

Welcome to INFO 531



Sydney Shep

Kia ora and welcome to INFO 531, Resources for New Zealand Studies. My name is Sydney Shep and I'll be coordinating INFO 531, which is an introduction to the wide range of resources available in New Zealand and overseas to support research in all aspects of New Zealand history, society, and culture.

I am currently Senior Lecturer in Print & Book Culture, and The Printer at Wai-te-ata Press, Victoria University of Wellington. My background includes degrees in literary criticism and book history, and training as a letterpress printer, book artist, and bookbinder in Canada, the USA, Scotland, and New Zealand.

My research interests focuses on topics in New Zealand print culture, including the history of paper and papermaking in nineteenth-century New Zealand for which I received a three-year Marsden Grant from the Royal Society. My most recent project is an electronic monograph, *The Print History Project: Wellington's Book Trade 1840-2000*, hosted by the New Zealand Electronic Text Centre and found at <http://www.nzetc.org/projects/php/index.html>. I have published articles in a wide range of journals, and have been known to offer lectures on topics as diverse as edible typography and street graffiti.

If you need to contact me during the course, several avenues are open to you. Please note that my time is split 50:50 between teaching in the LIM programme, and running Wai-te-ata Press in the Faculty of Humanities and Social Sciences. During the third trimester, I am also teaching an undergraduate course in media studies. If you wish to see me in person or telephone me, you are requested to make an appointment in advance.

You can contact me by:

- Email:** **sydney.shep@vuw.ac.nz**
- Room:** Wai-te-ata Press, CSB 113, or EA 207: If I'm not in my room, please email me or leave a phone message to arrange a time to see me.
- Telephone:** (04) 463 5784 (for calls within the Wellington free calling area).
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 me, or our Open Learning Administrator will relay a message.
- Fax:** (04) 463 5446

If you wish to send something to me by post, my address is:

Dr Sydney Shep
Wai-te-ata Press
Victoria University of Wellington
PO Box 600, Wellington

Assignments should *not* be sent to the above address; see the details under 'Assessment' below. Non-assignment material being delivered by courier or in person should go to the SIM Administration Office, EA 121, Easterfield Building, Kelburn Campus, Victoria University of Wellington.

Structure of the course material

Your course material is divided into two sections: the course information section (which should be read in conjunction with the *Administration Handbook*) in which the contents of the INFO 531 course are discussed along with course-specific administrative information and Internet conference or internal session details; and a CD-ROM containing readings for each of the 12 study modules. These readings combine required preparation for the weekly session and additional readings, many of which are difficult to find, as part of your research resource kit; they will assist you with your assignments as well as enable you to explore further areas of interest to you. The course material is augmented with a website in VUW's Blackboard online learning environment (see 'Online information' for further details), available at

<http://blackboard.vuw.ac.nz>

In the Blackboard site for INFO 531, you will find introductory material for each module [under “Course Material”] to be read in conjunction with the module readings, and bibliographic/webliographic resources with links. You will also be able to access online discussion groups with your class peers, and view completed assignments as part of our information-sharing environment.

Course description

INFO 531 is an introduction to the range of resources available in New Zealand and overseas to support research in all aspects of New Zealand history, society, and culture. We will examine structures of knowledge, as well as bibliographical control and access in a number of subject areas including local and oral history, Māoritanga, geography and cartography, literature, art, music, government, and business. We will survey information sources such as books and periodicals, manuscripts and archives, paintings, drawings and prints, photographs, maps and plans, sound recordings, film and electronic media.

In the process, we will explore both how these media contribute to research in New Zealand studies, and how this research is determined by the historical development of printing, publishing, scholarship, private and institutional collecting, libraries, and archives. Special guests from the library, archive, museum, and research communities will address issues pertinent to New Zealand studies.

Learning objectives

At the end of the INFO 531 course, students should be:

1. Familiar with the development and use of major tools for bibliographic access and control across a range of topics in New Zealand Studies.
2. Familiar with the major collecting institutions, and the strengths of their New Zealand collections.
3. Aware of the distinctive patterns of resources, and the problems these pose for research and the research community.
4. Able to analyse the strengths and weaknesses of the machinery of bibliographical access and control, and able to recommend feasible improvements.

Time commitment and workload

You should expect to spend about 10–12 hours per week on this course. Part of this time commitment will be taken up in your weekly audioconference session. The remaining time should cover:

- reading set texts and articles — you are expected to have read these *before* the weekly session;
- reflecting on issues presented in the module and preparing assigned practical work for the weekly session; and
- researching and writing assignments.

Please prepare your work before the session for which it is required. Advance preparation is required to assist critical thinking, analytical skills, and deep understanding of the material. Participation demonstrates thoughtful and thought-provoking interaction with colleagues, and shows respect for and engagement with both the material and the learning environment. Since the course is conducted as a series of seminars, in which I hope you will have as much to contribute as I do, it is important that you have done the reading and can bring an informed point of view to class discussions. In some sessions I may ask you to talk about a specific topic, or to share your experience in exploring the resources we are discussing with the rest of your seminar group. You should always be prepared for this.

General University information

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.

Faculty of Commerce and Administration offices

Railway West Wing (RWW) FCA Student Administration Office: The Student Administration Office is located on the ground and first floors of the Railway West Wing. The ground floor counter is the first point of contact for general enquiries and FCA forms. Student Administration Advisers are available to discuss course status

and give further advice about FCA qualifications. To check for opening hours, call the office on (04) 463 5376.

Easterfield (EA) FCA/Law Kelburn Office: the Kelburn Campus Office for the Faculties of Commerce & Administration and Law is situated in the Easterfield Building and includes the ground floor reception desk (EA005), and offices 125a to 131 (Level 1). The office is available for the following:

- Duty tutors for student contact and advice.
- Information concerning administrative and academic matters.
- FCA Student Administration forms (e.g. application for academic transcripts, requests for degree audit, COP requests).
- Examinations-related information during the examination period.

Check with the Student Administration Office for opening times: (04) 463 5376.

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 at

<http://www.vuw.ac.nz/policy/StudentConduct>

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

<http://www.vuw.ac.nz/policy/StaffConduct>

Academic grievances

If you have any academic problems with your paper you should talk to the tutor or lecturer concerned or, if you are not satisfied with the result of that meeting, see the LIM Programme Director (Tony Hooper, tony.hooper@vuw.ac.nz) or the Head of School (Sid Huff, sid.huff@vuw.ac.nz). 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, at

<http://www.vuw.ac.nz/policy/AcademicGrievances>

Students with special requirements

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.

Academic integrity and plagiarism

Academic integrity is about honesty — put simply, it means **no cheating**. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

Plagiarism is a form of cheating which undermines academic integrity, and is **prohibited** at Victoria. The University defines plagiarism as follows:

Plagiarism is presenting someone else's work as if it were your own, whether you mean to or not.

'Someone else's work' means *anything* that is not your own idea, even if it is presented in your own style. It includes material from books, journals or any other printed source, the work of other students or staff, information from the Internet, software programmes and other electronic material, designs and ideas. It also includes the organisation or structuring of any such material.

Plagiarism is not worth the risk. Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct (see above) and may be penalised severely. Consequences of being found guilty of plagiarism can include:

- an oral or written warning;

- suspension from class or university;
- cancellation of your mark for an assessment or a fail grade for the course.

Find out more about plagiarism, and how to avoid it, on the University's website, at <http://www.vuw.ac.nz/home/studying/plagiarism.html>

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

http://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.

Manaaki Pihipihinga Māori and Pacific Mentoring programme

VUW offers academic mentoring for Māori and Pacific students studying at all levels in the Faculties of Humanities & Social Sciences, and Commerce & Administration, with weekly sessions for an hour with a mentor to go over assignments and any questions from tutorials or lectures. Registered students can use the facilities study rooms and computer suite, at any time, at Kelburn and Pipitea. There is also a mature student and post-graduate network. A mentoring room will also be running at Pipitea Campus starting January. For further information, please contact:

Melissa Dunlop

Programme Coordinator

Room 109 D

14 Kelburn Parade (back courtyard)

Ph: (04) 463 6015; email: Maori-Pacific-Mentoring@vuw.ac.nz

Course schedule

INFO 531 will be held in the third trimester (October–January) of the 2005 academic year. There will be no sessions for two weeks during the Christmas break (23 December 2005–3 January 2006). Please note below the adjustment to the schedule in the first week of January due to the holiday schedule.

- **Internal and open learning students**

The weekly audioconference sessions, combining Open Learning and Internal students, will be held on Mondays, from 5.00–6.30 p.m.

We will meet as usual on Wellington Anniversary Day, 23 January. Rather than meeting on Monday 3 January (a holiday), INFO 531 will meet on Thursday 5 January, 5.00-6.30pm.

Week	Dates	Topic
1	31 Oct.-4 Nov.	New Zealand Studies: the formation of a discipline
2	7-11 Nov.	The research community & its needs. Guest: Nicola Frean, Special Materials Librarian, JC Beaglehole Room, VUW
3	14-18 Nov.	Bibliographic tools: background & overview
4	21-25 Nov.	Institutions, collections & their development
5	28 Nov.-2 Dec.	Creating the print record: NZ printing & publishing
6	5-9 Dec.	Government information
7	12-16 Dec.	Business archives. Guest: Kevin Molloy, VUW Postdoctoral Fellow in Print Culture
8	19-23 Dec.	Finding places
9	2-6 Jan.	Pictorial resources
10	9-13 Jan.	Finding people. Guest: Maureen West, Treaty of Waitangi Research Unit, VUW

11	16-20 Jan.	The built environment
12	23-27 Jan.	Sound resources

Assessment

None of the LIM courses has a formal final examination. INFO 531 is internally assessed, with two assignments (worth 40% each), and a set of practical exercises (worth total of 20%).

Further details are posted under “Assignments” on the course site in Blackboard.

Assignment	Date due	Value	Length
1. An annotated checklist of published and unpublished material on some aspect of the history of NZ libraries, archives or museums, publishing or printing, collecting or scholarship, prepared for the guidance of an overseas scholar coming to your institution for a year's visit.	2 Dec. 2005	40%	Maximum 50 items
2 (a). A 10-minute presentation analysing the strengths and weaknesses of a specific information resource or tool in the relevant subject week.	To be delivered in weeks 6-12	40%; total mark for both 2 (a) & (b)	
2 (b). A proposal in report format for an electronic bibliography, index, guide, or directory that will address a gap in, or improve bibliographic access to, your specific NZ subject or genre area at a New Zealand institution.	Due week following presentation		2500 words max.
3. Practical exercises, including resource pathfinder for several subject areas.	Due in relevant week	20%	

Late assignments

Assignments submitted or postmarked after they are due will have a 10% **per day** penalty imposed unless an extension on the basis of a medical problem or family emergency has been granted by the course coordinator **in advance, in writing**.

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. This late assignment policy over-rides that which appears in the *LIM Administration Handbook*.

Word limits

The written component of assignment 2 **MUST** contain a word count, easily available from your word-processing program. The word count should appear under your name and does not include footnotes, bibliography or appendices. The penalty for not including your word count, or going under or over the word count by 10%, will be 10%.

Presentation

Details of the LIM Group's assignment policy, including presentation, will be found in the *Administration Handbook*. You are reminded that as information professionals, you are expected to bring a high level of consistency and accuracy to any referencing style adopted for assignments.

Plagiarism

You should read and take heed of the statement on collaboration and plagiarism above, and also in the *Administration Handbook*; you *must* acknowledge all sources you use.. While you are encouraged to work together while preparing for the weekly sessions, assessed work must be completed individually, and collaboration confined to discussion of general points. You are expected to present information in your own words, based on your understanding of the background material you read. ***Any assignment which is extensively plagiarised will receive an automatic fail grade.***

Terms

Terms are the minimum course requirements that must be satisfied in order to earn the right to be assessed for a final grade. Students in INFO 531 are expected to attend and participate in all seminars (unless absent due to exceptional circumstances).

Preparation of readings, satisfactory completion of assignments and exercises in the time allowable, and participation in scheduled Internet conference sessions¹ and electronic discussion are required to keep terms.

Submission

Most assignments for INFO 531 will be submitted electronically using Blackboard. Please remember to keep both a hard (printed) and soft (digital) copy of each assignment you send, in case your original electronic posting goes astray. When hard copy assignments are required, they should be submitted as follows:

Open learning students:

- **Post:** To LIM O/L.— INFO 531, School of Information Management, Victoria University of Wellington, PO Box 600, Wellington.
- **Courier:** To LIM O/L.— INFO 531, Room 121, Easterfield Building, Kelburn Parade, Wellington.

Internal students:

- **Post:** To LIM INT.— INFO 531, School of Information Management, Victoria University of Wellington, PO Box 600, Wellington.
- **Deliver:** To the LIM Assignment Box, 1st floor, Easterfield Building. This box is cleared as soon as the Administration Office opens on the morning following the due date. Any late assignments should be delivered to the following address:
- **Courier or late delivery:** To LIM INT.— INFO 531, Room 121, Easterfield Building, Kelburn Parade, Wellington.

Online information

In addition to the CD-ROM of readings, you will be required to use the course resources that are available in the School's Blackboard online learning environment:

<http://blackboard.vuw.ac.nz/>

¹ To be considered in attendance at an Internet conference session, an open learning student must be able to contribute orally to the session using the Internet conferencing software; that is, the student must have a working microphone attached to his or her computer making it possible to respond to questions, and to contribute ideas orally.

The Blackboard environment will contain a Web-based forum for discussion of issues related to the course, links to sites of interest, any additional readings and information, updates, etc. You should read the appropriate module web pages in conjunction with the relevant readings for INFO 531 on your CD-ROM.

Details on how to access Blackboard are in the *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.

Internet conferencing

Distance sessions are now being conducted via the Internet using the Chatterbox application; in order to participate students will need an Internet-connected PC running Windows XP or Windows 2000, microphone, and headphones/speakers. To connect, go to the Internet conferencing page (and read the “Getting Started” information) at

`http://www.sim.vuw.ac.nz/conferencing/`

There is also an ‘Internet Conferencing’ button linking to this page in Blackboard.

Some days before your first session, and at least 15 minutes before each subsequent session, you should test your system by going to the Echo Room. Regular classes will be held in the LIS Room; additional Discussion Rooms are available for breakout groups, and as a “waiting room” if a class is proceeding in the main LIS room. Study groups can use the discussion rooms out of regular class times.

For further information, follow the help links on the Internet Conferencing page; details, including screen name conventions, are also available on Blackboard under LIM Programmes Information.

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.

Prescribed texts and recommended reading

The prescribed text is available from Vic Books, PO Box 12-337 (or c/- Students' Union Building), Wellington, ph. (04) 463 5515 or freephone 0800 370 370, fax (04) 471 2124, email enquiries@vicbooks.co.nz. You can use any of these methods to place an order.

It is also possible to order texts through the Vic Books' online book ordering service, which can courier books to customers, or they can be picked up at the shop the day after placing an order online, at

<http://www.vicbooks.co.nz/>

The prescribed electronic text is available as noted below.

Prescribed texts

G. A. Wood, *Studying New Zealand: A Guide to Sources*. Dunedin: University of Otago Press, 1999. The cost to students is \$34.95 approx.

Penny Griffith, Ross Harvey & Keith Maslen, *Book & Print in New Zealand. A Guide to Print Culture in Aotearoa*, Wellington. Victoria University Press, 1997.

This work is now out-of-print, although copies are available on 3-day loan from the University Library. The New Zealand Electronic Text Centre has created an electronic, searchable version, which is now available in Web and e-book formats.

The Web version is at

<http://www.nzetc.org/etexts/GriBook>

Recommended reading

In addition to the prescribed texts, you should read J. B. Ringer, “Undertaking Further Research,” Chapter 21 in *An Introduction to New Zealand Government*. Christchurch: Hazard Press, 1991.

Additional readings are included with each module in Blackboard. You are encouraged to consult these when preparing assignments, or to further your own knowledge in a specific subject area.