

SCHOOL OF INFORMATION MANAGEMENT

INFO 534: Introduction to Archives Management

Trimester Two 2008

COURSE OUTLINE

Contact Details

Course Coordinator:

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Class times

INFO 534 will be held in the second trimester (July-October) of the 2008 academic year. There will be no sessions for two weeks during the mid-trimester break (18-31 August).

- **Internal students**

There will be a seminar on Mondays (from 12.00-2.00 p.m.) in the Easterfield Building, Lecture Room EA 004.

- **Distance students**

The weekly Internet conference sessions will be held on Mondays from 5.00-6.30 p.m.

Course description

INFO 534 is intended to give students a broad acquaintance with two main areas in record keeping:

- the history, theories, and concepts guiding the management of records;
- the methodologies and practices underlying the acquisition, selection, arrangement and description, preservation, and use of archives.

The emerging emphasis in the literature on the relationship of the records management and archives professions to the broader discipline of recordkeeping will underlie the discussions in the above areas.

Learning objectives

By the end of the INFO 534 course, students should:

1. Gain an overview of the basic concepts and theories of recordkeeping, and its historical development, with an emphasis on archives administration.
2. Be aware of the relationships between the archivist's work and the work of records managers and other information professionals.
3. Be able to define the distinctive characteristics of records/archives in relation to other forms of recorded information.
4. Develop an introductory knowledge of the major archives management functions, principles, and techniques.
5. Gain an understanding of the major considerations, tools, and processes involved in organising and managing an archives programme.
6. Be aware of the major issues facing archivists, particularly marketing and electronic records.
7. Develop an appreciation of the ethical and bicultural considerations in the management of archives.

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. The balance of your time should be spent reading the material in 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;
- 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.

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. **Full details, including explanatory notes and criteria, are available under "Assignments" on Blackboard.**

Assignment	Date due	Value	Length
1. Report on Public Records Act 2005	15 August 2008	40%	1500-2000 words max.
2. Feature Article	6 October 2008	60%	2000-2500 words max.

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 should appear under your name. (Note: your name should appear only on the back of the last page of the assignment.)

Presentation

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

Plagiarism

You should read and take heed of the statement on collaboration and plagiarism on the University website and also in the *Administration Handbook*; you must acknowledge all sources you use. 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.

Note: Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine <<http://www.turnitin.com>>.

Submission

Electronic submission via Blackboard is required; instructions are available on Blackboard under 'Assignments'. Remember to keep a hard and soft copy of each assignment you send us, just in case the original goes astray.

Mandatory course requirements

To fulfil the mandatory course requirements for this course, you must:

- attend a minimum of 75% of the scheduled class sessions, and participate in class discussions;
- complete all of the assignments.

Course schedule


Week	Date	Topic
1	7-11 July	Theory and concepts
2	14-18 July	History and management of archives and records
3	21-25 July	The acquisition of archives
4	28 July-1 Aug.	The disposition of archives: appraisal criteria
5	4-8 Aug.	The disposition of archives: appraisal techniques
6	11-15 Aug.	The arrangement of archives
7	1-5 Sept.	The description of archives
8	8-12 Sept.	Special format archives
9	15-19 Sept.	Reference and access in archives management
10	22-26 Sept.	Marketing in archives management
11	29 Sept-3 Oct.	Electronic archives
12	6-10 Oct.	The preservation and conservation of archives

Course resources


The course material for INFO 534 includes: this INFO 534 Course Outline (in which the contents of the INFO 534 course are discussed along with course-specific administrative information and Internet conference details); and a CD-ROM containing readings associated with each of the modules. The CD-ROM is augmented with material on the Blackboard website for INFO 534, including course notes, available at

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

Within the module notes, readings are indicated as follows:

	Now read Wareham , E. (2001). 'Our own identity, our own taonga, our own self coming back': Indigenous voices in New Zealand record-keeping. <i>Archivaria</i> 52, 26-46. (Reading 3)
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The reading will be found on the INFO 534 CD-ROM as a PDF, or will be available on the Internet as an online reading. Boxes in this format:

	Why does New Zealand need professional qualifications for archivists and records managers?
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contain focus questions. You should consider these, and jot down your answers or conclusions, before continuing with the module text. These questions will usually be discussed during the weekly session for the module.

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

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.

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:

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 Vista, 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.

The lim-students email discussion list is used to make important announcements and to share news and ideas relating to the LIM programmes. It is vital that all staff and students are subscribed. Please make sure that your current email address is subscribed – one that you check regularly. It is very important that students remain a member of this list until after graduation as the list is used as a main form of communication of important administration messages (including graduation messages). Emails are sent to `lim-students` often, so if you have not had contact for a few weeks it is a good idea to check if you are still subscribed. If an email is rejected by your email account, you will automatically be unsubscribed.

To subscribe, go to:

<http://lists.vuw.ac.nz/mailman/listinfo/lim-students>

Changing your e-mail address

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

VUW ADMINISTRATIVE 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.

Notice of Turnitin Use

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine <<http://www.turnitin.com>>. Turnitin is an on-line plagiarism prevention tool which identifies material that may have been copied from other sources including the Internet, books, journals, periodicals or the work of other students. Turnitin is used to assist academic staff in detecting misreferencing, misquotation, and the inclusion of

unattributed material, which may be forms of cheating or plagiarism. *At the discretion of the School, handwritten work may be copy typed by the School and subject to checking by Turnitin.* You are strongly advised to check with the course coordinator if you are uncertain about how to use and cite material from other sources. Turnitin will retain a copy of submitted materials on behalf of the University for detection of future plagiarism, but access to the full text of submissions will not be made available to any other party.

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 on the VUW website at

<http://www.victoria.ac.nz/home/study/calendar.aspx>

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 queries 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.victoria.ac.nz/home/about/policy/students.aspx

The Policy on Staff Conduct can be found on the VUW website at:

www.victoria.ac.nz/home/about/policy/staff.aspx

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; the VUWSA Education Coordinator is 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 Grievance Policy which is published on the VUW website at:

www.victoria.ac.nz/home/about/policy/students.aspx

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 students 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 penalized 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:

www.vuw.ac.nz/home/studying/plagiarism.html

Students with Impairments (see Appendix 3 of the Assessment Handbook)

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: 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 Maori, 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.victoria.ac.nz/st_services/

VUWSA employs an Education Coordinator who deals with academic problems and provides support, advice and advocacy services, as well as organising class representatives and faculty delegates. The Education Office (tel. 463-6983 or 463-6984, email at education@vuwsa.org.nz) is located on the ground floor, Student Union Building.

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 6015. To contact the Pacific Support Coordinator, email pacific-support-coord@vuw.ac.nz or phone (04) 463 5842.