

School of Information Management

INFO560 ARCHIVES: ACCESS, ADVOCACY, AND OUTREACH

Trimester One 2011

COURSE OUTLINE

Names and Contact Details

Course Coordinator: Professor Wendy Duff

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Senior Tutor (Auckland and upper North Island students): Claire Scott

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Programme Administrator: Chris King

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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).

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 1.40-3.30 p.m.) in the Railway Building, RWW 224.
- **Distance students**
The weekly Internet conference sessions will be held on Tuesday from 6.45-8.15 p.m.

Course Content

Students will develop an understanding of theories and methods of serving the public and promoting archives. The course focuses on information-seeking behaviours in an archival context, and the principles, design and implementation of access and outreach services in an archive.

Schedule

Week	Topic
1	Introduction; Code of Ethics and public programmes
2	Access and archives
3	Public programming and archival exhibitions
4	Information-seeking behaviour
5	The users of archives: Historians
6	The users of archives: Genealogists
7	Archival reference: The reference interview
8	The changing face of archival reference
9	School children in an archival setting
10	Barriers to access: Balancing privacy and access to information; Copyright
11	Reference service in New Zealand
12	Evaluation

Course Learning Objectives

The goal of this course is to develop a sound understanding of the theories and methods pertaining to serving the public and promoting archives. By the end of the INFO 560, students should have:

1. An understanding of the information needs and information-seeking behaviour of different types of archival users.
2. Knowledge and understanding of the procedures and standards of public service including orientation sessions.
3. An awareness of the principles, design, implementation, evaluation, advocacy, ethics of access and outreach services in an archival setting.
4. Knowledge of issues related to the use of archival material, such as the tension between privacy and access.

Course Delivery

Weekly seminars, and Tutorials

See “Class times and room numbers”, above

Course materials

Study guides, readings and other materials will all be made available through Blackboard.

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

In this course we will be using BlackBoard to post weekly readings for each module. Much information is exchanged at the weekly, which 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 560 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;
- 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 any assigned practical work in preparation for the weekly session;
- writing assignments.

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.**

Assignments	Date due	Value	Length
1. Exhibition review	see Blackboard	30%	see Blackboard
2. Observation and critique of archival orientation session or a reference exchange	see Blackboard	30%	see Blackboard
3. Take home exam	see Blackboard	35%	see Blackboard
4. Participation	n/a	5%	n/a

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% 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. 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.

Presentation

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

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.

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/