



FACULTY OF COMMERCE AND ADMINISTRATION
STUDENT AND ACADEMIC SERVICES

Course Outline Approval Form

(Please complete one of these forms for each course)

Course Code (not CRN)	<u>INFO 536</u>	Trimester taught	<u>1</u>
Course Title	<u>Books and the Information Society</u>		
Course Coordinator Name (please print)	<u>Sydney Shep</u>		
Scrutineer Name (please print)	<u>Kay De Malmanche</u>		

We confirm that the Outline for the above course meets Faculty and University requirements as set out in the Course Outline Template, and as described in detail in the Assessment Handbook 2006, Section 3 *Course Outlines*.

Please note in particular paragraph 3.4 of the 2006 Assessment Handbook, that each course outline must be carefully checked and signed off as correct by another academic staff member (the scrutineer).

Please ensure that this completed form is sent, duly signed, to Anthea O’Sullivan, Room RWW111, by Friday 6 March 2009 for First Trimester courses.

Signed.....	<u>Sydney Shep</u>	<u>Kay De Malmanche</u>
	(Course Coordinator)		(Scrutineer)
Date.....	<u>04.03.09</u>	<u>4.3.09</u>



School of Information Management

**INFO 536: BOOKS & THE INFORMATION
SOCIETY**

Trimester One 2009

COURSE OUTLINE

Course Coordinator:	Name	Dr Sydney Shep
	Room	Rankine Brown Bldg; RB 006
	Tel	+64 4 463-5784
	Email	sydney.shep@vuw.ac.nz
Programme Administrator:	Name	Chris King
	Room	121 Easterfield Bldg, Kelburn Pde, Wellington
	Tel	463 5309
	Email:	christine.king@vuw.ac.nz

Class times

INFO 536 will be held in the first trimester (March-June) of the 2009 academic year. There will be no sessions for two weeks during the mid-trimester break (13-26 April).

- **Internal students**
There will be a seminar on Wednesdays (from 10.00 a.m.-11.50 a.m.) in the Rankine Brown Building, RB 007.
- **Open learning students**
The weekly conference sessions will be held on Wednesdays 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.

Schedule

Week	Dates	Topic
1	2-6 March	Definitions of the book
2	9-13 March	Principles of bibliographic description
3	16-20 March	Papermaking
4	23-27 March	Type & type design
5	30 March-3 April	Printing
6	6-10 April	Illustration
7	27 April-1May	Bookbinding
8	4-8 May	Overview of print culture in New Zealand
9	11-15 May	The colonial contexts
10	18-22 May	Contemporary New Zealand Publishing – a case study
10	25-29 May	Knowledge, power, and censorship
12	1-5 June	The future of the book in the digital age

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.

This course will be of interest to prospective rare book and special materials librarians, archivists, conservators, antiquarian booksellers, and those wishing to research historical methods of information technology..

Learning objectives

By 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

In this course we will be using Blackboard to post week-by-week instalments of short background information and discussion questions to help guide your readings for each module. Unlike other LIM courses, the background information is not large or involved, but is meant to give you a skeletal framework onto which you can place your critical engagement with the module readings. As a result, much information is exchanged at the weekly seminars as we elucidate content as well as theoretical and/or methodological approaches found in the readings. This means that your attendance at these seminars is **crucial**, as is your participation in the discussion.

To achieve satisfactory grades, a time commitment of approximately 12 hours per week is required for the INFO 536 course. Part of this time will be taken up in your weekly session. The remaining time should cover:

- reading set texts and articles — you are expected to have read these before the weekly session;
- completing practice exercises, and looking at reference sources, online databases, and World Wide Web resources;
- reading additional, non-required material on the topics;
- thinking about the module and taking notes on assigned practical work in preparation for the weekly session;
- writing assignments.

Assessment

None of the LIM courses has a final examination. This course will be internally assessed. **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%	5-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	5 June; NO extensions	40%	2500 words
3. Two exercises: a) full-dress bibliographic description of chosen book (from Assignment 1), including detailed technical notes b) review of on-line digital exhibition, including commentary on material artefact	(a) 4 May (b) 25 May	30% (15% each)	1000 words each

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 over-rides 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*.

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. 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 electronically via the links under "Assignments" in Blackboard.**

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 in the required timeframe.

Withdrawal dates: Information available via

<http://www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds.aspx>

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/tm/scholarly/tei-GriBook.html>

Strongly recommended texts

- Finkelstein, D. & McCleery, A. (Eds). (2005). *The Book History Reader*. London & New York: Routledge
- Gaskell, P. (1995). *A New Introduction to Bibliography*. New Castle, DE: Oak Knoll Press
- Howsam, L. (2006). *Old Books & New Histories. An Orientation to Studies in Print and Book Culture*. Toronto: University of Toronto Press
- Pearson, D. (2008). *Books as History. The Importance of Books Beyond their Texts*. London: British Library

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*, *EXLIBRIS-L*, and *BOOK_ARTS-L* e-discussion lists for the duration of the trimester. Details on how to subscribe are available in Blackboard. Additional specialist lists will be recommended.

Material resource kit

In lieu of on-site access to Wai-te-ata Press, distance 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. You are expected to return them immediately following the conclusion of the course.

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.

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.

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 on the ground floor (EA005). This counter is the first point of contact for :

- 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 Office on (04) 463 5376.

Use of Turnitin

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 your tutor or 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 or go to www.victoria.ac.nz/home/about/policy/students.aspx.

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

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

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.victoria.ac.nz/home/studying/plagiarism.html

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 or phone (04) 463 5842.