

School of Information management

## **INFO 547: Managing Digital Collections**

Trimester 3, 2012

### **COURSE OUTLINE**

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#### **Names and 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]

#### **Trimester Dates**

Teaching Period: From 19 November 2012 (the first day of trimester) to 8 February 2013.

#### **Withdrawal from Course**

1. Your fees will be refunded if you withdraw from this course on or before 30 November.
2. The standard last date for withdrawal from this course is 25 January.

After the last date stated in #2, 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.

### Class Times and Room Numbers

**Teaching Period:** From 19 November 2012 (the first day of trimester) to 8 February 2013.

There will be no sessions for two weeks during the mid-term break (24 December—6 January).

- **Internal students**

There will be a seminar on Tuesdays (from 10.30am-12.20pm) in the Railway Building, RWW 222.

*(On campus class is dependent on enrolments and may be combined with distance classes if there are insufficient enrolments to hold a separate class. In this case, Wellington-based students who wish to remain enrolled in the course will participate in the OL Internet conference sessions.)*

- **Distance students (including Auckland)**

There will be a choice of two weekly Internet conference sessions: Tuesdays from 5.00-6.30 p.m.

### Expected Workload

**You should expect to spend at least 12.5 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:

- readings 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; and
- working on assignments.

### Course 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 information in digital form, in order to create an effective digital collection.
2. Discuss the role of information professionals in the planning, creation and management of digital collections and information services.
3. Analyse and exemplify the role of digital collections in widening access to information, including their roles in promoting diversity and minority cultures and knowledge.
4. Articulate the critical issues in the planning, organisation, maintenance and delivery of effective digital collections.

## Course Content

INFO 547 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. The course aims to familiarise students with both theoretical and practical aspects of digital collection activities, and with key elements in digital collections 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.

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 (and in some cases, while you are commuting between places), you are very likely to be surrounded by digital equipment. Libraries were in the vanguard of online database access many years ago. It is fair to say that some librarians and information managers have been 'early adopters' of new technologies since then. The term 'digital libraries' and increasingly, 'digital archives' and 'online museums' are becoming 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.

<b>Timetable</b>	<b>Topic</b>
<b>Week 1: Nov 20</b>	Planning for Digital Collections and Digital Information Services
<b>Week 2: Nov 27</b>	Content Strategy
<b>Week 3: Dec 4</b>	Economic Factors and Legal Framework
<b>Week 4: Dec 11</b>	Getting Started: Practical Requirements and Facilities
<b>Week 5: Dec. 18</b>	Usability and Evaluation
<b>Christmas Break (24 Dec 2012-6 Jan 2013)</b>	
<b>Week 6: Jan. 8</b>	Social media in Digital Collections
<b>Week 7: Jan. 15</b>	Preservation of Digital/ Digitised Resources
<b>Week 8: Jan. 22</b>	Metadata and Interoperability
<b>Week 9: Jan. 29</b>	Digital Cultural Heritage
<b>Week 10: Feb. 5</b>	Socially-grounded Digital Initiatives

## Readings

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

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

Access to the following will be useful:

- Baker, D. and Evans, W. (2009). *Digital library economics: An academic perspective*. Oxford: Chandos Publishing.
- Bülow, A. E. & Ahmon, J. (2011). *Preparing collections for digitization*. London: Facet in association with The National Archives.
- Chowdhury, G.G. and Foo, S. (Eds.). (2012). *Digital libraries and information access: research perspectives*. Chicago: Neal-Schuman, 2012.
- Collier, M. (Ed.). (2010). *Business planning for digital libraries: International approaches*. Leuven (Belgium): Leuven University Press.
- Harvey, D. R. (2006). *Preserving digital materials*. Munchen: Saur.
- Kresh, D. (Ed.) (2007). *The whole digital library handbook*. Chicago: American Library Association.
- Reese, Jr., T. and Banerjee, K. (2008). *Building digital libraries*. New York: Neal-Schumann Publishers.

## Materials and Equipment

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 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](mailto: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](mailto: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>

### **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.**

<b>Assessment</b>	<b>Date due</b>	<b>Value</b>	<b>Length</b>
<b>1. Critical Analysis of a relevant topic</b> [relates to all the Learning Objectives of INFO 547; specifically to LO 2 and LO 3]	<b>10 Jan 2013</b>	50%	2200-2500 words
<b>2. Funding Proposal for a digitisation project</b> [relates to all the Learning Objectives of INFO 547; specifically to LO 1, LO 2 and LO 4]	<b>7 Feb 2013</b>	50%	2200-2500 words

### **Submission**

All assignments for will be submitted digitally. **See the Assessment 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.

## **Late assignments**

*Assignments submitted 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 mark.* All requests for extensions must be made in writing or via email **before the due date**, and must state a reason for the extension.

## **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%.*

## **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**

In addition to obtaining an overall course mark of 50 or better, students 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.

## **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.

## **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.**

## **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 submitted to Turnitin. A copy of submitted materials will be retained 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.

## **Link to general information**

For general information about course-related matters, go to

<http://www.victoria.ac.nz/vbs/studenthelp/general-course-information>

## **Note to Students**

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 academic audit. The findings may be used to inform changes aimed at improving the quality of VBS programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.

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