TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI

VICTORIA
UNIVERSITY OF WELLINGTON

SCHOOL OF INFORMATION MANAGEMENT

INFO 534: Introduction to Archives Management

Trimester Two 2009

COURSE OUTLINE

Contact Details

Course Coordinator:	**Name**	Dr Gillian Oliver
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Programme Administrator:	**Name**	Chris King
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If you have questions or comments about course material and activities, the preferred "channel" is the appropriate Blackboard discussion forum, so that all students can see your message, and participate in any subsequent discussion. The Blackboard discussion forums will be checked for new messages each workday morning. However, if you prefer to send your message via email (particularly if it is sensitive or involves personal information), you should begin the subject line with

    [INFO 534]

If you wish to send something by **post**, the address is:

Gillian Oliver
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 Administration Office, EA 121, Easterfield Building, Kelburn Campus, Victoria University of Wellington.

Course description

INFO 534 is an introduction to the collection, management, care and use of archives.

Course 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.	Develop an appreciation of the ethical and bicultural considerations in the management of archives.

Prescribed text

The set text for this course is:

McKemmish, S., Piggott, M., Reed, B. & Upward, F. (Eds.). (2005). *Archives: Recordkeeping in society***. Wagga Wagga: Centre for Information Studies.**

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`. It is also possible to order online from

http://www.vicbooks.co.nz/cms_display.php. You can use any of these methods to place an order.

Recommended text

Australian Society of Archivists. (2008). *Keeping archives* (3rd ed.). Virginia, QLD: ASA.

Course schedule

INFO 534 will be held in the second trimester (July-October) of the 2009 academic year. There will be no sessions for two weeks during the mid-trimester break (24 August-6 September).

- **Internal students**
  There will be a seminar on Wednesdays (from 10-11.50 am) in the Kirk Building, Lecture Room KK 202.

- **Distance students**
  The weekly Internet conference sessions will be held on Wednesdays from 5.00-6.30 pm.

Week	Topic
1	Theory and concepts - 1
2	Theory and concepts - 2
3	Societal context
4	Appraisal - I
5	Appraisal - 2
6	Acquisition
7	Arrangement & description of archives - 1
Mid-Trimester break (24 August-6 September)	
8	Arrangement & description of archives - 2
9	Access - 1
10	Access - 2
11	Physical repository management
12	Digital repository management

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. Series of Discussion Board postings	20%	various	200-500 (max.) words each
2. Appraisal case study report	40%	27 August	1500 words
3. Review of online finding aids	40%	15 Oct	1500 (max.) 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 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 http://turnitin.com, which is an online plagiarism prevention tool which compares submitted work with a large database of existing material. 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.

Time commitment and workload

To achieve a satisfactory result in INFO 534, a time commitment of about 12.5 hours per week is likely to be needed. Part of this time commitment will be taken up in your weekly internal or Internet conference session. The remaining time should cover:

- reading set texts and articles — you are expected to have read these *before* the weekly session;

- thinking about the module and taking notes on assigned practical work in preparation for the weekly session; and

- writing assignments.

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.

Note: Your assessed work may also be used for quality assurance purposes, such as to assess the level of achievement of learning objectives as required for accreditation and audit purposes. The findings may be used to inform changes aimed at improving the quality of FCA programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.

Time commitment and workload

To achieve a satisfactory result in INFO 528, a time commitment of at least 12.5 hours per week is likely to be needed. Students who have completed university courses in statistics or research methods in a social science discipline, or who have written a thesis, may need less time. Part of this time commitment will be taken up in your weekly internal or Internet conference session. The remaining time should cover:

- reading set texts and articles — you are expected to have read these *before* the weekly session;

- thinking about the module and taking notes on assigned practical work in preparation for the weekly session; and

- writing assignments.

Course delivery and resources

The course material for INFO 534 includes:

- this course outline (in which the contents of the INFO 534 course are discussed along with course-specific administrative information and Internet conference or internal session details);

- materials (including study notes) on the Blackboard website for INFO 534 (see 'Online information' for more on this), which 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.

- a CD-ROM containing readings associated with each module.

The study notes for each module include a section giving work to prepare for the weekly session. **You should prepare the work listed in this section before the weekly Internet or internal session for that module**. **The discussion/tutorial sessions should not be regarded as a time to catch up on reading and/or exercises not done. Active participation in these sessions will be expected.** Reading through the work to prepare for the weekly session **before** starting work on the module will help you to use your study time effectively.

Online information

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. Details on how to access Blackboard are in the *Administration Handbook*, but if you have any difficulties logging on 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 conducted via the Internet using the Chatterbox application; in order to participate students will need an Internet-connected PC running Vista, 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 'i-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 LIM Room; additional Discussion Rooms are available for breakout groups, and as a "waiting room" if a class is proceeding in the main LIM 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. 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

Staff of the LIM programmes use the lim-students email discussion list to make important announcements, and to share news and ideas relating to the LIM programmes. **It is very**

important that you are subscribed to this list. Please make sure that a current email address which you check regularly is subscribed. We suggest that you remain a member of this list until **after you graduate,** because the list is used as the main channel to communicate important administration messages (including those about arrangements for graduation). Emails are sent to lim-students regularly, so if you have not received any list messages for a few weeks it is a good idea to make sure you are still subscribed. If a list message is rejected by your email account you will automatically be unsubscribed from the list.

To subscribe, unsubscribe, and change your email address or options, go to
`http://lists.vuw.ac.nz/mailman/listinfo/lim-students`

General University information

For the following important information follow the links provided:

Academic Integrity and Plagiarism
http://www.victoria.ac.nz/home/study/plagiarism.aspx

General University Policies and Statutes
http://www.victoria.ac.nz/home/about/policy/academic.aspx

Faculty of Commerce and Administration Offices
http://www.victoria.ac.nz/fca/studenthelp/Contactus.aspx

Manaaki Pihipihinga Programme
http://www.victoria.ac.nz/st_services/mentoring/