30 – 9.00 **Registration**

9.00 – 10.00 **Opening remarks**

10.00 – 11.00 **Project Background**
Introductions and participants' expectations

11.00 – 12.40 **Overview of Digitization and Digital Libraries**

- Digital library projects in Africa
- Greenstone Experience in Kenya
- Discussions

13.00 – 14.00 Lunch

(Tea Break at 15.00)

14.00 – 16.00 **Greenstone overview**

- What does Greenstone do?
- Pre-packaged Collections
- Documentation and help
- Examples

Lab 1: Installing Greenstone (Local Library)
Lab 2: Updating a Greenstone Installation
Lab 3: Building a Small Collection of HTML files
Lab 4: Simple Image Collection

Day 2

8.30 – 10.00 **Scanning and OCRing**
Working with scanned documents

10.00 – 10.30 **Tea Break**

10.30 – 12.00 **Collection Configuration**
Lab 5: Collection of Word and PDF files
Lab 6: Formatting the Word and PDF Collection

12.00 - 13.00 **Introduction to iMark Digitization and Digital Libraries (Units 1 & 2)**

- Copyright, and electronic documents and formats
- Discussions

13.00 – 14.00 **Lunch**

(Tea Break at 15.00)

14.00 – 16.00 **Advanced Collection Configuration**
Lab 7: Enhanced PDF handling
Lab 8: Enhanced Word document handling
Lab 9: Exporting a collection to CD-ROM/DVD

Collection Design

Lab 10: A large collection of HTML files
Lab 11: Enhanced collection of HTML files
Partitioning the full-text index based on metadata values
Controlling the building process

Day 3

8.30 – 10.00 **Digitization and Digital libraries planning**
Digitization and Document handling
Planning, organizing, and implementing digital libraries
Financing and sustainability issues
Promotion of digital libraries
Discussions

10.00 – 10.30 **Tea Break**

10.30 – 13.00 **Formatting collections**
Lab 12: formatting the HTML collection
Lab 13: Section tagging for HTML documents
Lab 14: Downloading files from the Web
Lab 15: Pointing to documents on the Web

13.00 – 14.00 **Lunch**

(Tea Break at 15.00)

14.00 – 16.00 **Collections of bibliographic Material**
Lab 16: Bibliographic Collections

Lab 17: CDS/ISIS Collection

Multimedia Collections

Lab 18: Looking at a multimedia collection

Lab 19: Building multimedia collections

Day 4

8.30 – 10.00 **Customization**

Participants customize own collections

10.00 – 10.30 **Tea Break**

10.30 – 12.45 **Planned Projects Discussions and Participants start work on own projects**

12.45 – 14.00 **Lunch**

(Tea Break at 15.00)

14.00 16.00 **Practical Exercises – Participants work on their projects**

Day 5

8.30 – 10.00 **Setup for shared access to Greenstone DL (Greenstone installation on LAN server/Web Host)**

10.00 – 10.30 **Tea Break**

10.30 – 12.00 **Information Management Strategies for the Digital Era & Tips on Infrastructure and Skills for Setting up DLs**

12.00 – 12.30 **Final Course Evaluation**

12.30 **Closing & Lunch**