TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI

VICTORIA
UNIVERSITY OF WELLINGTON

School of Information Management

INFO 540 PRESERVATION MANAGEMENT IN LIBRARIES AND ARCHIVES

Trimester 3, 2014

COURSE OUTLINE

Names and Contact Details

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Senior Tutor (Other distance students and Wellington): Kathryn Oxborrow
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If you are phoning from outside Wellington: Freephone 0800 116 299 and ask to be connected to the appropriate staff member.

Trimester Dates
5 week block course from Monday 17th November to Friday 19th December. Note that the final piece of assessment is due Monday 12th January 2015.

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 10 December 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 or online.

Class Times and Room Numbers
There will be **no on-campus class** for this course. iConferencing sessions using the Saba platform will be held on a Monday night from 5:30-7:15pm.

Course Delivery
This is an intensive course block course, there will be 4-5 readings each week and a number of Blackboard based video resources to view. The INFO540 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.

You should prepare any work listed in the relevant Blackboard section before the relevant tutorial or seminar sessions. The tutorial/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 or telephone 04 463 5050.

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 session does not run please check Blackboard for an announcement of any alternative arrangements that the lecturer may make. iConferencing session recordings will also be available on Blackboard. For problems with the Internet Conferencing site itself, first check the online help information.

Expected Workload
To achieve satisfactory grades, you should spend approximately 20-25 hours per week on INFO 540, including time spent in the class sessions. The remaining time should cover:

- reading set texts and articles — you are expected to have read these before the weekly session;
- thinking about the module and taking notes on any assigned practical exercises in preparation for the weekly session; and
- preparing for and writing assignments.

Prescription
The principles and practice of information preservation with an emphasis on management of preservation activities in a New Zealand bicultural context. Topics include preservation standards, ethics and policies, conservation solutions for various media, collection assessment and project management.

Course Learning Objectives

By the end of the INFO 540 course, a student should:

1. Gain knowledge of local and overseas issues, problems, challenges, and initiatives in the preservation management field today.
2. Identify agents of deterioration of library and archival materials, as well as preservation functions that help mitigate deterioration.
3. Explore treatment and reformatting options.
4. Identify basic issues and trends in digital preservation.
5. Demonstrate awareness of the role of preservation in ensuring ongoing access to digital information.
6. Identify components of a preservation programme.
7. Understand principles of effective disaster planning.

Course Content

Week	Date	Topic
1	17th-21st November	Introduction: concepts and challenges Paper-based materials (including treatment options) Multimedia materials (including treatment options)
2	24th-28th November	Surveys and assessments Collections care
3	1st-5th December	Preservation reformatting Digital issues Digital preservation
4	8th-12th December	Building concerns Disaster planning
5	15th-19th December	Building a preservation programme

Readings

There is no prescribed text for this course; instead, you are expected to be diligent in completing the weekly readings. Readings for each week will be available on the INFO540 course pages on Blackboard under the relevant module and/or under the INFO540 VUW Library Course Reserves. To access the course reserves list for INFO540, go to the VUW Library Catalogue and search for INFO540 under Course Reserves.

Assessment

Assignment	Date due	Value	Length
Online Participation	See Blackboard	20%	Various
Assessment 1 assesses learning objectives 2, 3, 4			
Collection Analysis	Monday 8th December	40%	1500 words max.
Assessment 2 assesses learning objectives 4, 5, 6			
Workshop Training Programme	Monday 12th January 2015	40%	1500 words max.
Assessment 3 assesses learning objectives 1, 6, 7			

Penalties

Assignments submitted or postmarked after they are due will have a 10% penalty imposed, unless an extension has been granted. 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.

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 submit all assignments by the deadlines specified in the course outline, unless an arrangement has been made with the course coordinator prior to the deadline, or a major personal emergency prevents submission (evidence supporting this must be supplied as soon as possible to the course coordinator).

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.

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