

School of Information Management

INFO 542
MANAGEMENT OF LIBRARY SERVICES

Trimester 3, 2013

COURSE OUTLINE

Names and Contact Details

Course Coordinator and Lecturer: Philip Calvert

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Trimester Dates

From 18 November 2013 to 23 December 2013.

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before one full week after the first class.
2. The standard last date for withdrawal from this course is 11 December 2013.

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

INFO 542 will be held in the third trimester (November-December) of the 2013 academic year.

- The weekly distance class will be held on Mondays between 5.00 – 8.15 p.m.

Course Delivery

Weekly tutorials

See “Class times and room numbers”, above

Course materials

Study guides, readings and other materials will be made available on Blackboard.

Online discussion

The Blackboard online discussion board will be used to discuss course topics.

IST programmes information

Information relating to the Information Studies Programmes will be found in the Blackboard Community *Information Studies*, and through the IST-students email list.

Expected Workload

To achieve satisfactory grades, you will need to spend approximately 15 hours per week on INFO 542, including time spent in class or the iConferencing sessions. Some aspects of the course may require less time, whereas others may require slightly more, depending on your previous knowledge of the topic.

Before each session, please read the material for the week's topic on Blackboard, and be ready to discuss the readings and any set work prepared for the class.

Prescription

INFO 542 examines practical aspects of library and information centre management. These include marketing, staff planning, building design, and collection management.

Course Learning Objectives

By the end of the INFO 542 course, students should be able to:

1. Describe the main issues in collection management, and describe all collection management processes and techniques
2. Prepare a budget proposal suitable for a small library
3. Analyse collection management policies.
4. Describe the steps in practical marketing, with particular reference to marketing libraries and information centres.

Course Content

Timetable	Topic
Week 1: 18 November	Collection management in context
Week 1: 18 November	Materials selection
Week 2: 25 November	Financial & cost management
Week 2: 25 November	Collection evaluation & cooperation
Week 3: 2 December	Weeding & storage
Week 3: 2 December	Policies on collections
Week 4: 9 December	Key concepts in marketing
Week 4: 9 December	The marketing mix
Week 5: 16 December	Practical library marketing
Week 5: 16 December	Business communication

Readings

INFO 542 does not have a required textbook. Required readings for each week's class will be available from Blackboard.

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/>

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 is internally assessed, with all 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
Budget proposal [relates to Learning Objectives 1 & 2]	Monday 2 December	30%	1500 words max.
Policy critique [relates to Learning Objectives 1 & 3]	Monday 9 December	30%	1500 words max.
Marketing plan [relates to Learning Objectives 1 & 4]	Monday 23 December	40%	2500 words max.

Penalties

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 grade. All requests for extensions must be made in writing or via email well before the due date, and must state a reason for the extension.

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

1. Complete all the assessments (given above).
2. Attend at least 80% of the classes.

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.

Student feedback

Student feedback on University courses may be found at www.cad.vuw.ac.nz/feedback/feedback_display.php

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.
