

Welcome to INFO 525



Philip Calvert

This is INFO 525, Applications of IT in Library & Information Services, which will be taught and co-ordinated by Philip Calvert.

INFO 525 is designed as an exploration of the basics of modern information technologies, and the application of information technology to effective information management. The use of new information technologies is crucial to information management in the digital future.

In INFO 525 you will examine a variety of information technologies that are currently being adopted in LIM (library and information management) contexts. The intention is that students who complete the course will be familiar with new technologies being used in information management, and will be able to assess the value and impact of new technologies in a designated information service. The student will also learn some of the practical IT skills necessary to be an information manager in an increasingly digital environment. You are a diverse group with a wide range of previous experience with information technology, and some of you may already have considerable experience in this area. Others may regard themselves as novices. The goal is to make this course interesting and rewarding for both groups; those of you with experience using a range of computer technologies are encouraged to share your knowledge with the rest of the group in class and through communication channels such as Blackboard's Discussion Board.

If you would like to discuss any aspect relating to this course, please contact me as follows:

- Email:** **philip.calvert@vuw.ac.nz**
- Telephone:** (04) 463 6629 (for calls within the Wellington free calling area).
- Room:** EA 219 (second floor of the Easterfield Building)
- Freephone:** 0800 11 62 99 (for open learning students or internal students calling from outside Wellington).
- Fax:** (04) 463 5446

If I am unavailable when you phone, please leave a message with the Administration Office on (04) 463 5309 or 0800 11 62 99. If you wish to send something by **post**, the address is:

Philip Calvert

School of Information Management
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.

Course materials

The course material for INFO 525 includes: this course information section (in which the contents of the INFO 525 course are discussed along with course-specific administrative information and Internet conference or internal session details); and a CD-ROM containing readings and course notes associated with each of the 12 modules. The readings are augmented with material on the Blackboard website for INFO 525, including a study guide for each module, available at

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

See 'Online information' for more on this.

Using or quoting course notes

The course notes used in the LIM programmes have been developed over a period of time. As a result, they are likely to include new material contributed by the coordinator and staff involved in the current offering of the course, as well as material contributed by staff involved in earlier offerings. Every effort has been made by our academic and editorial staff to ensure that all material is correctly attributed and complies with the University's copyright license obligations. If quoting or referring to material written for this course, you should treat it as being contributed anonymously rather than being attributable to the person delivering the particular module in which it appears, unless the authorship is clearly indicated.

Course description

INFO 525 is concerned with the history, terminology, hardware, and software of current information technology, and its practical applications for library and information services.

Learning objectives

By the end of the INFO 525 course, students should be able to:

1. Discuss common methods of computer networking; identify the main components of a computer system, and describe their functions; explain how data are represented in a computer system.
2. Demonstrate basic competency in a range of computer-based applications commonly used in LIM work, including using electronic mail, spreadsheets, selected online catalogues and databases, presentation packages, selected applications software; and create a simple World Wide Web page using basic HTML.
3. Explain the technical aspects of significant new information technologies that are being used in information management; assess their value and impact on specific information services.
4. Recognise trends in the IT industry that will make a significant impact on LIM work, and be able to elucidate relevant opinions to colleagues.
5. Discuss key issues in systems maintenance for information management, including system security.

Special requirements

As part of this course, you will need to use resources on the Internet, as well as selected databases and online services. Access to these services is possible from the School's computer laboratories and from Victoria University Library. Open learning students will require access to the Internet to access these databases, and will also need

to authenticate some databases using their Student username and password. For more on this, see *LIM Programmes Information* on Blackboard.

The first assignment consists of a number of practical exercises, which require access to a personal computer with Internet access and standard email and web browser software. You will also require access to:

- a spreadsheet program that will produce files compatible with Microsoft Excel; and
- a presentation program such as PowerPoint.

Time commitment

To achieve satisfactory grades, you should expect to spend around twelve hours per week on INFO 525 (including time spent in the weekly session). If you have previous experience of information technology, you may need significantly less time than this for some of the modules. Up to two hours per week will be spent in the weekly session. The balance of your time should be spent reading the material in the coursebook and the course text and on the Internet, and doing your preparation work for the weekly session and assignments.

Course schedule

INFO 525 will be held in the first trimester (March-June) of the 2006 academic year. There will be no sessions for two weeks during the mid-trimester break (8-23 April 2006).

- **Internal students**
There will be a seminar on Tuesdays (from 1.10-3.00 p.m.) in the Easterfield Lecture Theatre, EA 006.
- **Open learning students**
The weekly Internet conference sessions will be held on Tuesdays from 6.45-8.15 p.m.
- **Open learning students (within Auckland)**
Sessions for Auckland students will be delivered by a mixture of audioconferencing and face-to-face teaching. Auckland students should refer to the separate 'Auckland mode' timetable for details.

Schedule

Week	Dates	Topic
1	6-10 March	Information and information technology
2	13-17 March	Representing data in computer systems
3	20-24 March	Computer networks
4	27-31 March	Wireless networking
5	3-7 April	RFID
6	24-28 April	Blogs and RSS
7	1-5 May	Institutional repositories
8	8-12 May	Open URL
9	15-19 May	XML
10	22-26 May	Open Archives Initiative and metadata harvesting
11	29 May-2 June	Adaptive technologies
12	5-9 June	Computer security

Seminar and Internet/audioconference participation

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.

As the sessions are meant to be interactive, you should be prepared to answer questions, contribute comments, and ask for clarification of issues pertaining to the material under discussion. In some sessions you may be asked 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.

Assessment

None of the LIM courses has a formal final examination. This course will be internally assessed, and there will therefore be eight exercises and one assignment due during the trimester. Exercises 1-8 will be submitted electronically via Blackboard. The literature review and report for Assignment 2 will be submitted on paper (though the blog will be submitted as a URL).

Exercises/Assignments	Date due	Value
1. Exercises: 1–8	By midnight on the Monday following the class in which the exercise was set	40%
2. Report		60% overall
(a) Literature review	6 May 2006	(each part
(b) Final report	30 May 2006 (1500 words max.)	worth 50%)

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. Exercises 1–8 cannot be accepted after the due date and will not be marked.

Word count

The length given for the report is intended to give you an indication of the required word count. Assignments that are significantly under the suggested length may lack important information, and assignments that are significantly over may include too much detail, or be repetitive. If you are concerned about the word count of your background paper, please discuss it with us before submitting your assignment.

Plagiarism

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 525 are expected to attend all scheduled sessions. Terms will be granted to students who have:

- attended a minimum of 75% of the scheduled Internet/audioconference or seminar sessions;¹
- submitted the assignments and exercises required for assessment within the time allowable.
- sent a meaningful and reasoned contribution to the Blackboard Discussion Board in both Week 11 and Week 12, based upon the content of that week's module.

Presentation

Details of the LIM Group's assignment policy, including presentation, will be found in the *Administration Handbook*.

Submission

Remember to keep a copy of each assignment you send us, in case the original goes astray. Assignments should be submitted as follows:

Open learning students:

- **Post:** To LIM O.L.—INFO 525, School of Information Management, Victoria University of Wellington, PO Box 600, Wellington.
- **Courier:** To LIM O.L.—INFO 525, SIM Administration Office, Room 121, Level 1, Easterfield Building, Kelburn Parade, Wellington.

Internal students:

- **Post:** To LIM INTERNAL—INFO 525, School of Information Management, Victoria University of Wellington, PO Box 600, Wellington.
- **Deliver:** To the LIM Assignment Box, labelled on Level 1 of the 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 INTERNAL—INFO 525, SIM Administration Office, Room 121, Level 1, Easterfield Building, Kelburn Parade, Wellington.

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.

Prescribed text and recommended reading

Nancy Courtney, ed. *Technology for the Rest of Us: A Primer on Computer Technologies for the Low-Tech Librarian* (Libraries Unlimited, 2005). The price (including student discount) is approximately \$139.95.

Ordering the text

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 vuwtexts@vicbooks.co.nz. You can use any of these methods to place an order. Please give the details of the book(s) you want, your delivery address, and your daytime phone number. If you have a credit card, you can also give your credit card number and expiry date, and the book will be sent to you directly. Otherwise, once your order is placed, you will be asked to send a cheque for the book(s) and postage. There is an \$8.00 handling and delivery charge. It is also possible to order texts through the Vic Books' online book ordering service at

<http://www.vicbooks.co.nz/vuwtexts/index.html>

Recommended reading

Griffiths, Peter. *Managing Your Internet and Intranet Services: The Information Professional's Guide to Strategy*. London: Facet, 2004

Kochtanek, Thomas R., and Joseph R. Matthews. *Library Information Systems: from Library Automation to Distributed Information Access Solutions*. Westport, Conn.: Libraries Unlimited, 2002

Paling, Stephen. *A Hardware and Software Primer for Librarians: What your Vendor Forgot to Tell You*. Lanham, Md: Scarecrow Press, 1999

Online information

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

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

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 module readings and course notes.

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.

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.

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 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>

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>

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

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