Welcome to INFO 547

Chern Li Liew

Welcome to INFO 547, Digital Libraries, which will be coordinated by Chern Li Liew. In this course we'll be exploring the ways in which libraries and information services can provide information digitally.

INFO 547 is an introduction to the creation and maintenance of digital libraries that addresses terminology, purpose, and methods. It covers digitisation of information and its organisation and preservation.

The world as we know it is becoming increasingly digital. The integration of entertainment, communication, and education on a digital platform began more than twenty years ago and has hurried along ever since so that now, in your home and office, you will be surrounded by digital equipment. Libraries were in the vanguard of online database access many years ago, and it is fair to say that some librarians and information managers have been 'early adopters' of new technologies ever since then. The term 'digital libraries' has become part of the language of information management, so it is natural that the School of Information Management now offers this course on the subject.

If you wish to discuss any aspects of the course, you can contact me as follows:

Email:	chernli.liew@vuw.ac.nz
Telephone:	(04) 463 5213 (for Wellington students)
Freephone:	0800 11 62 99 (for students calling from outside Wellington; ask to be transferred, or dial 5213 at the recorded message to talk to Chern Li.)
Fax:	(04) 463 5446
Room:	Rm 212, Easterfield Building. If I'm not in my room, email me, leave a note, or leave a phone message to arrange a time to see me.

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

Chern Li Liew
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Course description

INFO 547 is an introduction to the creation and maintenance of digital collections. The course addresses terminology, purpose, and methods. The course covers digitisation of information and its organisation and preservation; for example: collection management in the digital environment, selection of digital resources, rights and licensing, intellectual property, acquisition scanning and digitisation, digital preservation.

INFO 547 explores issues relating to digital libraries, addressing such questions as

- What is a digital library?

- How can we digitise existing information?

- Collection management and selection in a digital environment

- How can we make digital information available over space and time?

- How do we address intellectual property and other economic issues in digital collections?

- How can we preserve digital information?

You will participate in discussion of DL issues, and be involved in a practical project which results in the creation of a small Digital Library collection. Before starting the course, you should have a basic understanding of Internet services, HTML, and your computer operating system. You should be prepared to adopt an exploratory problem solving approach to information technology.

Time commitment and workload

You should expect to spend 10-12 hours a week on INFO 547, including a significant proportion of study time on the Internet. participation in online discussions, and work on group projects.

Each week, you should:

- **Read** the study guide on Blackboard and complete any practical exercises, self tests, etc. listed for the week.

- Read and contribute to the **discussion board**. You should check for new listings on the discussion board at least three times a week, and aim to contribute at least once a week.

- Participate in the weekly session.

Learning objectives

By the conclusion of the INFO 547 course, students should have:

1.   The ability to acquire, organise and preserve knowledge in digital form, in order to create an effective digital library.

2.   An awareness of critical issues in the organisation and maintenance of digital libraries, including preservation and intellectual property.

3.   The ability to work in a virtual team environment.

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
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http://www.vuw.ac.nz/policy/StudentConduct
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The policy on Staff Conduct can be found on the VUW website at
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http://www.vuw.ac.nz/policy/StaffConduct
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Academic grievances

If you have any academic problems with your paper you should talk to the tutor or lecturer concerned or, it 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
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http://www.vuw.ac.nz/policy/AcademicGrievances
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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
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http://www.vuw.ac.nz/home/studying/plagiarism.htm
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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
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http://www.vuw.ac.nz/st_services/
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or email
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student-services@vuw.ac.nz
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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 `Mäori` and Pacific Mentoring programme

VUW offers academic mentoring for Mäori 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 547 will be held in the third trimester (November-January) of the 2005 academic year. In addition to the mid-trimester break (23 December 2005-3 January 2006), there will be no classes in Weeks 8 and 9. Instead, there will be the following extended classes, which will extend one hour later:

- **Week 7** (14 Dec. 2005): On-campus students 10.00 a.m.–12.50 p.m.; Open Learning students 6.45–9.15 p.m.

- **Week 10** (11 Jan. 2006): On-campus students 10.00 a.m.–12.50 p.m.; Open Learning students 6.45–9.15 p.m.

- **Internal students**
  There will be a seminar on Wednesdays (from 10.00 a.m.-11.50 a.m.) in the Easterfield Building, Lecture Room EA 004.

- **Open learning students**
  The weekly Internet conference sessions will be held on Wednesdays from 6.45–8.15 p.m.

Week	Date	Topic
1	31 Oct-4 Nov.	What is a digital library?
2	7-11 Nov.	Planning the digital library
3	14-18 Nov.	Economic factors, legal framework
4	21-25 Nov.	Creation and management of digital collections; Greenstone
5	28 Nov.-2 Dec.	Consideration of cultural heritage resources, preservation
6	5-9 Dec.	Early practical work – requirements, facilities,
7	12-16 Dec.	E-documents: formats and mark-up (extended class)
8	19-23 Dec.	No class
9	2-6 Jan.	No class
10	9-13 Jan.	Subject indexing, knowledge representation schemes (extended class)
11	16-20 Jan.	Interoperability; sharing of digital libraries
12	23-27 Jan.	Digital library research

Assessment

None of the LIM courses has a final examination. This course will be internally assessed, and there will therefore be three assignments due during the trimester.

Assignment	Date due	Value
1. Presentation on an issue in digital libraries: For one of the weeks 2–7 and 10–12, you will choose an issue, provide a 5 minute presentation to the class, and lead a 10-minute discussion on the issue.	PPT slides and a brief report (800-1000 words max.) will be due 48 hours before start of the class in which the presentation will be given.	30%
2. Group project: Building a small digital library, using Greenstone software: `http://www.greenstone.org/` This will be a group evaluation.	30 Jan. 2006	30%
3. Project report: evaluating the success of the project, and explaining your individual contribution.	30 Jan. 2006	25%
4. Participation: based on an evaluation of the significance of your contribution to classes and the discussion board.	Evaluated each week	15%

Late assignments

If an assignment is submitted or postmarked during the week after it is due, it will have a 10% penalty imposed. **Assignments submitted or postmarked more than one week after they are due will not be accepted.**

Presentation

Details of the LIM Group's assignment policy, including presentation, will be found in the *Administration Handbook*. Bear in mind that any statement on penalties for lateness or word length of assignments in this coursebook supersedes the equivalent statement in the *Administration Handbook*.

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. All students in INFO 547 are expected to attend and participate in all the weekly sessions. Each week, you will be expected to read that week's course material and complete the questions and exercises as preparation for the weekly session. Terms will be granted to students who have:

- attended a minimum of 75% of the scheduled Internet conference[1] or seminar sessions;

- submitted the assignments required for assessment within the time allowable.

Recommended text

The course will not have a prescribed text. However, access to one or more of the following will be useful:

William Y. Arms. *Digital Libraries*. Cambridge, Ma.: MIT Press, 2000

G.G. Chowdhury and Sudatta Chowdhury. *Introduction to Digital Libraries.* London: Facet, 2003

G.E. Gorman (ed). *The Digital Factor in Library and Information Services.* London: Facet, 2002

Stuart D. Lee and Frances Boyle. *Building an Electronic Resource Collection: a Practical Guide*. London: Facet, 2004

Michael Lesk. *Practical Digital Libraries: Books, Bytes, and Bucks*. San Francisco, Calif.: Morgan Kaufmann Publishers, c1997

Ian H. Witten and David Bainbridge. *How to Build a Digital Library*. Morgan Kaufman, 2003

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[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.

Online information

In addition to the CD-ROM of readings for INFO 547, you will be required to use the resources for this course which are available in the School's Blackboard online learning environment:

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http://blackboard.vuw.ac.nz/
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The Blackboard environment will contain a Web-based forum for discussion of issues related to the course, links to sites of interest, additional readings and information, updates, etc. You should read the appropriate module web pages in conjunction with the readings on the course 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:

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scs-help@vuw.ac.nz
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All LIM students will be automatically enrolled in LIM Programme 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

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http://www.sim.vuw.ac.nz/conferencing/
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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
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lim_students-subscribe@vuw.ac.nz
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To unsubscribe: send an email to
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lim_students-off@vuw.ac.nz
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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.