

Digital Humanities Lab How-To Guide

The Digital Humanities (DH) Lab is a state-of-the-art facility offering unique spaces, equipment and training for staff and students. A specialist team conducts and supports innovative DH research, offers training and teaching, and undertakes the digital preservation and display of historic material and artefacts using advanced technologies.

The COVID-19 pandemic has led us to develop new ways of working from home to support staff and students as our Lab spaces are temporarily closed to prioritise the health of our users and staff. In lieu of our regular on-site services, the DH Lab can help you with the following:

- Basic remote technical support and instruction for DH Lab loaned equipment, by email, telephone or MS teams;
- Enquiries by email for equipment loan extensions – note that we will extend all loans automatically for the duration of the closure, by each calendar month;
- Provisional HOLD bookings only in our room calendars from the point of closure – we will confirm them when the university opens;
- Research advice and collaboration for new or current digital projects (please see the Research section below for details).
- Advice on integrating the Lab facilities and methods into teaching and research to our academic and professional services colleagues.

For all advice and services, or if you are at all unsure of our service provision [contact us](#) via our monitored inbox:

digitalhumanities@exeter.ac.uk

Research

The Digital Humanities team offer the following advice for College of Humanities research projects with digital outputs:

- an initial meeting to guide and inform your project;
- Data Management Plan training and guidance;
- Project collaboration and estimates of DH time required where appropriate.

For all new enquiries and existing research enquiries please email us at digitalhumanities@exeter.ac.uk

We will be able to discuss your project ideas, your Data Management Plan (if required) and budget (as applicable) by email or Teams meeting.

We will continue to hold Data Management Plan workshops virtually. Please refer to our [Events page](#) for details.

Teaching

Spaces and technology (access permitting)

Whilst the Lab is not accessible during the current closure, we can continue to take provisional bookings for the Digital Humanities Lab's main Seminar Room, equipped with a 4 metre wide video wall, particularly suited to modules, conferences and research meetings involving highly visual content, digital projects and interactive teaching. Capability to display multiple laptops via HDMI, and wirelessly share content from PCs, Apple devices and smartphones. The room comes equipped with a lectern, audio, video and MS PowerPoint facilities. Software can be installed by request, licence permitting and with adequate notice. For more details please see our [facilities page](#).

Loan of equipment (access permitting)

A list of equipment available for loan, including cameras, tripods, microphones and audio recorders is available on the [Digital Humanities webpages](#). For long term equipment loans (research grant and College priority projects) of more than two weeks, please write to the Lab Manager at the Digital Humanities Inbox – providing the relevant loan dates, equipment required and describe your output file specifications. You are also welcome to email us to arrange an appointment online or in person to discuss your project and output requirements. Advance planning will help us to ensure that the equipment is prepared for you in good time, with the required accessories for the work and for safe transit.

Demonstrations of the operation of equipment and technologies to support taught modules are available by prior arrangement.

Internships and volunteering

The Lab offers six paid UG Internships for 8-10 hours per week, term time only each academic year. In addition, we offer one Graduate Business Partner Technical Assistant role, to gain further experience working in the Lab and with our research team. Positions are advertised in My Career Zone or on the University Jobs website, follow us on Twitter: [@ExeterDH](#) for updates.

We offer a limited number of volunteer opportunities for UG and PG students per year. Expressions of interest of no longer than 250 words describing your suitability to a volunteering role at the DH Lab should be submitted by email for the attention of the Lab Manager. Where there are a number of requests and limited places, volunteers will be invited to an informal interview (via Teams).

Tours and training

Group tours and tours for individuals are available by prior arrangement when the DH Lab is open to visitors. Tours include a behind the scenes view of our archival photography labs, specialist equipment and our MakerSpace, including our 3D printers. Participants will have an exclusive preview of current digital project work and learn about the equipment and technologies we use. A presentation of our completed project portfolio with collections of both international, national and regional significance is also available.

Please note that we are not currently able to offer tours of our spaces due to temporary closure, we will ensure COVID-19 updates are issued to our users as appropriate.

You can find out more about Digital Humanities in general by visiting our [LibGuide](#).

The Digital Humanities Lab run an extensive training and seminar programme in the Autumn and Spring terms. Where the campus remains closed, sessions will be held virtually as appropriate. Please refer to our [Events page](#) for details.

Heritage Collections and the Lab

The Digital Humanities Lab collaborates with [Library's Special Collections team](#) and Cultural Heritage organisations locally and globally. Examples of our digital projects are available [on our website](#).

To access digitised manuscripts and other collections that are not publicly available please contact the relevant team or organisation holding the collection to obtain permissions from the copyright owner.

General Enquiries

For all other enquiries please email us at digitalhumanities@exeter.ac.uk.