

School of Information Management

INFO527 Organisation of INFORMATION

Trimester One 2011

COURSE OUTLINE

Names and Contact Details

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Phoning from outside Wellington: phone 0800 116 299 and ask to be connected to the appropriate staff member.

Trimester Dates

From Monday 28 February to Friday 1 July (last classes 31 May and 1 June).

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before 11 March 2011.
2. The standard last date for withdrawal from this course is 14 May 2011. After this date, students forced to withdraw by circumstances beyond their control must apply for permission on an 'Application for Associate Dean's Permission to Withdraw Late' including supporting documentation

The application form is available from either of the Faculty's Student Customer Service Desks, or by emailing the IST programmes administrator.

Class Times and Room Numbers

- **Internal students**
The weekly seminars will be held on Tuesday (from 10.30-12.20 p.m.) in the **Railway Building, RWW 315**. Additional tutorial sessions may be scheduled to introduce you to DB/Textworks.
- **Distance students**
The weekly Internet conference sessions will be held on Tuesday from 5.00-6.30 p.m. A practical session for DB/Textworks may be arranged with interested groups.
- **Distance students (within Auckland)**
Sessions for Auckland students will be delivered by a mixture of audioconferencing (Wednesday, 5.00-6.30 p.m.) and face-to-face teaching.

Auckland classes for INFO 527: Saturday, 5 March, 10.30 a.m.-2.00 p.m. (covers Modules 1 & 2); Saturday, 7 May, 10.30 a.m.-2.00 p.m. (covers Modules 8 & 9); Weeks, 3, 4, 5, 6, 7, 10, 11, 12: Wednesday, 5.00-6.30 p.m.

Course Content

This course introduces the theories, functions, standards and systems used for the storage, processing and retrieval of information. It covers various encoding tools, metadata schemes and the design principles of databases used for information management and retrieval.

Schedule

Week	Topic	Text chapter
1	Organising information for retrieval	1
2	Evaluating information retrieval systems	-
3	Retrieval tools	2 & 3
4	Metadata: fundamentals	5
5	Metadata: schemas and description	4 & 7
6	Databases and system design	6
7	Metadata: access and authority control	8
Mid-term break		
8	Subject analysis and vocabulary control	9 & 10
9	Categorisation and arrangement	11
10	Information retrieval on the Web	-
11	Information architecture	-
12	Knowledge management and image retrieval	-

Course Learning Objectives

By the end of the INFO 527 course, students should be able to:

1. Explain the need for different types of information retrieval systems in different contexts, in particular the relationships between a type of information environment, the users' information requirements, and the nature of the information resource involved.
2. Describe a model of information retrieval, and outline common measures of evaluation and effectiveness for a text-based information retrieval system.
3. Articulate the theory and functions of descriptive, administrative, and structural metadata in an information retrieval system.
4. Articulate the theory and functions of subject retrieval metadata, including controlled vocabulary systems such as classification schemes, subject headings lists, and thesauri, in an information retrieval system.
5. Explain the theory and practice of constructing indexes and abstracts.
6. Use appropriate theory and standards to design a retrieval system.
7. Discuss issues in the provision of access to information in new media and genres.
8. Describe the relationship between knowledge management and information retrieval.

Course Delivery

Weekly seminars, and Tutorials

See “Class times and room numbers”, above

Course materials

Study guides, readings and other materials will be made available through Blackboard and the course CD-ROM.

Online discussion

We will use the Blackboard online discussion board to discuss matters relating to the course.

IST programmes information

Information relating to the Information Studies Programmes will be found in the Blackboard Community *Information Studies*, and through the IST-students email list.

Expected Workload

To achieve satisfactory grades, you will need to spend approximately 12 hours per week on INFO 527, including time spent in the seminar/lab or Internet/audioconference sessions. You may find that some aspects of the course require less time, whereas others may require slightly more. It is important that you manage your schedule wisely, ensuring that you spend time outside of the weekly sessions reading the relevant course material from your text and the CD-ROM, any additional readings posted under Study Resources, doing the module's preparation work, and working on the assignments. **Before each session, you should have read the material for the week's topic, have looked at any additional course content in Blackboard, and be ready to discuss the readings and other preparation work.**

Practical Work

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 use these databases, and will also need to authenticate some databases using their student username and password. For more on this, see the Information Studies Community on Blackboard.

For the second assignment in INFO 527 you may use a database application, DB/Textworks, to create a small-scale information retrieval system. DB/Textworks is used in a number of information centres, and you will have access to a demonstration version.

Prescribed Text

Taylor, A. G. & Joudrey, D. N. (2009). *The organization of information*. (3rd ed.) Westport, Conn.: Libraries Unlimited.

The recommended 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 texts through the Vic Books' [online book ordering service](#). You can use any of these methods to place an order.

Recommended reading

Links to further recommended texts will appear on the INFO 527 Blackboard site.

Assessment Requirements

This course will be internally assessed. All assessment will be submitted online via Blackboard. **For all further details, including breakdown of marks, requirements, and submission details, you should refer to the 'Assessment' section on Blackboard.**

Assignment	Date due	Value	Length
1. Evaluation of the effectiveness of a retrieval system	Monday 4 April	40%	2000 words approx.
2. Proposal for a retrieval system	Monday 30 May	50%	2000 words approx. + sample records
3. Participation	n/a	10%	see 'Assessment'

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.

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.)

Penalties

Assignments submitted or postmarked after they are due will have a 10% penalty imposed. Assignments submitted more than one week late without an extension will be given a zero grade. **All requests for extensions must be made in writing or via email before the due date, and must state a reason for the extension.**

Mandatory Course Requirements

To fulfil the mandatory course requirements for this course, you must complete all of the assignments in the required timeframe.

Class Representative

The IST programmes have a student committee which provides a communication channel to liaise with the Programmes Director and course coordinators on behalf of students.

Communication of Additional Information

Further details about the course, and additional information, will be made available through Blackboard.

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 compares submitted work with a very large database of existing material. At the discretion of the Head of School, handwritten work may be copy-typed by the School and subject to checking by Turnitin. 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.

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

Find key dates, explanations of grades and other useful information at www.victoria.ac.nz/home/study.

Find out about academic progress and restricted enrolment at

<http://www.victoria.ac.nz/home/study/academic-progress.aspx>.

The University's statutes and policies are available at www.victoria.ac.nz/home/about/policy, except qualification statutes, which are available via the Calendar webpage at

<http://www.victoria.ac.nz/home/study/calendar.aspx> (See Section C).

Further information about the University's academic processes can be found on the website of the Assistant Vice-Chancellor (Academic) at

www.victoria.ac.nz/home/about_victoria/avcacademic/default.aspx

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/