

VICTORIA UNIVERSITY OF WELLINGTON
Te Whare Wānanga o te Ūpoko o te Ika a Māui



School of Information Management

**INFO 525: Applications of IT in Library &
Information Services**

Trimester One 2007



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.

If you wish to talk about particular aspects of the course, you can contact me as follows:

- Email:** philip.calvert@vuw.ac.nz
- Telephone:** (04) 463 6629 (for calls within the Wellington free calling area).
Alternatively, call the Administration Office on (04) 463 5103.
- Room:** EA 219, Easterfield Building, on the second floor. If I'm not in my room, send an email message, leave a note, or a phone message to arrange a time to see me.
- 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, the SIM Administrator can relay a message.
- Fax:** (04) 463 5446

Philip Calvert

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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 525 is a study of the latest technologies used for creating, storing, and disseminating information, including hardware, software, and virtual and physical environments. The student will use and evaluate new technologies for information management. Practical work includes the development of Web-based tools.

Introduction to INFO 525

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 on 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.

One course cannot cover all aspects of the applications of information technology to LIM, and you will find that other courses also cover aspects of IT and its use in LIM work, sometimes going beyond the basic introduction provided here. 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.

You should raise issues relating to the course by email, phone calls, letter, etc. You should also feel free to discuss the course work with the lecturer and your fellow students on the Blackboard discussion forum associated with the course.

Learning objectives

By the end of the INFO 520 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, file transfer protocol, 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 ICT 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.

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 CD-ROM, course text, and on the Internet, and doing your preparation work for the weekly session and assignments.

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 application that will produce files compatible with Microsoft Excel; and
- a presentation software such as PowerPoint;
- FTP software;
- Image editing software.

Course materials

The course material for INFO 525 includes 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, available at

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

See 'Online information' for more on this.

Learning outcomes are specified for each study module. Students should note that some modules include exercises and discussion points; it is important that you complete or prepare these before the weekly session. 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.

The study notes for each module include a section giving work to prepare for the weekly session. **You should make sure that you complete the work listed in this section, including all the practical exercises, before the weekly session for that module.** Reading '[material] to prepare for the weekly session' **before** starting work on the module will help you to use your study time effectively.

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 525 will be held in the first trimester (February-June) of the 2007 academic year. There will be no sessions for two weeks during the mid-trimester break (9-20 April).

- **Internal students**

There will be a seminar on Mondays from 2.10-4.00 p.m.) in the Hugh MacKenzie Building, HM 002.

- **Open learning students**

The weekly conference sessions will be held on Mondays 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	Starting	Topic
1	26 February	Information and information technology
2	5 March	Representing data in computer systems
3	12 March	Computer networks
4	19 March	XML
5	26 March	Blogs and RSS
6	2 April	Open URL
		Mid-term break
7	23 April	Wireless networking
8	30 April	RFID
9	7 May	Institutional repositories
10	14 May	Open Archives Initiative and metadata harvesting
11	21 May	Adaptive technologies
12	28 May	Computer security

Assessment

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

Assignment	Date due	Value
1. Exercises 1-7	see Blackboard	50%
2. Report	see Blackboard	50% (each part worth
(a) Literature review		25%)
(b) Final report		

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 1–7 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.***

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, just in case the original goes astray.

Exercises 1-7 will be submitted electronically via Blackboard. Assignment 2 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.

Prescribed text and recommended reading

Courtney, N. (Ed.). (2005). *Technology for the Rest of Us: A Primer on Computer Technologies for the Low-Tech Librarian*. Libraries Unlimited. 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/cms_display.php

Online information

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

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

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. You should also 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:

its-service@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/>

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-unsubscribe@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

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 or go to <http://www.vuw.ac.nz/policy>.

For information on the following topics, go to the Faculty's website -- <http://www.vuw.ac.nz/fca> -- under Important Information for Students:

- Academic Grievances
- Academic Integrity and Plagiarism
- Student and Staff Conduct
- Meeting the Needs of Students with Impairments
- Student Support

Manaaki Pihipihinga Programme

Manaaki Pihipihinga is an academic mentoring programme for undergraduate Māori and Pacific students in the Faculties of Commerce and Administration, and Humanities and Social Sciences. Sessions are held at the Kelburn and Pipitea Campuses in the Mentoring Rooms, 14 Kelburn Parade (back courtyard), Room 109D, and Room 210, Level 2, Railway West Wing. There is also a Pacific Support Coordinator who assists Pacific students by linking them to the services and support they need while studying at Victoria. Another feature of the programme is a support network for Postgraduate students with links to Postgraduate workshops and activities around Campus.

For further information, or to register with the programme, email manaaki-pihipihinga-programme@vuw.ac.nz or phone (04) 463 5233 ext. 8977. To contact the Pacific Support Coordinator, email pacific-support-coord@vuw.ac.nz or phone (04) 463 5842.