

## Welcome to INFO 547



**Philip Calvert**

Welcome to INFO 547, Digital Libraries, which will be coordinated by Philip Calvert.

In this course you'll learn key elements in digital library project management. The intention is that by the time you have completed this course you will be able to take a full and useful part in digitisation projects in libraries, archives, museums, or any other similar environment.

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

- Email:** [Philip.calvert@vuw.ac.nz](mailto:Philip.calvert@vuw.ac.nz)
- Telephone:** (04) 463 6629 (for Wellington students)
- Freephone:** 0800 11 62 99 (for students calling from outside Wellington; ask to be transferred, or dial 6629 at the recorded message to talk to Philip). Alternatively, our Administrative Office can relay a message.
- Fax:** (04) 463 5446
- Room:** Rm 219, Easterfield Building. If I'm not in my room, send me an email message or leave a phone message to arrange a time to see me.

If you wish to send something to me 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 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 approximately 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.

## Course resources

The course material for INFO 547 includes: this course information section (in which the contents of the INFO 547 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 11 modules. The CD-ROM is augmented with material on the Blackboard website for INFO 547, available at

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

In the module notes you will encounter two types of boxes, which separate work to be done from the body of the text. Boxes in this format:



**Now read** Burke, L. (2002). The future role of librarians in the virtual library environment. *Australian Library Journal* 51(1), 31–45. (Reading 1)

detail reading which you should do before continuing with the module text. These readings are either included as PDFs in the study module to which they apply (as in this case), or are available on the Internet. Boxes in this format:

### Focus question

What skills have you acquired in your job in the last five years to equip you for operating in the digital environment?

contain either focus questions or exercises to complete. You should consider these, and jot down your answers or conclusions, before continuing with the module

coursenotes. Focus questions will usually be discussed during the weekly session for the module. You should make sure that you **complete all the practical exercises, before the weekly session** for that module. Each week, discussion will be based on both:

- required readings from the material provided;
- coursenotes, 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.

## Using or quoting from course notes

The course notes used in the LIM programmes have been developed over a period of time. As a result, each set of modules is 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 specifically 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 547 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 Wednesdays (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 Wednesdays from 6.45–8.15 p.m.

## Schedule

**Internal students should note that in Week 1, the session will be held in the Hunter Building, Room HU 324.**

<b>Week</b>	<b>Date</b>	<b>Topic</b>
1	6-10 Nov.	What is a digital library?
2	13-17 Nov.	Planning the digital library
3	20-24 Nov.	Costs and other economic factors
4	27 Nov.-1 Dec.	Digital library collection management, including the legal framework
5	4-8 Dec.	Digital preservation
6	11-15 Dec.	Early practical work – requirements, facilities
7	18-23 Dec.	E-documents: file formats
<b>Mid-trimester break (22 December-5 January).</b>		
8	8-12 Jan.	Information retrieval
9	15-19 Jan.	Metadata
10	22-26 Jan.	Interoperability and standards
11	29 Jan.-2 Feb.	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. **Full details, including explanatory notes and criteria, are available under “Assignments” on Blackboard.**

<b>Assignment</b>	<b>Date due</b>	<b>Value</b>
<p><b>1. Presentation on an issue in digital libraries:</b> For one of the weeks 2–11, you will choose an issue, provide a 5 minute presentation to the class, and lead a 10-minute discussion on the issue.</p>	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.	40%
<p><b>2. Group project:</b> Building a small digital library, using Greenstone software: <a href="http://www.greenstone.org">http://www.greenstone.org</a> This will be a group evaluation.</p>	30 Jan. 2007	30%
<p><b>3. Project report:</b> evaluating the success of the project, and explaining your individual contribution.</p>	30 Jan. 2007	30%

### **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 above 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.***

## 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<sup>1</sup> 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:

Arms, W. Y. (2000). *Digital Libraries*. Cambridge, Ma.: MIT Press

Chowdhury, G. G. and Chowdhury, S. (2003). *Introduction to Digital Libraries*. London: Facet

Harvey, D. R. (2006). *Preserving Digital Materials*. Munchen: Saur

Intner, S. S., Lazinger, S. S., and Weihs, J. (2006). *Metadata and its Impact on Libraries*. Westport, Conn: Libraries Unlimited

Lee, S. D. and Boyle, F. (2004). *Building an Electronic Resource Collection: a Practical Guide*. London: Facet

Lesk, M. (2004). *Understanding Digital Libraries*. 2d ed. Boston: Elsevier

Tedd, L. A. and Large, T. A. (2005). *Digital Libraries: Principles and Practice in a Global Environment*. Munchen: Saur

Witten, I. H. and Bainbridge, D. (2003). *How to Build a Digital Library*. San Francisco, Ca: Morgan Kaufman

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<sup>1</sup> 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 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](mailto: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 547 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. See

<https://conferencing.sim.vuw.ac.nz/help/illuminate.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](mailto:lim-students-subscribe@vuw.ac.nz)

To unsubscribe: send an email to

[lim-students-off@vuw.ac.nz](mailto: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](http://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](http://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](http://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](http://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](mailto: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](mailto: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/](http://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](mailto: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](mailto:Puawai.Wereta@vuw.ac.nz)

Fa'afai Seiuli  
 Pacific Support Coordinator  
 Room 109 B  
 14 Kelburn Parade  
 Tel. (04) 463 5842  
 Email: [Faafoi.Seiuli@vuw.ac.nz](mailto: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'afai links Pacific students to the services and support they need while studying at Victoria.