NDSR BHL Workshop Agenda

Attendees

BHL Secretariat

- Martin Kalfatovic, Program Director, Biodiversity Heritage Library
- Carolyn Sheffield, Program Manager, Biodiversity Heritage Library
- Bianca Crowley, Digital Collections Manager, Biodiversity Heritage Library
- Grace Costantino, Outreach and Communication Manager, Biodiversity Heritage Library
- Adriana Marroquin, Project Manager, BHL Field Notes Project

Mentors

- Constance Rinaldo, Librarian of the Ernst Mayr Library of the Museum of Comparative Zoology
- Joe DeVeer, Project Manager, Ernst Mayr Library of the Museum of Comparative Zoology
- Doug Holland, Library Director, Peter H. Raven Library, Missouri Botanical Garden
- Trish Rose-Sandler, Project Manager, Center for Biodiversity Informatics, Missouri Botanical Garden
- Leora Siegel, Director, Lenhardt Library, Chicago Botanic Garden
- Richard Hulser, Chief Librarian, Natural History Museum of Los Angeles County

NDSR Residents

- Alicia Esquivel, Resident, Chicago Botanic Garden
- Marissa Kings, Resident, Natural History Museum of Los Angeles County
- Pamela McClanahan, Resident, Smithsonian Institution Libraries
- Ariadne Rehbein, Resident, Missouri Botanical Garden
- Katie Mika, Resident, Ernst Mayr Library of the Museum of Comparative Zoology

Tuesday

Residents' Happy Hour:

Denson Liquor Bar (Penn Quarter - 600 F St NW)

Happy hour menu includes light fare + beer + wine + cocktails

http://www.densondc.com/menu/

Day One, February 1 (Wednesday)

Smithsonian Libraries Training Rooms
EC 107 and 108

Welcome & Introductions		
Welcome to Smithsonian Libraries Introductions, review of agenda and handouts, logistics	Nancy E. Gwinn All	0900 - 0930
Welcome and Speaker Introduction NDSR Program Overview	Nancy E. Gwinn, Director, Smithsonian Libraries & BHL Chair George Coulbourne, Chief, Internship and Fellowship Programs, National and International Outreach. Library of Congress	0930 - 1000
BHL's NDSR Projects Overview - Project overview - Setting expectations / deliverables - What are top 3 questions about BHL? (we can incorporate answers into workshop if not already there)	Connie	1000 - 1030
Skills Survey	Residents	1030 - 1050
Break		**1050 - 1100**
BHL Overview		
Structure of BHL and BHL Partner/Member/Affiliate status	Martin	1100 - 1130
Communication Channels and Strategies; https://bhl.wikispaces.com/BHL+Listservs Committees and charges https://bhl.wikispaces.com/Collection+Development	Carolyn	1130 - 1145

Group Photo (Liz)		**1145 - 1200**
Lunch		**1200 - 1230**
BHL Website Overview		
BHL Website Overview and Q&A	Carolyn	1230 - 100
Outreach		
Outreach & Marketing: Strategies to Promote & Collaborate	Grace	100 - 145
Tour		
Joseph F. Cullman 3rd Library of Natural History	Leslie Overstreet	200 - 300
SIL Digitization Room	Jackie Chapman	300 - 330
Digitization Workflow and Curation		
Collection Management	Bianca	330 - 350
Digitization Overview	Bianca	350 - 400
Metadata	Bianca	400 - 420
Digital Imaging Specifications	Bianca	420 - 430
BREAK		**430 - 440**
Collection Development		
Sub-collections	Bianca	0440 - 0450
Copyright & Permissions	Bianca	0450 - 0515
BREAK		**515 - 530**
NDSR Cross-Program Networking Carolyn Rose Room, NMNH		**530 - 700**
Dinner (Mentors Only)		**730 - 900**

Day Two, February 2 (Thursday)

Smithsonian Libraries Training Rooms
EC 107 and 108

Intro & Outreach		
Set up + brief review Day 1 and overview Day 2	Carolyn	0900 - 0915
Macaw Overview		
Macaw - presentation Macaw User Guide	Adriana	0915 - 0930
Macaw - demo	Adriana	0930 - 0945

Curation Tools		
Editing Items in IA	Bianca	0945 - 1000
BHL Administrative Dashboard Overview	Bianca	1000 - 1015
BREAK		**1015 - 1030**
Curation Tools (continued)		
Group exercise	Carolyn	1030 - 1055
Gemini Overview	Bianca	1055 - 1115
Gemini Hands-on	Bianca	1115 - 1200
Lunch		**1200 - 1230**
Wrap Up & Evaluations		
Reflections and Next Steps	Carolyn	1230 - 1300
Final questions	All	1300 - 1315
Evaluation forms	Carolyn	1315 - 1330

Friday

- 0930 - 1100: Tour of the Library of Congress Jefferson Building with the Historian of the Library of Congress (John Y. Cole).
- 1100 - 1215: Lunch on your own / Return to the National Museum of Natural History
- 1230 - 1330: Tour of the Department of Entomology, National Museum of Natural History. Floyd Shockley. Collections Manager.
- 1330 - 1430: Tour of the Department of Paleobiology, National Museum of Natural History. Kathy Hollis. Collections Manager.

Notes

Questions