TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI

VICTORIA
UNIVERSITY OF WELLINGTON

SCHOOL OF INFORMATION MANAGEMENT

INFO 547: Managing Digital Collections

Trimester 3, 2010

COURSE OUTLINE

Contact Details

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Communication of additional information

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 regularly checked for new messages. 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 547]

Course Schedule

In 2010 this course will be block taught, with three-hour sessions in the five weeks leading up to the Christmas break. You should understand that you will be working intensively during this period and must plan your schedule accordingly.

Please note: only the open learning stream will be offered this year. Wellington-based students enrolled in the course will participate in the OL Internet conference sessions. These will be held on **Thursdays from 5.00-8.15 p.m**.

Week	Dates	Module/ Topic
1	18 Nov	Module 1: Planning the Digital Initiative/ Digitisation Project Module 2: Content Strategy
2	25 Nov	Module 3: Economic Factors and Legal Framework Module 4: Getting Started: Practical Requirements and Facilities
3	02 Dec	Module 5: User-centric Digital Initiatives & Usability Concerns Module 6: Evaluation
4	09 Dec	Module 7: Preservation of Digital/Digitised Resources Module 8: Metadata and Interoperability
5	16 Dec	Module 9: Digital Cultural Heritage Module 10: Socially-grounded Digital Initiatives

Teaching Period: From 15 November (the first day of trimester) to February 13.

Withdrawal from Courses:
Your fees will be refunded if you withdraw from this course on or before **21 November 2011**. The last date for withdrawal from this course is the three-quarter point of the teaching period, i.e. **9 December 2010.** After that date, permission to withdraw requires the permission of the Associate Dean (Students) as set out in section 8 of the Personal Courses of Study Statute
http://policy.vuw.ac.nz/Amphora!~~policy.vuw.ac.nz~POLICY~000000001743.pdf
To apply for permission, fill in the Late Withdrawal form available from either of our Student Customer Service Desks.

Course Description

The course covers the purpose, strategies, tools and standards used to digitise information and its subsequent management. It explores issues relating to digitisation, in particular those concerning the planning, creation, organisation and management of digitised collections.

Introduction to INFO 547

INFO 547 aims to familiarise students with both theoretical and practical aspects of digital collection activities, and with key elements in digital library creation and management. The intention is to provide students with the knowledge to take useful part in digitisation projects in libraries, archives, museums or any similar environment.

In order to arrive at that position, you will need to learn some digital library terms and concepts. You will need to study digital library planning. You will also need to learn as much as you can in the time available about digital library content strategy, the legal framework, the preservation of digital objects, the practical requirements and facilities, interoperability issues and about the usability of digital libraries, among other things.

The integration of entertainment, communication and education on a digital platform began more than 25 years ago and has hurried along ever since. Now, in your home and office, you are very likely to be surrounded by digital equipment. Libraries were in the vanguard of online database access many years ago, and it is fair to say that some librarians and information managers have been 'early adopters' of new technologies since then. The term 'digital libraries' has become part of the language of information management, so it is natural that the School of Information Management continues to offer this course on the subject. Please note we recommend that you complete the core course INFO 525 before taking this elective as part of the MLIS or PGCert/DipARM.

Time Commitment

Please note that in 2010 this course will be block taught, with weekly sessions in the five weeks leading up to the Christmas break. **You should understand that you will be working intensively during this period, spending about 20-25 hours per week on this course, and must plan your schedule accordingly**.

For much of this time, you will require an Internet-connected computer as the course involves:
- a significant proportion of study time on the Internet and
- required participation in online discussions

Students are expected to attend all sessions, unless prevented due to extraordinary circumstances. The remaining time should cover:

- reading set texts and any articles -- you are expected to have read these **before** the session;
- reading additional, non-required material on the topics;
- thinking about the module, and taking notes on assigned practical work in preparation for the session;
- working on assignments.

Students with special requirements

Students who have special requirements which are relevant to their successful completion of this course should speak to the Course Coordinator as soon as possible so that appropriate arrangements can be made.

Learning Objectives

By the conclusion of the INFO 547 course, students should be able to:

1. Understand and manage the processes required to acquire, organise and deliver knowledge in digital form, in order to create an effective digital collection.

2. Discuss the role of librarians and information professionals in the planning, creation and management of digital libraries.

3. Analyse and exemplify the role of digital libraries in widening access to information and in promoting diversity and minority cultures.

4. Articulate the critical issues in the planning, organisation, maintenance and delivery of digital collections, including preservation and intellectual property.

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.

Assessment

This course will be internally assessed. **Full details, including explanatory notes and criteria, are available under "Assessment" on Blackboard.**

Assessment	Date due	Value	Assessment
1. Short Critical Analysis Essays (max. 2500 words)	8 Dec 2010	45%	**1. Short Critical Analysis Essays (max. 2500 words)**
2. Funding Proposal for a Digitisation Project (max. 2500 words)	5 Jan 2011	45%	**2. Funding Proposal for a Digitisation Project (max. 2500 words)**
3. Peer Learning: Participation in the weekly class/seminar discussions and contribution to Discussion Board	Assessed weekly (Marks are assigned at the end of each study week)	10%	**3. Peer Learning: Participation in the weekly class/seminar discussions and contribution to Discussion Board**

Late assignments
Please note that NO extension will be allowed for any of these assignments.

Submission
All assignments will be submitted digitally; remember to keep a copy of each assignment you send us, just in case the original goes astray. **See the Assessment section for details**

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 assignment policies, including information regarding presentation and plagiarism, will be found in the Information Studies pages under 'My Organizations' on Blackboard.

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

All assignments for will be submitted digitally. **See the Assignment section of the INFO 547 Blackboard site for details**. Remember to keep a copy of each assignment you send, just in case the original goes astray.

Recommended Texts

The course will not have a prescribed text. Students are encouraged to subscribed to feeds from

- D-Lib Magazine (http://www.dlib.org/)
- librarytechnz (http://librarytechnz.natlib.govt.nz/)
- NZ-Digi (http://lists.natlib.govt.nz/mailman/listinfo/nzdigi-l)

Access to the following will be useful:

o Baker, D. and Evans, W. (2009). *Digital Library Economics: An Academic Perspective*. Oxford: Chandos Publishing.

o Bishop, A. P., Van House, N. A. and Buttenfield, B. P. (2003). *Digital Library Use: Social Practice in Design and Evaluation*. Cambridge, Mass.: The MIT Press.

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

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

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

o Kresh, D. (ed) (2007). *The Whole Digital Library Handbook*. Chicago: American Library Association.

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

- Reese, Jr., T. and Banerjee, K. (2008). *Building Digital Libraries*. New York: Neal-Schumann Publishers.

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

- Theng, Y. L. & Foo, S. (2005). *Design and Usability of Digital Libraries: Case Studies in the Asia Pacific*. Hershey: Information Science Publishing.

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

Course Resources

All course material, including study guides and readings, is on the Blackboard website for INFO 547; see 'Online information' below for further details. The study guides on Blackboard include work to prepare for the weekly session. Each week, discussion will be based on both:

- required readings from the material provided;
- introductory material, discussion points, 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. The study guides on Blackboard may include work to prepare for the weekly session. **You should make sure that you complete any work listed in this section, including any exercises, before the weekly session for that module.**

Online Information

You can access the School's Blackboard online learning environment at:

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

The Blackboard pages 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 pages and course notes in conjunction with the material on your CD-ROM.

If you have any difficulties logging on please contact the Help Desk, at:

its-service@vuw.ac.nz

All students will also be automatically enrolled in the Information Studies community under 'My Organizations' 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; 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 IST Room; additional Discussion Rooms are available for breakout groups, and as a "waiting room" if a class is proceeding in the main IST 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; further details, including screen name conventions, are also available on the Information Studies pages under 'My Organizations' on Blackboard.

For problems with the Internet Conferencing site itself, first check the online help information. If your problem is not resolved please contact our in-house IT Support, which is available only during the evening Internet Conferencing sessions:

- Freephone: 0800 116 299 (5-8 p.m. only) -- office phone forwarded directly to distance education support analyst during evenings
- Email: simconferencing@vuw.ac.nz

If for some reason a session does not run, check on Blackboard for an announcement of any alternative arrangements that the lecturer is making. Recordings of all distance sessions are also available for downloading from Blackboard.

Students email list

Staff of the Information Studies Programmes use the ist-students email discussion list to make important announcements, and to share news and ideas relating to the 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 ist-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:

<div align="center">

http://lists.vuw.ac.nz/mailman/listinfo/ist-students

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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

AVC (Academic) Website: information including: Conduct, Academic Grievances, Students with Impairments, Student Support
http://www.victoria.ac.nz/home/about_victoria/avcacademic/Publications.aspx

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

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