

School of Information Management

INFO 547: Managing Digital Collections

Trimester 3, 2013

COURSE OUTLINE

Names and Contact Details

Course Coordinator: Dr. Chern Li Liew
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Senior Tutor (Auckland and upper North Island students): Monique Barden
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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, 18 November 2013 to Friday, 14 February 2014.

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before 29 November 2013.
2. The standard last date for withdrawal from this course is 28 January 2014.

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](#)

The weekly Internet conferencing sessions will be held on Tuesdays from 5:00 pm – 6.30 pm.

Expected Workload

To achieve a satisfactory result in INFO 547, a time commitment of at least 12.5 hours per week is likely to be needed. Part of this time commitment will be taken up in the Internet conference sessions. The remaining time should cover:

- reading notes and course material posted on Blackboard <http://blackboard.vuw.ac.nz/>
- preparing answers to focus questions posted on Blackboard
- reading additional, non-required material on the topics
- working on assignments.

Some aspects of the course may require less time, whereas others may require slightly more, depending on your previous knowledge of the topic.

We recommend that you complete the core course INFO 525 before taking this elective.

Course Learning Objectives

Students who pass the INFO 547 course should be able to:

1. Identify 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 access to minority cultures and knowledge.
4. Articulate critical issues in the planning, organisation, maintenance and delivery of digital collections.

Readings

The course does 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:

- 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.
- Reese, Jr., T. and Banerjee, K. (2008). *Building digital libraries*. New York: Neal-Schumann Publishers.

Course Content

INFO 547 explores the purpose, strategies, tools and standards used to digitise information and the management of digital collections. The course includes the examination of issues relating the planning, creation, organisation, preservation and delivery of digitised collections. It aims to familiarise students with both theoretical and practical aspects of creating and managing digital collections. The intention is to provide students with the knowledge to take useful part in digitisation projects in libraries, archives, museums or other similar information management environment.

Timetable	Module (Topic)
Week 1: Nov 19	Planning for Digital Collections and Digital Information Services
Week 2: Nov 26	Content Strategy
Week 3: Dec 3	Economic Factors and Legal Framework
Week 4: Dec 10	Getting Started: Practical Requirements and Facilities
Week 5: Dec. 17	Usability and Evaluation
Christmas Break (23 Dec 2013 - 5 Jan 2014)	
Week 6: Jan. 7	Social media in Digital Collections
Week 7: Jan. 14	Preservation of Digital/ Digitised Resources
Week 8: Jan. 21	Metadata and Interoperability
Week 9: Jan. 28	Digital Indigenous Cultural Heritage
Week 10: Feb. 4	Socially-grounded; Cross-sectoral Digital Initiatives

Materials and Equipment

The INFO 547 Blackboard site will contain a Web-based forum for discussion of issues related to the course, links to sites of interest, course readings and assignment information, etc. You should read the appropriate module pages weekly and come to the seminar sessions prepared to share and discuss your answers to the focus discussion questions posted on Blackboard.

- *You should prepare any work listed in the relevant Blackboard section before the relevant seminar sessions. The seminar 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.*

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

The Internet conferencing 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. Scheduled 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

INFO 547 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.**

Assessment	Date due	Value	Length
1. Critical Analysis of a relevant topic [relates to all the Learning Objectives; specifically to LO 2 and LO 3]	9 Jan 2014	50%	2200-2500 words
2. Funding Proposal for a digitisation project [relates to all the Learning Objectives; specifically to LO 1, LO 2 and LO 4]	10 Feb 2014	50%	2200-2500 words

Late assignments

Assignments submitted up to one week after the due date will have a 10% penalty imposed, unless an extension on the grounds of medical emergency or family circumstance has been granted in writing in advance, **BEFORE** the due date by the course coordinator.

Assignments submitted more than one week after the due date will **NOT** be accepted.

Word count

All written assignments submitted **MUST** contain a word count, easily available from your word-processing program. The word count should appear under your name.

A penalty of up to 5% will be imposed for going over the maximum word count or for not including a word count with your paper.

Submission

All assignments for INFO 547 must be submitted digitally. See the Assignment section of the INFO 547 Blackboard site for details and for the Submission Links.

Remember to check that the correct file has been uploaded before you submit and to keep a copy of each assignment you submit, just in case the original goes astray.

Mandatory Course Requirements

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

- complete all of the assignments in the required timeframe and obtain an overall course mark of 50% or better.

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.

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.
