



SCHOOL OF INFORMATION MANAGEMENT

INFO 543: Digital Curation

Trimester Three 2011

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 543]

Schedule

In 2011 this course will be condensed into the six week period leading up to Christmas, break. You should understand that you will be working intensively during this period and must plan your schedule accordingly.

Please note: only the distance stream will be offered this year. Wellington-based students enrolled in the course will participate in the Internet conference sessions.

Sessions will be held on Mondays from 5.00-8.15 p.m.

Timetable	Module/ Topic
Week 1: Nov. 14	Issues and challenges; Digital preservation strategies
Week 2: Nov. 21	International projects; OAIS
Week 3: Nov. 28	OAIS – ingest; OAIS – storage
Week 4: Dec. 5	OAIS – administration & data management; OAIS – access
Week 5: Dec. 12	OAIS – preservation planning; Evaluation
Week 6: Dec. 19	Alternatives to OAIS

Teaching Period: From 14 November (the first day of trimester) to December 19.

Withdrawal from Courses

1. Your fees will be refunded if you withdraw from this course on or before **Friday 18 November 2011**.
2. The last date for withdrawal from this course is the three-quarter point of the teaching period, **Friday 9 December 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.

Course Description

This course covers longterm preservation issues relating to digital objects, that is, maintaining and adding value to a trusted body of digital information for current and future use.

Introduction to INFO 543

INFO 543 begins by discussing the issues and challenges associated with the ongoing maintenance of digital information, and introduces the main digital preservation strategies. International research projects focusing on digital curation are reviewed. This is followed by examination of the international standard developed to deal with those challenges, the OAIS model.

The following modules cover each OAIS functional entity: ingest, storage, data management, administration, access and preservation planning. Policies and metadata requirements for each entity will be considered, in the context of customisation to suit environmental and organisational needs. Evaluation strategies to assess the trustworthiness of digital repositories will also be considered. The final module considers options to OAIS.

Learning Objectives

By the end of the INFO 543 course, students should be able to:

1. Understand the risks associated with the longterm maintenance of digital information.
2. Evaluate digital preservation strategies.
3. Apply the OAIS model to the design of digital library and archival repositories.

Time commitment and workload

You should expect to spend about 20-25 hours per week on this course. 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 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.

Assessment

This course is internally assessed, with the following assignments to be completed in order to satisfy the mandatory course requirements. **Full details, including explanatory notes and criteria, are available in the “Assessment” section on Blackboard.**

Assignments	Date due	Value	Length
1. Select, describe and evaluate a digital preservation tool, presenting findings in class and contributing to course wiki [relates to Learning Objectives 1 & 2]	Various	35%	500 words
2. Select, describe and review one preservation strategy [relates to Learning Objective 2]	2 Dec	35%	1500 words
3. Working in groups, develop and present an ingest strategy for a given repository type [relates to Learning Objective 3]	19 Dec	30%	Powerpoint presentation

Quality assurance 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.

Late assignments

Please note that given the condensed delivery of this course, NO extension will be allowed for any of these assignments.

Submission

Assignments for INFO 543 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

Each submitted assignment **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.)

Plagiarism

You should read and take heed of the statement on collaboration and plagiarism on the University website at <http://www.vuw.ac.nz/home/studying/plagiarism.html> 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 turnitin.com.

Presentation

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

Mandatory course requirements

To fulfil the mandatory course requirements for this course, you must:

- attend the scheduled class sessions, and participate in class discussions;
- complete all of the assignments in the required timeframe.

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.

Course Resources

The course material for INFO 543 includes:

- this course information section (in which the contents of the INFO 543 course are discussed along with course-specific administrative information and Internet conference or internal session details);
- materials on the Blackboard website for INFO 543 (see 'Online information' for more on this), which will include study guides and readings. The Blackboard website will also 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.

Online information

You will be required to use the online resources for this course that are available in the Blackboard online learning environment:

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

The Blackboard pages will contain study guides and readings, a Web-based forum for discussion of issues related to the course, links to sites of interest, announcements and additional information, updates, etc.

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 7, Vista, or XP, 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 your course website on 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, go to

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

General University information

Academic Integrity and Plagiarism

<http://www.victoria.ac.nz/home/study/plagiarism.aspx>

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).

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/>

Te Pūtahi Atawhai/Māori and Pacific Mentoring Programme

http://www.victoria.ac.nz/st_services/tpa/index.aspx