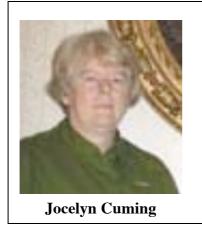# Welcome to INFO 540

Welcome to INFO 540, Preservation Management. The presentation and delivery of content is being managed by the National Preservation Office, Te Tari Tohu Taonga, National Library of New Zealand. The primary instructor is Jocelyn Cumming of the NPO, who has developed the course material, assisted by Tharron Bloomfield. LIM lecturer Rachel Lilburn is the academic coordinator and senior tutor Shannon Wellington will provide additional support.

Jocelyn Cuming

If you wish to discuss any aspect of the course, you can contact us by:

Email: `jocelyn.cuming@natlib.govt.nz`
`rachel.lilburn@vuw.ac.nz`
`shannon.wellington@vuw.ac.nz`

Telephone: (04) 463 5781 (for calls within the Wellington free calling area). Alternatively, call the Administration Office on (04) 463 5103.

For Jocelyn, call (04) 474 3000.

Freephone: 0800 11 62 99 (for open learning students or internal students calling from outside Wellington).

Fax: (04) 463 5446 (SIM); (04) 474 3035 (NPO).

If you would like to see any of us at a specific time, please contact us in advance and make an appointment. If you wish to send something by **post**, please post it to:

MLIS Administrator
School of Information Management
Victoria University of Wellington
PO Box 600, Wellington

Assignments should *not* be sent to this 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 540, Preservation Management, is an introduction to the principles and practice of information preservation, with an emphasis on the management of activities in a New Zealand bicultural context. Topics include preservation standards, ethics and policies; conservation solutions for various media; collection assessment; and project management. The course is offered in conjunction with practising professionals from the National Preservation Office, National Library of New Zealand, Archives New Zealand, and preservation consultants from around the country.

Course objectives

1.   To gain knowledge of local and overseas issues, problems, challenges, and initiatives in the preservation management field today.

2.   To understand preservation management practice in a bicultural setting.

3.   To offer a basic introduction to practical methods in the preservation / conservation field to enable knowledgeable decision-making and project management.

4.   To be familiar with the principal causes of damage and deterioration of information media.

5.   To be able to identify the key elements and intrinsic characteristics of paper and other information media which affect preservation.

6.   To equip students with research tools to solve preservation management problems encountered in their current or future professional careers.

Time commitment

To achieve satisfactory grades, you should not need to spend more than twelve hours per week on INFO 534, including the time spent in the weekly session. Class participation is a vital dimension of this course; attendance is expected at every seminar, unless prevented due to extraordinary circumstances. The balance of your

time should be spent reading the material on the CD-ROM and on the Internet, and doing your assignments and preparation for the weekly sessions.

Each week, discussion will be based on both:

- required readings from the material provided — you are expected to have read these *before* the weekly session;
- 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 resources

The course material for INFO 540 includes: this course information section (in which the contents of the INFO 540 course are discussed along with course-specific administrative information and Internet conference or internal session details); and a CD-ROM containing readings associated with each of the 12 modules. The CD-ROM is augmented with material on the Blackboard website for INFO 540, including course notes, available at

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

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.

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 schedule

INFO 540 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 Tuesdays (from 2.10-4.00 p.m.) in the Easterfield Building, Lecture Room EA 004.

- **Open learning students**
  The weekly Internet conference sessions will be held on Tuesdays from 5.00-6.30 p.m.

Week	Dates	Topic
1	6-10 Nov.	Preservation – general concepts
2	13-17 Nov.	Composition of materials
3	20-24 Nov.	Environmental guidelines and risk assessment
4	27 Nov.-1 Dec.	Environment and the building and monitoring
5	4-8 Dec.	Storage
6	11-15 Dec.	Handling and exhibitions
7	18-23 Dec.	Copying and reformatting
	Mid-trimester break	
8	3-5 Jan.	Preservation policy
9	8-12 Jan.	Electronic preservation
10	15-19 Jan.	Management of preservation activities
11	22-26 Jan.	Preservation assessment; disaster preparedness
12	29 Jan.-2 Feb.	International cooperation initiative

Assessment

None of the LIM papers has a final examination. This course will be internally assessed, and there will therefore be two assignments due during the trimester. **Full details, including explanatory notes and assessment criteria, are available under "Assignments" on Blackboard.**

Assignment	Date due	Value	Length
1. Storage report	15 Dec. 2006	35%	1500 words max.
2. Preservation Management Strategy	2 Feb. 2007	65%	2500-3000 words

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

All work submitted MUST contain a word count, easily available from your word-processing program. The word count includes the text, footnotes and appendices. The word count should appear under your name. (Note: your name should appear only on the back of the last page of the assignment.) The penalty for not including your word count or going over the word count will be 5%.

Presentation

Details of the LIS 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 course information supersedes the equivalent statement in the *Administration Handbook*.

Plagiarism

You should read and take heed of the statement on collaboration and plagiarism in the "General VUW information" section below. You must acknowledge *all* sources you use; 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.***

Submission

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

Open learning students:
- **Post:** To LIM O.L.—INFO 540, Library and Information Studies, School of Information Management, Victoria University of Wellington, PO Box 600, Wellington.
- **Courier:** To LIM O.L.—INFO 540, Room 121, Easterfield Building, Kelburn Parade, Wellington.

Internal students:
- **Post:** To LIM INTERNAL—INFO 540, 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 at 5.00 p.m. on the due date. Any late assignments should be delivered to the following address:
- **Courier or late delivery:** To LIM INTERNAL—INFO 540, Room 121, Easterfield Building, Kelburn Parade, Wellington.

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 540 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 two assignments required for assessment within the time allowable.

- Participate in the discussion board, making a substantial contribution at least once every two weeks.

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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 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 and coursenotes 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

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

> https://conferencing.sim.vuw.ac.nz/index.aspx

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 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 VUW 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
Manaaki Pihipihinga Coordinator
Room 210, Level 2
Railway West Wing
Tel. (04) 463 8997
Email: Puawai.Wereta@vuw.ac.nz

Fa'afoi Seiuli
Pacific Support Coordinator
Room 109 B
14 Kelburn Parade
Tel. (04) 463 5842
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.