



School of Information Management

INFO 560 Libraries and librarianship in Papua New Guinea.

Trimester 2 2005

COURSE OUTLINE

INFO 560 is a personal course of supervised study which will encompass a literature review, and field research into the services offered in public and tertiary libraries in PNG, level of skills in library staff, training needs, and needs for future research

Contact Details

Email: Rowena.Cullen@vuw.ac.nz;

Telephone: Rowena: (04) 463 5788

Alternatively, call the Administration Office on (04) 463 5103.

Freephone: 0800 11 62 99 (for open learning students or internal students calling from outside Wellington). Either you will be put straight through to one of us, or administration staff will relay a message.

Fax: (04) 463 5446

Room: Rowena Cullen, Easterfield 203

I am available on campus most days, and can be contacted daily by email.

Class Times and Room Numbers

There are no scheduled classes for this course. Instead personal supervision will be maintained by mail, fax and email.

Course Objectives

By the end of the INFO 560 course, the student should be able to:

1. Identify the primary and secondary literature relating to libraries in PNG

2. Relate the literature on libraries in PNG to the broader literature on library services in developing countries, especially within Oceania.
3. Apply this knowledge to develop a research proposal for a study of library services in PNG at the tertiary level, focusing on resource-sharing
4. Carry out research on a topic within this broader area to contribute to policy development and service enhancement in tertiary libraries in PNG.

Readings

The student will identify appropriate readings on the subject, with guidance from the course co-ordinator.

Assessment Requirements

Assignments	Date due	Value	Length
1. Course proposal	1 August	20%	1200 words max.
2. Literature review	10 September	40%	1800 words max.
3. Research report	25 October	40%	2400 words max

Penalties

Late assignments

Assignments submitted or postmarked after they are due will have a 10% penalty imposed unless an extension has been granted by the course coordinator. Assignments submitted or postmarked more than one week after they are due will not be accepted unless there are exceptional circumstances and the late submission has the prior approval of the course coordinator.

Word count

Each submitted assignment should contain a word count, easily available from your word-processing program. The penalty for going over the word count, will be 5%.

Mandatory Course Requirements

Submission of all required assignments are the only course requirement that must be satisfied in order to earn the right to be assessed for a final grade.

Online Information

There are online resources to assist you in this course which are available in the School's Blackboard online learning environment:

`http://blackboard.vuw.ac.nz/`

Details on how to access Blackboard are in the *MLIS Administration Handbook*, but if you have any difficulties logging on please contact the Help Desk, at:

`scs-help@vuw.ac.nz`

All LIM students will be automatically enrolled in LIM Programmes Information on Blackboard. General announcements and information will be posted here, and students should check this site regularly.

LIM Students email list

Mass communication between the school and students is via the email list. It is your responsibility to ensure you are on the email list; subscription is essential.

To subscribe: send an email to

`lim_students-subscribe@vuw.ac.nz`

To unsubscribe: send an email to

`lim_students-off@vuw.ac.nz`

No text in the body or subject line is required. You will be sent a confirmation email, and must confirm the operation by clicking reply and send. You will then receive a welcome or goodbye email.

General University Policies and Statutes

Students should familiarise themselves with the University's policies and statutes, particularly those regarding assessment and course of study requirements, and formal academic grievance procedures.

Student Conduct and Staff Conduct

The Statute on Student Conduct together with the Policy on Staff Conduct ensure that members of the University community are able to work, learn, study and participate in the academic and social aspects of the University's life in an atmosphere of safety and respect.

The Statute on Student Conduct contains information on what conduct is prohibited and what steps can be taken if there is a complaint. For queries about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor. This Statute is available in the Faculty Student Administration Office or on the website at:

www.vuw.ac.nz/policy/StudentConduct.

The policy on Staff Conduct can be found on the VUW website at:

www.vuw.ac.nz/policy/StaffConduct.

Academic Grievances

If you have any academic problems with your course you should talk to the tutor or lecturer concerned or, if you are not satisfied with the result of that meeting, see the Head of School or the Associate Dean (Students) of your Faculty. Class representatives are available to assist you with this process. If, after trying the above channels, you are still unsatisfied, formal grievance procedures can be invoked. These are set out in the Academic Grievances Policy which is published on the VUW website:

www.vuw.ac.nz/policy/AcademicGrievances.

Plagiarism

Victoria University defines plagiarism as the copying of ideas, organisation, wording or anything else from another source without appropriate reference or acknowledgement so that it appears to be one's own work. This includes published and unpublished work, the Internet and the work of other students and staff. Plagiarism is an example of misconduct in the Statute of Student Conduct. Students who have plagiarised are subject to a range of penalties under the Statute. See the website: www.vuw.ac.nz/policy/StudentConduct.

Students with Disabilities

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities an equal opportunity with all other students to demonstrate their abilities. If you have a disability, impairment or chronic medical condition (temporary, permanent or recurring) that may impact on your ability to participate, learn and/or achieve in lectures and tutorials or in meeting the course requirements, then please contact the Course Coordinator as early in the course as possible. Alternatively you may wish to approach a Student Adviser from Disability Support Services to confidentially discuss your individual needs and the options and support that are available.

Disability Support Services are located on Level 1, Robert Stout Building, or phoning 463-6070, email: disability@vuw.ac.nz. The name of your School's Disability Liaison Person can be obtained from the Administrative Assistant or the School Prospectus.

Student Support

Staff at Victoria want students' learning experiences at the University to be positive. If your academic progress is causing you concern, please contact the relevant Course Co-ordinator, or Associate Dean who will either help you directly or put you in contact with someone who can.

The Student Services Group is also available to provide a variety of support and services. Find out more at www.vuw.ac.nz/st_services/ or email student-services@vuw.ac.nz.

VUWSA employs two Education Coordinators who deal with academic problems and provide support, advice and advocacy services, as well as organising class representatives and faculty delegates. The Education Office is located on the ground floor, Student Union Building, phone 463 6983 or 463 6984, email education@vuwsa.org.nz.