

School of Information Management

INFO527 REPRESENTING AND ORGANISING INFORMATION IN CONTEXT

Trimester 1, 2013

COURSE OUTLINE

Names and Contact Details

Course Coordinator: Dr Brenda Chawner

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

Trimester Dates

From Monday 4 March – Friday 7 June

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before Friday 15 March 2013.
2. The standard last date for withdrawal from this course is Friday 17 May 2013. 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.

Class Times and Room Numbers

- **Internal students**
The weekly seminars will be held on Wednesday (from 1.40-3.30 p.m.) in **Railway West Wing Room RWW 315**.
- **Distance students**
The weekly Internet conference sessions will be held on Wednesday from 6.45-8.15 p.m.
- **Distance students (within Auckland)**
Sessions for Auckland students will be delivered by a mixture of audio conferencing (Thursday, 5.00-6.30 p.m.) and face-to-face teaching.

Auckland classes for INFO 527: Module 1 Thursday, 7 March, 5.00-6.30 pm, Saturday, 16 March, 10.30 a.m.-2.00 p.m. (covers Modules 2 & 3); Saturday, 4 May, 10.30 a.m.-2.00 p.m. (covers Modules 7 & 8); Modules 4, 5, 6, 9, 10, 11, 12: Thursday, 5.00-6.30 p.m.

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

Course Delivery

Additional tutorials on the use of DB/TextWorks may be offered internally and by distance if there is sufficient interest. Information about the dates and times for these will be posted on Blackboard.

Expected Workload

To achieve satisfactory grades in INFO 527, you should expect to spend around twelve hours per week on studying (including time spent in the weekly sessions or watching the recorded seminars). You will be expected to contribute to the class discussion, in the on-campus classes and/or on the INFO 527 Blackboard discussion forums. The balance of your time

should be spent reading material posted on Blackboard <http://blackboard.vuw.ac.nz/> and doing any preparation work required for the seminars and assignments.

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 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.

Readings

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 readings will be available on the INFO 527 Blackboard site.

Materials and Equipment

The INFO535 Blackboard course pages will contain course readings, links to sites of interest, assignment information and submission links, course announcements, and a Web-based forum for discussion of issues related to the course. You should read the weekly module page as part of your preparation for the class session.

You are expected to prepare any work listed in the relevant Blackboard section before the relevant weekly seminar session, so that you can be an active participant in the session.

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. If you have any difficulties logging on to the Blackboard site please contact the Help Desk, at: its-service@vuw.ac.nz

Internet conferencing

Distance tutorial sessions are conducted using Voice-over-IP software; in order to participate, you will need an Internet-connected PC running Windows 7, Vista, or XP, microphone, and headphones/speakers. Scheduled tutorial sessions will be held in IST Room Conference Room 1. To connect, go to the Internet conferencing page (and read the "Getting Started" information) at: <https://conferencing.sim.vuw.ac.nz/>

- *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.*

For problems with the Internet Conferencing site itself, first check the online help information.

If, for some reason a tutorial 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.

Assessment

This course will be internally assessed. All assessment will be submitted online via Blackboard. **For all further details, including the breakdown of marks, requirements, and submission details, you should refer to the 'Assessment' section of the INFO 527 course site on Blackboard.**

Assignment	Date due	Value	Length	Learning Objectives
1. Evaluation of the effectiveness of a retrieval system	Monday, 15 April	40%	2000 words approx.	1–2
2. Proposal for a retrieval system	Tuesday, 5 June	50%	2000 words approx. + 10 sample records	3–6
3. Discussion board postings	Various	10%	see 'Assessment'	1–8

Word Count

Assignments 1 and 2 **MUST** contain a word count, easily available from your word-processing program. The word count should appear under your name at the end of your assignment.

Penalties

Assignments submitted after they are due will have a 10% penalty imposed, unless an extension has been granted by the Course Coordinator. 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.**

Submission

All assignments for INFO 527 will be submitted digitally. **See the Assignment section of the INFO 527 Blackboard site for details.** Remember to keep a copy of each assignment you send, just in case the original goes astray

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.

Mandatory Course Requirements

In addition to obtaining an overall course mark of 50 or better, students must complete all assignments in the required timeframe. Students are expected to attend a minimum of 75% of scheduled classes, and as a courtesy, to notify the course coordinator if they will be absent.

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.

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.
