

GLAM Hack-in-a-box

A short guide for helping you organize a GLAM hackathon



This guide was produced in Summer 2014 by DPLA Community Reps Chad Nelson and Nabil Kashyap, with some help from DPLA staff. It has been made available under a [Creative Commons Attribution 4.0 International License](https://creativecommons.org/licenses/by/4.0/). Questions or comments? Email us at info@dp.la!

What is GLAM Hack-in-a-box?

This is a short guide detailing some general steps and useful pointers for organizing and convening a hackathon built around cultural heritage data from GLAM organizations (translation: **G**alleries, **L**ibraries, **A**rchives, **M**useums), including the [Digital Public Library of America](https://www.digitalpubliclibraryofamerica.org/) (DPLA).

In each section, we have included examples of what other successful hackathons have done to help underscore some of our recommendations, and, where appropriate, we've highlighted DPLA-specific insights or recommendations. We hope this guide will serve as a resource for those either unfamiliar with or inexperienced in pulling together a hackathon event.

What you'll find in this guide

What is a hackathon?

Learn about what a hackathon is and who can participate in one. Common examples--and misconceptions--are covered in this introductory section.

Developing your program

Think through the key details of your hackathon's program. Topics covered include audience, purpose and goals, format, and staffing. Example programs are included as well.

Working through the logistics

Understand the logistical details to consider when planning a hackathon. Topics covered include venue considerations, materials, and project management tips. Example materials are included as well.

Day-of and post-hackathon

Learn how to make the most of your hard work when it counts most: the day-of! Topics covered include key day-of considerations and common concerns.

Handy resources

Find a number of useful resources for planning a GLAM API-based hackathon, including DPLA, as well as guides that we used in the process of writing this document.

What is a hackathon?

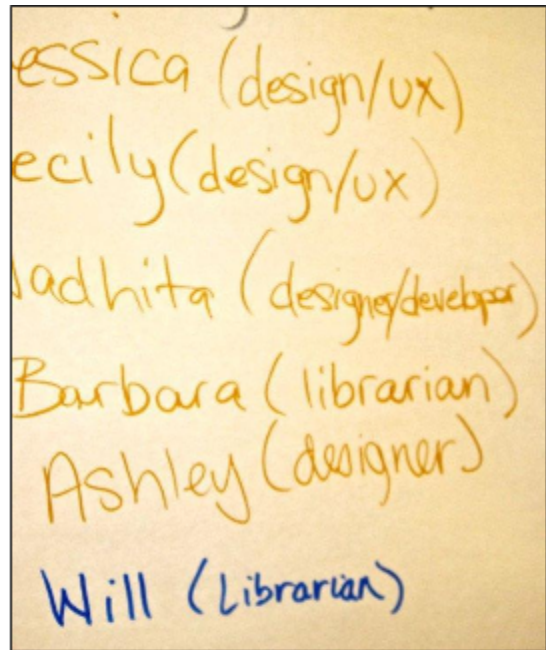
Roughly put, a hackathon is a short, concentrated event between a half day to two days long in which small teams of participants with diverse skill sets design and build something, often by programming. Hackathons are as creative and diverse as the institutions and participants that support them. By bringing together the “hacker” mentality and the concentrated burst of activity of a “marathon,” hackathons can provide an alternative space--outside of day-to-day assignments, project management procedures, and decision-making processes--to think differently about a problem, a tool, a dataset, or even an institution.

One misconception about hackathons is that they are always “hacker competitions” in which groups sprint like mad and code all night in order to win a prize. Though certainly a common format, it is only one of the ways to envision and structure a hackathon. Prizes and competition can create a certain frenetic buzz during an event, but they can also make it harder for newbies and non-coders to feel like they are welcome to participate.

Along those lines, another incorrect assumption is that you have to be a programmer or techie to attend. The “hacker” in hackathon really refers to an empowering sense of “sufficient” expertise: getting enough motivated and engaged people together into a room to design and make something worthwhile within the constraints of a limited period of time. To that end, the key is collecting diverse skill sets. Not being an expert programmer--or not being a programmer at all--is often perceived by those new to hackathons as a barrier to entry. Instead, a successful hackathon team (and consequently a successful hackathon) draws on a range of skills, from writing to public speaking, from design to marketing. In short, everyone interested is welcome.

What to expect as an organizer

You can expect to provide space, electrical power, and network connectivity, though a few extra perks like snacks, caffeine, and other material incentives or “schwag” (e.g., stickers, pens, tote bags, branded USB sticks, etc.) are usually welcome. In return, a hackathon might generate a fully-fledged application. It might generate ideas or working prototypes that outline future



For DPLA Hackathon Organizers

Previous DPLA hackathons were successful because of the range of professional expertise on hand. Registrants for DPLA’s 2012 Appfest brought all sorts of different skills and expertise to the hacking process: from brainstorming and use case creation, to graphic design and presentations. Above: team formation at DPLA Appfest 2012.

image source: <http://twitpic.com/bbs7jm>



applications. It might be an opportunity to take a deep dive into a meaningful problem, a new tool, or a dataset. It can be a rare chance to build community outside of business hours, bringing together folks who might not otherwise have a chance to work together. Above all, it can and should be *fun*. The confluence of people and technology focused around a common purpose can be electrifying and most certainly memorable.

Examples of common hackathon formats

As you might imagine, hackathons come in a variety of shapes and sizes. Here are a couple of examples to get you started:

Competitions

- **The DPLA Appfest** (2012) was an opportunity for developers, designers, hackers, and others interested in DPLA to develop web and mobile apps, data visualization hacks, dashboard widgets to spice up an end-user's homepage, or other compelling projects. There were no strict boundaries on the types of submissions accepted, except that they be open source and interoperable with the DPLA platform/API.
- **PennApps** is a biannual hackathon for college-students which offers [many prizes](#), from overall winner awards to the best use of a particular sponsor's service or data.

Mentorship and Learning Opportunities

- **Black Girls CODE** runs guided hackathons for young and pre-teen girls of color that are “education focused and expose them to the software development process, encourage teamwork and reinforce their creativity as young people.”¹ Through activities such as workshops, after school programs, and hackathon-style gatherings, Black Girls CODE teaches basic programming skills while encouraging collaboration and teamwork.
- **LibHack** (2014) was a library hackathon that offered opportunities for beginning, intermediate, and advanced programmers to create something useful, to improve their coding skills, or to take the first step in learning how to code. With two tracks, one devoted to beginners and another devoted to folks interested in building things, LibHack was oriented around professional development and learning, as well as teamwork. Co-sponsored by DPLA, several DPLA representatives were on hand to provide guidance and technical assistance to participants. *(Note: Unfortunately the site for Libhack 2014 is no longer available except for the homepage, which has been archived by the Wayback Machine. However, excerpts from the site have been made available in the following sections.)*
- **DPLA API Tutorial** (2014) was created by [Community Rep](#) Danielle Plumer to demonstrate how anyone can use DPLA's API to build exciting apps, handy tools, and other creations. This tutorial was originally developed for use with the [Hacking DPLA at TCDL](#) event, held in April 2014 at the University of Texas at Austin's Perry-Castañeda Library, and was later re-used by Plumer to teach other Community Reps about the DPLA API. Anyone is welcome to reuse, modify, or adapt this tutorial for educational purposes; for other uses, please contact Danielle Plumer directly (danielle@dcplumer.com).

¹ <http://www.blackgirlscode.com/bgc-hackathon.html>

Developing your program

Purpose and goals

When organizing a hackathon, you'll first want to think through its purpose, goals, and desired outputs. What are you attempting to accomplish by convening a hackathon? Who do you want to participate and what might they hope to accomplish? Do you hope to have a certain set of outputs at the end of the event? These types of top-level questions are great for teasing out your hackathon's purpose and goals, which needn't be elaborate or all-encompassing--just a solid list of things that you can hang your organizational hat on.

Audience

While it goes without saying that you will want to attract technical people to attend your hackathon, you should also articulate ways in which non-technical people can get involved, too. For instance, cultural heritage and other information professionals are great at understanding patron needs; they can provide important vision-oriented insight throughout the prototyping process. Designers can help with creating a look and feel for hackathon apps, and business development professionals could help think through the market for apps as well as lead the charge on presenting later on in the day. Metadata experts and cataloguers who understand the minutiae of GLAM data structures and formats are essential to leveraging the full power of that data and using it in new ways. Depending on your audience and overall goals, you may think about having multiple tracks, such as a "beginner" and "advanced" track, but it's worth recognizing that this grouping is not always a positive thing either.

There are lots of ways that non-technical folks can meaningfully participate in a hackathon; the trick is to articulate this to the public on your event's website and in social media posts and other promotional materials. In doing so, it's important to emphasize when and where there are clear learning opportunities (or not) for people who self-identify as "non-technical." Sometimes an "introduction to programming" session is expected but may not be feasible based on staffing, local expertise, and other logistical constraints.

Staffing

As you can imagine, getting the right people to co-lead and/or help organize your hackathon is critically important. These are the folks that will make your event run smoothly and be enjoyable.

Here are a few kinds of roles that you may wish to include in the process:

<p>Logistics point person (or people)</p>	<p>The person or people who oversee the general flow of things, answer questions about logistics, wrangle and otherwise direct your day-of support, if applicable, and generally serve as the go-to for venue or program troubleshooting.</p>
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<p>Folks with API or data set expertise</p>	<p>The person or people who have a strong understanding of how your hackathon’s featured API or data set works or is structured. Attendees will invariably have questions that go beyond the available technical documentation, so it’s important to have at least one person who can clarify things and answer technical questions. If possible, it’s also good to have people who are familiar with a diversity of operating systems.</p> <hr/> <p>★ For DPLA Hackathon Organizers To check if a DPLA staffer might be able to participate in your hackathon -- whether as a speaker, virtual point-of contact, or second pair of eyes -- please drop us a line at info@dp.la. While DPLA can’t participate in every hackathon, we’ll do our best to help out.</p>
<p>Moderator/Facilitator</p>	<p>The person or people who can serve as the event moderator, leading attendees through the agenda throughout the day and providing forward-motion for your program.</p>
<p>Social media/communications helpers</p>	<p>The person or people who tweet, post to Facebook, and otherwise share updates about your hackathon with folks online. You may wish to use a specific hashtag for your event, which will make it easier for folks to follow the conversation (e.g., #goodadvice).</p>

Finding the right format

As we’ve mentioned, hackathons can come in many shapes and sizes. Often hackathons last at least a single day, but others span two days or just half of a day. You will want to consider your goals and decide which length makes sense considering your budget, staffing, and attendee availability. Full-day hackathons are nice because they are the least demanding on attendee’s schedules, though they offer less opportunity for extended hacking and prototyping. Two-day hackathons are useful since they allow your attendees to get to know each other, plan out some collaborations, and ultimately get down to business over a longer period of time.

Other format-related options to consider:

- **Registration fee.** Do you want to charge a certain amount to register for your hackathon? This will depend on your institutional support, sponsorships (if applicable), and general cost.
- **Partnerships and sponsorships.** If you’re pursuing partnerships or sponsorships of some sort, you’ll want to think this through early on. Your event’s host institution will likely expect some degree of public credit for providing the venue, but you may wish to see if external organizations are interested in providing funds in exchange for placement on your website, program materials, or elsewhere.

- Competitive vs. casual.** Do you want a hackathon that's prize-oriented (competitive) or casual (no prizes, hack freely)? If you're interested in featuring a competitive aspect, you will want to think through the prize(s), judging criteria, and overall judging structure early on in the planning process. Competitions are great ways to incentivize prototyping, but bear in mind that it may deter non-technical folks from registering if they aren't aware of ways in which they can make a meaningful contribution (more on that later!).
- Challenges vs. pitches.** *Challenges* are problems, submitted before the actual event by interested parties, in hopes that hackathon attendees will be interested and try to solve that problem. For example, maybe a library has lots of location data but no developer to put it on a map. Challenges allow prospective participants to understand what type of work they might be doing over the weekend beforehand, and it may help you get buy-in from challenge submitters, who now have a vested interest in seeing your event succeed. An alternative is to let participants *pitch* ideas at the beginning of the event and then allow groups to form groups around those pitches. Hybrid approaches that mix these two styles are possible as well.



✦ **For DPLA Hackathon Organizers**
 Prizes needn't be anything expensive. The prize for DPLA's 2012 Appfest was a trophy made of old routers, stickers, and lots of love. Creativity goes a long way!

image source: <http://instagram.com/p/R09LH8ERDC/>

✦ **For DPLA Hackathon Organizers**
 To get a sense of what types of tools others in the DPLA community are looking for, check out the [Ideas & Projects page](#) under the [For Developers section](#), or browse the [App Library](#).

Sample programs

[2012 DPLA Appfest \(2 days\)](#)

→ [About the DPLA Appfest \(source\)](#)

The DPLA thanks all who participated in our first Appfest, an informal, open call for both ideas and functional examples of creative and engaging ways to use the content and metadata in the DPLA back-end platform. The first Appfest took place on November 8-9, 2012, at the Chattanooga Public Library on [The 4th Floor](#).

Appfest was an opportunity for developers, designers, hackers, and others interested in the DPLA to develop web and mobile apps, data visualization hacks, dashboard widgets to spice up an end-user's homepage, or other compelling projects. There were no strict boundaries on the types of submissions accepted, except that they be open source (the DPLA platform is released under a [AGPLv3](#) license) and interoperable with the DPLA platform.

For inspiration, participants were asked to consider building or pitching an app that recommends cultural heritage content such as maps and photographs based on user preferences or a certain set of criteria, an app that helps kids find content related to the topic of their upcoming history paper, or an app that visualizes metadata in new and interesting ways. Any number of approaches to building or pitching an app that utilizes the DPLA platform were open for exploration. We encouraged participants to make their development process open, sharing their designs and sketches and draft code as it developed.

→ [Agenda](#) ([source](#))

Thursday, November 8, 2012

- 4:30 PM | Welcome
- 4:45 PM | App pitches and team formation
- 6:00 PM | Informal dinner

Friday, November 9, 2012

- 8:00 AM | Breakfast
- 9:00 AM | Hacking!
- 12:00 PM | Lunch
- 1:00 PM | More hacking!
- 5:00 PM | Demonstrations (livestreamed)
- 7:00 PM | Afterparty

[LibHack 2014](#) (1 day)

→ [About LibHack 2014](#) (*copied from no longer extant page*)

LibHack is a library hackathon that will take place on January 24, 2014 from 9:30am-5:00pm in the Special Collections Center on the 6th floor of the University of Pennsylvania's Van Pelt Library. The event, sponsored by the [LITA/ALCTS Library Code Year Interest Group](#), [OCLC](#), and the Digital Public Library of America (DPLA), includes opportunities for beginning, intermediate, and advanced programmers to create something useful and to improve their coding skills.

The hackathon features two separate tracks, one track specifically for beginners that will hack on the [OCLC WorldCat Search API](#), and another track that will work on the [DPLA API](#)



(beginners and advanced programmers welcome). API specialists will be on hand to introduce both APIs and to assist participants throughout the day.

The OCLC track is geared toward beginning hackers and will provide more structure, including a list of hacking projects suitable for beginners. Steve Meyer, Technical Platform Project Manager at OCLC, will be present to introduce the WorldCat Search API and provide expertise.

The DPLA track is less structured, and we encourage participants to form teams and pick their own projects. Several representatives from DPLA (including Director of Technology Mark Matienzo and Technology Specialist Mark Breedlove) will be on hand to provide guidance and technical assistance.

Forming teams and beginning work before the event is acceptable and encouraged (for both tracks).

After a quick welcome at 10am, we'll break off into two separate tracks – one group for WorldCat Search API hacking and another group for DPLA API hacking. We'll reconvene at 4:30pm and everyone will have a chance to showcase what they learned and created during the day. After the event we'll head out for food, drinks, and merriment, venue TBA.

Registration is \$25 and includes lunch, snacks, and an unlimited stream of coffee. LibHack is an “unofficial” ALA event, meaning you do not have to register for Midwinter to attend LibHack.

We should note that LibHack will not offer a structured introduction to programming. As mentioned above, the OCLC track will allow even beginning programmers to make something, but we assume that you have some familiarity with programming. With that said, we should also note that successful hackathons require people with a variety of skill sets – idea people, metadata people, design people, just to name a few. So if you're not a master coder but have a great idea or just want to attend, please do! There will be a place for you.

→ **Agenda** *(copied from no longer extant page)*

- 9:30 AM | Coffee and registration
- 10:00 AM | Welcome and introduction to the OCLC and DPLA APIs
- 11:00 AM | Hacking (lunch provided, eat when you're hungry)
- 4:30 PM | Show and tell and closing
- 5:00 PM - ? | Post-event merriment, venue TBA

After a quick welcome at 10am, we'll break off into two separate tracks – one group for WorldCat Search API hacking and another group for DPLA API hacking. API specialists from OCLC and DPLA will be on hand to give an introduction to each API and discuss what you can do with them. By 11am, the hacking begins! We'll regroup at 4:30pm and everyone will have a



chance to showcase what they learned and created during the day. After the event we'll head out for food, drinks, and merriment, venue TBA.

Working through the logistics

Once you've determined the goals and format for your hackathon, you will then want to begin to think through the logistical aspects. For instance, what kind of venue do you need and what are its requirements? What materials do I need to create before announcing the event and opening up registration? How will I stay organized? These and other project management-related questions will inform how you go about preparing for your event.

Venue considerations

As you might guess, selecting the right space for your hackathon depends largely on how many people you hope to have in attendance, though availability sure does make a difference too. Here are a few things to keep in mind when deciding on a venue for your hackathon:

Furniture	You will want to make sure that your space has enough tables, chairs, and space for your attendees, and ideally, participants should be able to move furniture to better collaborate. You should also be mindful of attendees' comfort: room temperature, spaces to dart out for a quick phone call or fresh air, and "legroom" are all important things to consider. Whiteboards, blackboards, or easels with large paper pads are a "nice to have" feature for sketching out ideas.
Room arrangement	When surveying potential spaces, you should think about how the room will be arranged day-of. If you're planning to provide food, where will it go? Where will people eat? Where will people throw away trash? How will the table and chairs be arranged so as to encourage group work? If it's cold outside, where will people leave their coats? Answering these and other related questions will make your day-of experience all the more enjoyable and stress-free.
Networking	Wireless and/or wired Internet access is one of the more important logistical considerations to firm up in the planning process. Network settings and permissions ought to be discussed with venue staff as soon as you're able. For instance, you will want to ask if the host's wireless firewall or network restrictions block certain services or ports that your attendees' will likely need to use. For instance, ports 22, 80, and 443 outbound should be free from blocking/filtering or proxying.
A/V	Since you will likely want to display your attendees' prototypes or ideas at the end of the day, projection of some sort will be required. If your venue has built-in projection capabilities, be sure to ask about available video display adapters. You will want to make sure that your A/V setup is

	compatible with both Macs and PCs, as they might require different peripherals. For instance, you may need to bring an mini DisplayPort adaptor (common to most newer Apple devices) if there isn't one already available in-house. For venues without projection capabilities, you may wish to invest in a handheld/pico projector or consider a different method for relaying information at the end of the day.
Power	Since most people will have a laptop, phone, or other portable device with them, it's important that your room has power outlets. To maximize outlet availability, consider setting up power strips and extension cords.
Food	Whether or not you have food/catering for your event depends entirely on the style of event you're looking to convene. For instance, a hackathon that draws folks from out of town should have at least some snacks and drinks (water, coffee, etc.), since your attendees may not know the area well. Boxed or catered lunch is preferable for full-day events, though this will depend on your budget and registration fee (if any). Lastly, if you do provide food, it's best to be mindful of different food restrictions and interests, especially for vegetarians and people with food allergies. That is, you may want to think twice about simply ordering a slew of pizzas and soda and calling it a day.
Venue rules and restrictions	Know what you can and can not do in your venue. There's nothing worse than breaking the rules and upsetting your host.

Materials

So you've got yourself a venue and a pretty nifty program brewin'--nice! You may be wondering, what about relaying important information to attendees, handling registration, or promoting my hackathon to prospective attendees? Fear not. Here are some materials that you should consider creating, some earlier on in the planning process than others.

- **Hackathon webpage/site.** While this needn't be anything elaborate, you will want to create a central web space for your event. This space should contain event logistics, directions, a registration form (or a link to one), an agenda, contact information, and any other relevant details about your hackathon. You should also seriously consider providing a collaboration mechanism--Google Docs, Google Groups, Hackpad, Etherpad, etc.--so that attendees can pitch ideas or interests before the hackathon starts. You may also use these to take stock of what tools/skills folks have in their arsenal and, if possible, to take a stab at loosely forming teams or groups.
- **Registration/RSVPs.** Before launching your site, you will want to think through the registration process. Do you want folks to register online via your website, or do you want them to register via RSVP to you directly by email? The latter is perhaps only worthwhile if

you have a pre-prepared mailing list or outreach plan. If you're planning to automate most of the experience, you can use tools like Google Forms or EventBrite to easily capture and record registrations right in your website. Be sure to clearly indicate the registration deadline as well as any cost associated with signing up to attend.

- **Communications.** As you start to generate a list of registrants, you will want to communicate key details about event logistics, the program, useful resources, and, most importantly, any action that attendees will need to take prior to the event (i.e., contributing to the idea space, reading a part or all of some API documentation, etc.). Be sure to send out directions, general logistics, agenda information, and any other critical information at least a few weeks in advance of the event, and then do it again a few days directly beforehand. Additionally, make your contact info prominent online so that folks who haven't registered can get a hold of someone with questions or comments.
- **Social media.** You should also relay registration reminders and other useful promotional information to the public via your social media channels. Creating a hashtag for your event will make collating conversations easier.
- **API documentation.** If your featured API has documentation, which we strongly recommend that it does, you should include links to it on your site and in any follow up correspondence to registrants.

★ **For DPLA Hackathon Organizers**

DPLA's API documentation is available at <http://dp.la/info/developers/codex/>. Getting an [API key](#) takes seconds. DPLA also has [code libraries](#) for Python, Java, PHP, Ruby, and Node.js. For answers to common questions, visit the [troubleshooting and FAQ page](#).

If you've never played (or worked) with an API before, head on over to our section on [API Basics](#), where you will find introductory info about application programming interfaces (APIs), including DPLA's. While it's not essential that the organizer of the event have technical skills, it may be worthwhile for him or her to at least have a general understanding of what the DPLA API is all about.

Confused by the terminology we're using? Check out our [glossary of terms](#).

- **Technology Requirements.** In addition to API documentation, organizers should consider offering information about technology requirements. Do people need to bring their own laptops, or are there computers available on site? Is there any recommended software that participants can download ahead of time? Anything that might help reduce the possibility of distraction or wasted time the day-of is worth considering on this score.
 - **Example:** The folks organizing [Code4Lib 2014 in Washington, DC](#) spelled out some of the hackathon's technical requirements on their registration and event

information page: *“We encourage you to bring your own laptop, but we will also be able to provide a Chromebook laptop to use if you prefer. You will need either Google Chrome, Mozilla Firefox (with the Firebug extension installed), or Safari if you bring your own computer.”*

- **Code of conduct.** We encourage you to draw up a brief code of conduct for participating in your hackathon. With all things collaborative, there’s the possibility of conflict and dispute, so it may be worthwhile to think through some simple ground rules to keep participants focused and respectful. In addition, codes of conduct can make a hackathon a safe space for participants from diverse backgrounds, for whom a room full technology and technologists may not be the most inviting environment.
- **Nametags and schwag (optional).** Depending on the tone of your hackathon, you can either print nametags out in advance or have attendees create their own upon arrival. Stuff like stickers, pens, and other schwag are always a hit, so you may wish to solicit contributions from your host venue, sponsors (if any), or the GLAM institution whose API or data sets you’re using during the event.

Project management

To help make your life easier in the lead up to the hackathon, you may wish to develop a week-by-week timeline to track what needs to be done and when. For example, here’s a simple timeline for a hypothetical hackathon:

10 - 14 WEEKS OUT

- Launch website (or page) dedicated to hackathon, which includes general information about the event, an agenda precis, and a note about when registration will open.

8 - 10 WEEKS OUT

- Announce hackathon registration has opened and publicize widely

7 WEEKS OUT

- Post hackathon final program to website

5 WEEKS OUT

- Announce last week of open registration
- Finalize staffing for day-of

4 WEEKS OUT

- Close registration, send out final announcement day before
- Update website to reflect closed registration
- Send informational packet to registrations (agenda, resources, logistics, collab space links) and encourage them to pitch app ideas in Google Doc.



- Collect catering preferences from registrants.

3 WEEKS OUT

- Answer inquiries as needed.
- Finalize program with moderators, relay to AV team at venue.

2 WEEKS OUT

- Send near-final order to caterer.
- Send out another round of encouragement to registrants to submit their ideas, form groups if interested.
- Convene meeting with staffers to run-through program and general gameplan for day-of responsibilities.

1 WEEK OUT

- Print nametags, agendas, and signs for rooms.
- Touch base with AV, catering, and other venue-related contacts.
- Send out final logistical reminder to registrants.

WEEK OF EVENT

- Send out final staffing plan to staff.
- Answer questions as needed.

1 WEEK AFTER EVENT

- Send event summaries and thank-you notes to stakeholders, organizers, and folks that helped along the way.
- Publish recaps of hackathon on event website or other relevant webspace. Materials to publish could include tweets from the event, Facebook posts, photographs, interviews, videos, and more.

Additionally, you should consider creating a brief staffing guide or set of internal documentation for people helping out day-of. This document should contain key logistical details and program related information so that staffers are well-versed on how your program will unfold, what they will need to do individually, and how the space itself is configured (if you aren't able to do a quick walk-through beforehand).

Sample materials

LibHack 2014

→ **Code of Conduct** (*copied from no longer extant page*)

The Library Code Year IG is committed to creating a welcoming and inclusive environment for everyone, an environment which facilitates collaboration, sharing, and learning.



Code of Conduct

1. Be nice.
2. If you have a question about whether you're following the first rule, ask one of the event organizers.
3. If someone isn't following the first rule, let the event organizers know so they can work to make it right.

Also, we wholly endorse the American Library Association's [guidelines for appropriate conduct](#), particularly this section:

ALA seeks to provide a conference environment in which diverse participants may learn, network and enjoy the company of colleagues in an environment of mutual human respect. We recognize a shared responsibility to create and hold that environment for the benefit of all. Some behaviors are, therefore, specifically prohibited:

- Harassment or intimidation based on race, religion, language, gender, sexual orientation, gender identity, gender expression, disability, appearance, or other group status.
- Sexual harassment or intimidation, including unwelcome sexual attention, stalking (physical or virtual), or unsolicited physical contact.
- Yelling at or threatening speakers (verbally or physically).

“Shared responsibility” means you're signing up to help us create a positive environment. We look forward to coding with you.

→ **Logistics** *(copied from no longer extant page)*

The Special Collections Center, located on the 6th floor of the Van Pelt Library, is easily accessible by subway, trolley, or car. The Van Pelt Library is located at 3420 Walnut St, Philadelphia, PA 19104.

Via subway

Take the SEPTA Market-Frankford Line to the 34th St Station. If you're coming from the convention center, go to the 11th St Station (at 11th St and Market St) and take the Market-Frankford Line (toward 69th St Trans Center), and arrive at the 34th St Station after 4 stops. It is a 6 minute walk to the Van Pelt Library from the 34th St Station. Cost: \$2.25.

Via trolley

Take the SEPTA 11, 34, or 36 lines to the 36th St Trolley Station (at 36th St and Ludlow St) and walk 2 minutes to the Van Pelt Library. Cost: \$2.25.

→ **Contact information** *(copied from no longer extant page)*

Have questions or want to reach out to your fellow LibHack attendees?

- Contact the event organizers at libraryhackathon@gmail.com
- Use the [#libhack](#) Twitter hashtag (and follow [@LibHack2014](#) for updates)
- The OCLC Developer Network has a [contact page](#) and a [listserv](#)
- DPLA has a [contact page](#) and a [tech discussion forum](#)

Day-of and post-hackathon

This is it. You've made it to the day of the event. We've gathered together a few bits of advice and a few possibilities from collective experience that may prove useful as you manage the hackathon on the ground.

Considerations During the Event

- **Roving staff.** It's easier than you think for groups to lose steam, to lose focus, or to otherwise be stymied by general concerns and questions that are easily addressed. A great way to mitigate these issues is to provide roving staff to wander around and answer questions and provide guidance. Roving staff can check-in and keep groups on task. They can connect groups with the expertise and resources they may need to be successful. By no means do they need to be experts in order to be effective.
- **Group sharing and documentation.** Whether a simple reminder or a full-blown recommended workflow, consider prompting groups to be mindful of how they are sharing information and documenting their progress, most commonly using Google Docs and/or a remote code repository like Github. This both helps groups be more productive and provides a concrete document of their activity that you can point to post-hackathon. It also facilitates further development, allowing for collaboration and development after the hackathon.
- **Capturing outputs.** Consider how you'd like participants to share their work with you, whether a Google Spreadsheet of links, a cloud-based shared folder, a repository or an email address for sending attached screenshots and code. One common option is to set up a wiki where participants can post links to code, descriptions of projects, and so on. Another option, one that's a bit more lightweight and less structured, is to have participants post links to their outputs (e.g., links to Github repositories) using a particular Twitter hashtag, which organizers can then monitor and curate into a comprehensive list/resource on the hackathon's website. No matter the medium, establishing a clear mechanism for sharing will ensure you don't lose track of the the work participants accomplish during the hubbub of the event.
- **Capturing the narrative.** How do you want to share the story of what happened during the event, what it looked or felt like? Consider what media you may want to capture and

whose responsibility it is to, for example, take photos or record video (with participants' permission, of course). This is something you may want to crowdsource, establishing a Facebook page or Twitter hashtag to which attendees can contribute, strategies mentioned previously.

- **Display and communication technologies.** Do you have a way to communicate information with and display content to the entire group? Does it work? Are you sure? But what if it doesn't work? A common hiccup is when certain technical details are neglected in the face of other concerns. Overlooked details include whether ambient lighting is appropriate for the projector's brightness or whether the right video display adapters are available for *all* the computers that you intend to plug into the projector. Or whether, in the case of decreased or no connectivity, you are still able to convey the information you intend to convey.

The image shows a web form titled "DPLA Appfest Chattanooga Publishing Form". At the top, it says "THANK YOU for participating in the First DPLA Appfest. Please fill out all of the fields below so that we know where we can find your work." Below this are four main sections, each with a red asterisk indicating a required field:

- Who are you? *** "Please enter your name and email address so that we can reach you." This section contains a large empty text box.
- Group & App Name *** "What do you call your application, website, or program?" This section contains an empty text box.
- What does your app do? *** "Please add a brief description, and include a URL if applicable." This section contains an empty text box.
- Link to your project *** "Your project is published somewhere. Please link to the public repo or other anywhere else it might be deployed." This section contains an empty text box.

At the bottom left of the form, there is a small "Submit" button.

● **For DPLA Hackathon Organizers**
Getting people to share their work can be as easy creating a short form that hackers then complete towards the end of the day. Above: form used to collect prototypes and ideas at the end of the 2012 DPLA Appfest.

- **Successfully winding down.** The end of a hackathon often comes more quickly than you expect. Factoring in time for meaningful closure can leave a wonderful impression and gives participants time to reflect on what they accomplished. Consider leaving space for a final presentation of participants' work as well as a few words wrapping up the experience. If there are next steps, this is the time to clarify expectations about them.
- **Method for showcasing your attendee's apps/prototypes.** If you plan to have groups share their progress and any outputs they may have generated, make sure groups know what is expected of them, whether they should create static slides, run code locally or demo live websites. In addition, how are they going to present? Whether transferring files to a central workstation, accessing resources through a browser or sharing the display of users' personal devices, considering these details ahead of time can make an event run much more smoothly, especially towards the end when you are most likely to lose participants.
- **Continued development.** A common concern is that there is sometimes no mechanism for continued development after the hackathon. Addressing it directly in some capacity may



increase the chances for continued development. This could be as simple as leaving time for groups to organize themselves.

Handy resources

Available GLAM APIs and Data

Looking for a good API or data set for your hackathon? Here are a few that may fit the bill:

National/Continental Digital Libraries

- **Digital Public Library of America (DPLA)**
 - [API](#)
 - [Data sets](#)
 - [Code Samples and Libraries](#)
 - [Technology Mailing List](#)
 - [Project Ideas](#)
 - [App Library](#)
- **Europeana**
 - [API](#)
 - [Data sets](#)
- **Trove (Australia)**
 - [API](#)
 - [Trove “People and Organisations” data](#)
- **DigitalNZ (New Zealand)**
 - [API](#)
 - [Code Samples and Libraries](#)

Museums and Galleries

- **Wikimedia Commons**
 - [MediaWiki API](#)
- **Rijksmuseum (Amsterdam)**
 - [API](#)
 - [OAI API](#)
- **The British Museum (London)**
 - [Semantic Web Collection Online](#)

Libraries

- **The British Library (London)**
 - [British National Bibliography package](#)

DPLA API Documentation and Related Resources



- [DPLA API Codex](#)
 - The authoritative source for DPLA API documentation.
- [DPLA API Quickie](#)
 - A quick introduction to working with the DPLA API. Produced by Nabil Kashyap, a DPLA Community Rep.
- [DPLA API Tutorial](#)
 - A helpful tutorial on how to work with the DPLA API, designed for participants of a hackathon. Produced by Danielle Plumer, a DPLA Community Rep.

Other Hackathon Guides

Included below are links to some of the resources that were used in the creation of this hackathon guide.

- [Open Data Hackathon How to Guide](#)
- [Hack for Western Mass](#)
- [DataKind: How to Host a Data Dive](#)