

School of Information Management

INFO534 ARCHIVAL SYSTEMS

Trimester 2, 2014

COURSE OUTLINE

Names and Contact Details

Course Coordinator:

Name Shannon Wellington
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Senior Tutor (other distance students and Wellington)

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Senior Tutor (Auckland and upper North Island students):

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Programme Administrator:

Name Chris King
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Phoning from outside Wellington: **Free phone 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

Teaching Period: Monday 14 July – Friday 17 October.

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before Friday 25 July 2014.
2. The standard last date for withdrawal from this course is Friday 26 September. 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 Delivery

- **On-campus students**

Weekly seminars will be held on Monday's (from 2:40-4:30 p.m.) in Rutherford House RHG01. **Please note that on-campus sessions are dependent on sufficient enrolments for this stream.**

- **Off-campus students**

Weekly iConferencing class will be held on Monday evenings from 6:45-8:15pm. You will receive a link to login to the Saba Classroom platform via the relevant module each week on the Blackboard INFO534 course pages.

Materials and Equipment

The INFO534 Blackboard course pages will contain a Web-based forum for discussion of issues related to the course, links to sites of interest, course readings, assignment information and submission links and course announcements etc. You should read the appropriate module pages weekly.

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

iConferencing

iConferencing sessions are conducted using the interactive Saba Classroom platform, you will need an Internet-connected device, microphone, headphones/speakers (webcam is optional). Further information about using the iConferencing software and the platform requirements are available in the Information Studies Community on Blackboard.

If, for some reason a scheduled class session does not run, check on Blackboard for an announcement of any alternative arrangements that the lecturer is making. Recordings of all INFO534 iConferencing sessions will also be available for downloading from Blackboard. For problems with the Internet Conferencing site itself, first check the online help information.

Expected 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.

Course 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. Demonstrate an understanding of the major considerations, tools, and processes involved in organising and managing an archives programme
6. Explain tikanga in an archival management context.

Course Content

Module	Topic
1	Theory and concepts - 1
2	Theory and concepts- 2
3	Societal context
4	Appraisal - 1
5	Appraisal - 2
6	Acquisitions
<i>25 August – 5 September – Mid TRIMESTER Break</i>	
7	Digital repository management
8	Physical repository management
9	Arrangement & description of archives - 1
10	Arrangement & description of archives - 2
11	Access, Advocacy and Outreach - 1
12	Access, Advocacy and Outreach - 2

Readings

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. Students are expected to engage in discussion related the theories and concepts explored in the weekly module readings during each session. The seminars/tutorial sessions should not be regarded as a time to catch up on reading and/or exercises not done.

There is no required textbook for this course but the following are recommended:

McKemmish, S., Piggott, M., Reed, B. & Upward, F. (Eds.). (2005). *Archives: Recordkeeping in society*. Wagga Wagga: Centre for Information Studies.

This text is available from Vic Books for \$176.99. To order online click the link below and select Information Management from the list of disciplines then follow the prompts.

<https://www.vicbooks.co.nz/victoria-university/vuw-textbooks2>

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.

Assessment

Full details, including explanatory notes and criteria, are available under "Assessment" on Blackboard.

Assignments	Value	Due	Length
1. Series of blog postings <i>Assessment 1 assesses learning objectives 1, 2, 3, 6</i>	20%	various, see Blackboard	200-300 (max.) words each
2. Appraisal case study <i>Assessment 2 assesses learning objectives 3, 4, 5</i>	40%	22 August	1500 words
3. Arrangement and Description Report <i>Assessment 3 assesses learning objectives 4, 5</i>	40%	17th October	1500 words

Submission

All assignments for INFO 534 where appropriate will be submitted digitally. See the Assignment 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

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.

Penalties

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.

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** of the assignments in the required timeframe. If you cannot complete an assignment or sit a text or examination, refer to www.victoria.ac.nz/home/study/exams-and-assessment/aegrotat

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.
