Welcome to INFO 536

INFO 536, Books and the Information Society, will be coordinated and delivered by Sydney Shep, the Senior Lecturer in Print & Book Culture, and The Printer at Wai-te-ata Press, Victoria University of Wellington.

Sydney's background includes degrees in literary criticism and book culture, and training as a letterpress printer, book artist, and bookbinder in her native Canada, as well as the USA, Scotland and New Zealand. She researches topics in New Zealand print culture and transnational book history, including paper trade networks in colonial New Zealand, contemporary street graffiti, and Australian beer labels!

Sydney Shep

INFO 536 examines the technological, social, and cultural role of the book in history and its relevance to/in the current information revolution. It will investigate book production in depth, the conventions of physical bibliographic description, and the preservation and conservation issues associated with this medium of communication. Special modules will explore the unique history of print culture in New Zealand.

If you have any questions about the academic material or content of the course, you can **contact** me as follows.

Email: sydney.shep@vuw.ac.nz

Telephone: (04) 463 5784 (for Wellington students)

Freephone: 0800 11 62 99 (for students calling from outside Wellington; dial 5784 at the recorded message to speak to Sydney).

Fax: (04) 463 5446

Room: EA 207, Easterfield Building **or** Wai-te-ata Press, first floor, Room 108, Central Services Building.

For appointments, please email or leave a phone message to arrange a time **in advance**. If you wish to send me something by **post**, the address is:

Sydney Shep
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 description

INFO 536 examines the role of the book as written text, material object and cultural transaction in the contemporary information landscape, emphasising descriptive bibliography, rare books and special collections, artifacts in the digital domain, communication and information design, and New Zealand print culture.

Learning objectives

At the conclusion of the INFO 536 course, students should be:

1. Conversant with the history of the book, and the book's relationship to other modes of communication such as oral, manuscript, and digital.

2. Equipped to describe the physical nature of the book using the conventions of standard bibliographic description.

3. Familiar with the tools required to investigate New Zealand print culture.

4. Equipped to analyse strengths and weaknesses of communication design in both print and electronic media.

Time commitment

Participants are expected to spend about 12 hours per week on this course, including the two-hour class contact time. Class participation is a vital dimension of this course; attendance is expected at every seminar, unless prevented due to extraordinary circumstances. In the event of absence, participants are expected to make up the work in a manner agreed upon by the tutor and the student.

Outside of class, the remaining time should be spent:

- reading set texts and articles — you are expected to have read these *before* the weekly session;

- keeping up with the required electronic discussion lists; completing practical exercises; preparing and writing assignments.
- participating in the Blackboard Web-based learning environment.

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.

Course resources

The CD-ROM of readings is augmented with material at the Blackboard website for INFO 536, including a study guide for each module, available at:

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http://blackboard.vuw.ac.nz

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Each week, discussion will be based on both:

- required readings from the material provided;
- introductory material, discussion points and exercises.

In addition, the Blackboard Web-based learning environment will be used to post course information notices, and enable ongoing electronic discussion forums on topics or issues introduced in or out of class. Students are also encouraged to use Blackboard for information sharing, and to post questions for electronic and in-class discussion.

Please note: All other course information and any updates or announcements are available **only** on the course Blackboard website. See 'Online information' for more on this.

Course schedule

INFO 536 will be held in the third trimester (6 November-2 February) of the 2006 academic year. There will be no sessions for two weeks during the mid-trimester break (22 December-2 January).

•   **Internal students**
       There will be a seminar on Mondays (from 2.10-4.00 p.m. in the Easterfield Buiding, Room EA 001.

•   **Open Learning students**
       The weekly Internet conference sessions will be held on Mondays from 5.00-6.30 p.m.

Site visits will be arranged for the internal students; open learning students will be loaned resource kits as noted below.

Week	Dates	Topic
1	6-10 Nov.	Definitions of the book
2	13-17 Nov.	Principles of bibliographic description
3	20-24 Nov.	Papermaking
4	27 Nov.-1 Dec.	Type & type design
5	4-8 Dec.	Printing
6	11-15 Dec.	Illustration
7	18-21 Dec.	Bookbinding
	Mid-trimester break	
8	8-12 Jan.	Overview of print culture in New Zealand
9	15-19 Jan.	The colonial contexts
10	22-26 Jan.	Contemporary New Zealand Publishing – a case study
11	29 Jan.-2 Feb.	The future of the book in the digital age

Assessment

None of the LIM courses has a formal final examination. INFO 536 is internally assessed, with two assignments (worth 40% and 30%) and two exercises (worth a total of 30%) to be completed in order to satisfy the terms requirements. **Full details, including explanatory notes and criteria, are available under "Assignments" on Blackboard.**

Assignment	Date due	Value	Length
1. Biography of a book: Seminar presentation & annotated bibliography on one book production technique related to book chosen in consultation with lecturer	At relevant seminar, weeks 3-7	30%	15-minute individual presentation, plus annotated bibliography of 16-20 print and electronic resources.
2. New Zealand contemporary publishing: Research proposal on some aspect of publishing and case study of a particular firm	9 Feb. 2007 **NO extensions**	40%	2500 words
3. Two exercises:		30% (total)	
a) full-dress bibliographic description of chosen book (from Assignment 1), including detailed technical notes	a) 12 Jan. 2007	15%	1000 words
b) review of online digital exhibition, including commentary on material artefact	b) 2 Feb. 2007	15%	1000 words

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.**

Please note that there are NO extensions for Assignment 2.

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 overrides that which appears in the *Administration Handbook*.

Word count

Assignments 2 and 3 **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 substantially 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 encouraged to pay close attention to citation style and to present all your work in as professional manner as possible, including title pages, table of contents where appropriate, and pagination. Bear in mind that any statement on penalties for lateness or word length of assignments in this course information supersedes the equivalent statement in the *Administration Handbook*.

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 536 are expected to attend all scheduled sessions. 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 and exercises required for assessment within the time allowable.

Plagiarism

You should read and take heed of the statement on collaboration and plagiarism found in the *Administration Handbook*. You must acknowledge *all* sources you use. I expect you to present information in your own words, based on your understanding of

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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.

the background material you read. ***Any assignment which is extensively plagiarised will receive an automatic fail grade.***

Submission

Most assignments will be submitted via Blackboard's "Digital Drop Box." You are encouraged to keep a hard copy and an electronic back-up. When hard copy assignments are requested, please submit as follows:

Open learning students:
- **Post:** To LIM O.L.—INFO 536, Library and Information Studies, School of Information Management, Victoria University of Wellington, PO Box 600, Wellington.
- **Courier:** To LIM O.L.— INFO 536, Room 121, Easterfield Building, Kelburn Parade, Wellington.

Internal students:
- **Post:** To LIM INTERNAL— INFO 536, Library and Information Studies, School of Information Management, Victoria University of Wellington, PO Box 600, Wellington.
- **Deliver:** To the LIM Assignment Box, Level 1, 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 536, Room 121, Easterfield Building, Kelburn Parade, Wellington.

Prescribed and recommended texts

In addition to the CD-ROM of readings and electronic readings listed below, the required text is:

Penny Griffith, Ross Harvey and Keith Maslen, *Book & Print in New Zealand. A Guide to Print Culture in Aotearoa*. Wellington: Victoria University Press, 1997. This work is out-of-print, although copies are available on 3-day loan. 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/

Strongly recommended texts

Philip Gaskell. *A New Introduction to Bibliography*. New Castle, DE: Oak Knoll
Press, 1995

David Finkelstein and Alistair McCleery, eds. *The Book History Reader*. London &
New York: Routledge, 2002.

Leslie Howsam. *Old Books & New Histories. An Orientation to Studis in book and
Print Culture*. Toronto: University of Toronto Press, 2006.

Electronic readings

E-readings will be posted in Blackboard for the relevant weeks. Some are prescribed
reading to supplement CD-ROM of readings, some are recommended, and some are
for future reading and/or of relevance for your assessed work.

Electronic discussion lists

All students will be expected to subscribe to the *SHARP-L* and *BOOK_ARTS-L* e-
discussion lists for the duration of the trimester. Details on how to subscribe are
available in Blackboard. Additional lists will be recommended, including *exlibris*.

Material resource kit

In lieu of on-site access to Wai-te-ata Press, open learning students will be loaned a
material resource kit to complement readings and discussion of book production
technologies. These include a DVD and bibliographic exercises, paper samples, a
"printing box", and book samples. Some of these materials will be shared around the
open learning students, depending on final enrolment numbers and geographic
location.

3-day loan & closed reserve works

A number of reference and resource materials related to this course have been placed
on 3-day loan and journals on closed reserve at the VUW Library. Open learning
students should be able to find most of these at your local libraries, through
interloans, and/or working through the VUW distance librarian. A full list is
available on Blackboard, or through the VUW Library OPAC under the course code
INFO 536 or MDIA 204.

Online information

In addition to material on the CD-ROM, you will be required to use the online resources for this course that 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 material 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

INFO 536 will deliver the Internet Conferencing sessions via Elluminate. The School of Information Management will be gathering structured feedback from both students and staff to evaluate the software. This will give students and staff involved in these courses a good opportunity to explore all the features and functionality of this new product.

The installation and set-up will be similar to Chatterbox. There is documentation available that will step you through the installation and configuration of Elluminate, and it is recommended that you follow these steps in advance of your first session.

https://conferencing.sim.vuw.ac.nz/help/elluminate.pdf

Once installed, your weekly access to the Elluminate sessions will be through the SIM Internet Conferencing Site, as it is for Chatterbox, at

https://conferencing.sim.vuw.ac.nz/

In order to participate students will need an Internet-connected computer, microphone, and headphones/speakers. 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. There is also an 'Internet Conferencing' button linking to this page in Blackboard.

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 to confirm the operation.

Changing your e-mail address

If you change email addresses, you must unsubscribe from `lim-students` and re-subscribe with your new email address, following the instructions outlined previously.

General University information

Faculty of Commerce and Administration Offices
Railway West Wing (RWW) - FCA Student and Academic Services Office
The Faculty's Student and Academic Services 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 Student and Academic Services Office on (04) 463 5376.

Easterfield (EA) - FCA/Education/Law Kelburn Office
The Kelburn Campus Office for the Faculties of Commerce and Administration, Education and Law is situated in the Easterfield Building - it 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.
- Forms for FCA Student and Academic Services (e.g. application for academic transcripts, requests for degree audit, COP requests).
- Examinations-related information during the examination period.

To check for opening hours call the Student and Academic Services Office on (04) 463 5376.

General University Policies and Statutes
Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied; see the Victoria University Calendar available in hard copy or under 'About Victoria' on the VUW home page at www.vuw.ac.nz.

Student 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 are to be taken if there is a complaint. For information about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor or refer to the statute on the VUW policy 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; class representatives may be able to help you in this. If you are not satisfied with the result of that meeting, see the Head of School or the relevant Associate Dean; VUWSA Education Coordinators are available to assist in 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 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. The University defines plagiarism as follows:

The presentation of the work of another person or other persons as if it were one's own, whether intended or not. This includes published or unpublished work, material on the Internet and the work of other student or staff.

It is still plagiarism even if you re-structure the material or present it in your own style or words.

Note: It is however, perfectly acceptable to include the work of others as long as that is acknowledged by appropriate referencing.

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

- an oral or written warning
- cancellation of your mark for an assessment or a fail grade for the course
- suspension from the course or the University.

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

Students with Impairments
The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities the same opportunity as 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, 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 (DSS) to discuss your individual needs and the available options and support on a confidential basis. DSS are located on Level 1, Robert Stout Building, telephone (04) 463 6070, email disability@vuw.ac.nz. The name of your School's Disability Liaison Person is in the relevant prospectus or can be obtained from the School Office or DSS.

Student Support
Staff at Victoria want students to have positive learning experiences at the University. Each Faculty has a designated staff member who can either help you directly if your academic progress is causing you concern, or quickly put you in contact with someone who can. Assistance for specific groups is also available from the Kaiwawao Māori, Manaaki Pihipihinga or Victoria International. In addition, the Student Services Group (email student-services@vuw.ac.nz) is available to provide a variety of support and services. Find out more at www.vuw.ac.nz/st_services/.

VUWSA employs 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 (tel. 04 463 6983 or 04 463 6984, email education@vuwsa.org.nz) is located on the ground floor, Student Union Building.

Manaaki Pihipihinga - Maori and Pacific Mentoring Programme (Faculty of Commerce and Administration)
This is a mentoring service for Maori and Pacific students studying at all levels. Weekly one hour sessions are held at the Kelburn and Pipitea Campuses in the Mentoring Rooms, 14 Kelburn Parade, and Room 210 and 211, Level 2, Railway West Wing. Sessions cover drafting and discussing assignments, essay writing, and any questions that may arise from tutorials and/or lectures. A computer suite networked to Cyber Commons is available for student use.

To register with Manaaki Pihipihinga, please contact one of the following:

Puawai Wereta	Fa'afoi Seiuli
Manaaki Pihipihinga Coordinator	Pacific Support Coordinator
Room 210, Level 2	Room 109 B
Railway West Wing	14 Kelburn Parade
Tel. (04) 463 8997	Tel. (04) 463 5842
Email: Puawai.Wereta@vuw.ac.nz	Email: Faafoi.Seiuli@vuw.ac.nz

The Pacific Support Coordinator is also available on the Pipitea Campus, Room 212, Level 2, Railway West Wing, every Thursday, 1-4pm. No appointment is necessary. You can either come in, email or phone with any issue that you need help with. Fa'afoi links Pacific students to the services and support they need while studying at Victoria.