



SCHOOL OF INFORMATION MANAGEMENT

INFO 534: ARCHIVAL SYSTEMS

Trimester Two 2012

COURSE OUTLINE

Contact Details

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

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 checked for new messages regularly.

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]

Trimester Dates

From Monday 16 July to Wednesday 24 October

Withdrawal from courses

1. Your fees will be refunded if you withdraw from this course on or before Friday 27th July 2012.
2. The standard last date for withdrawal from this course is Friday 28th September 2012. 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

INFO534 is designed to introduce students to the theory, systems and strategies for the determination of those records worthy of long-term preservation, and their management in the digital age.

Learning Objectives

By the end of the INFO 534 course, a student 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.

Course content

Schedule

Week	Date	Topic
1	16-20 July	Theory and concepts - 1
2	23-27 July	Societal context (Tour to Archives NZ)
3	30 July-3 Aug	Theory and concepts- 2
4	6-10 Aug	Appraisal - 1
5	13-17 Aug	Appraisal - 2
6	20-24 Aug	Physical repository management
Mid-term break: 27 August-7 September		
7	10-14 Sept.	Digital repository management
8	17-21 Sept	Acquisitions
9	24-28 Sept	Arrangement & description of archives - 1
10	1-5 Oct	Arrangement & description of archives - 2
11	8-12 Oct	Access - 1
12	15-19 Oct	Access - 2

Teaching Period: From July 16th (the first day of trimester) to October 19th 2012.

- **Internal students**

- During weeks 1-6, seminars will be held on Wednesday (from 2.40-4.30 p.m.) in the MediaSite Seminar Room, Railway West Wing RWW 224.
- During weeks 7-12 seminars will be held on Wednesday (from 2.40-4:30 p. m) in Rutherford House RH GO3.

- **Distance students**
 - During weeks 1-6 students will have access to videos of the on-campus lectures, supplemented by two tutorial sessions (in weeks 2 and 4) via Internet Conferencing on Wednesday from 6.45-8.15 pm.
 - During weeks 7-12 there will be weekly Internet conference sessions on Wednesday from 6.45-8.15 pm.

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

The recommended text for this course is:

Australian Society of Archivists. (2008). *Keeping archives* (3rd ed.). Virginia, QLD: ASA. (Digital copy on CD-Rom)

This should be ordered direct from the publisher, at www.archivists.org.au. The direct cost will be approximately A\$130 plus postage.

Time commitment and workload

To achieve satisfactory grades, you should expect to spend around twelve hours per week on INFO 534 (including time spent in the weekly session). This includes up to two hours per week engaged in the weekly seminar, and you will be expected to contribute to discussion both in class and on Blackboard. The balance of your time

should be spent reading material on Blackboard, and doing your preparation work for the weekly session and assignments.

Mandatory course requirements

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

- 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.**

Assignments	Value	Due	Length
1. Series of discussion board postings Assessment 1 assesses learning objectives 1, 2, 3	20%	various, see Blackboard	200-500 (max.) words each
2. Appraisal case study report Assessment 2 assesses learning objectives 4, 5, 6	40%	24 August	1500 words
3. Review of online finding aids Assessment 3 assesses learning objectives 4 and 5	40%	24 October	1500 words

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

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.

Presentation

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

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.) The penalty for not including your word count, or going over the word count, will be 5%.

Plagiarism

You must acknowledge all sources you use. 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>. 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.

Submission

All assignments for INFO 534 will be submitted digitally. **See the Assessment section of the INFO 534 Blackboard site for details.** Remember to keep a copy of each assignment you send, just in case the original goes astray.

Course Resources and Delivery

All course material for INFO 534, including readings and study notes, will be available on the School's Blackboard online learning environment:

You should prepare any work listed in the relevant Blackboard section before the weekly session for that module. The group seminars/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.

During weeks 1-6, distance students will have access to recordings of the on-campus lectures. A link to the recording of each weekly seminar will be made available under the relevant module on Blackboard. These recordings will be supplemented by two tutorial sessions (in weeks 2 and 4). These tutorial sessions will be run via Internet Conferencing.

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/>

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 (weeks 7-12) and the two tutorial sessions (weeks 2 & 4) are conducted via Internet Conferencing (iConferencing); 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 iConferencing 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 IST Conference Room 1; 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.

Student email discussion 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

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

Te Pūtahi Atawhai

Maori and Pacific Mentoring Programme

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

Faculty of Commerce Office

<http://www.victoria.ac.nz/vbs/studenthelp>