

School of Information Management

## **INFO 547 Managing Digital Collections**

Trimester 3, 2014

### **COURSE OUTLINE**

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#### **Names and Contact Details**

*Course Coordinator:* Dr. Chern Li Liew

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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**

From Monday 17 November 2014 to Friday 13 February 2015.

#### **Withdrawal from Course**

1. Your fees will be refunded if you withdraw from this course on or before 28 November 2014.
2. The standard last date for withdrawal from this course is 27 January 2015.

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](#).

## **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 set texts and articles — you are expected to have read these before the weekly session;
- thinking about the module and reading additional material on the topics; and
- preparing for the 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.

## **Prescription**

INFO 547 covers the purpose, strategies, tools and standards used to digitise information and its subsequent management. It explores issues relating to digitisation, in particular those concerning the planning, creation, organisation and management of digitised collections.

## **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 indigenous 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 but 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.
- Calhoun, K. (2014). *Exploring digital libraries: Foundations, practice, prospects*. London: Facet Publishing.
- Collier, M. (Ed.). (2010). *Business planning for digital libraries: International approaches*. Leuven (Belgium): Leuven University Press.
- Hughes, L. M. (2012). *Evaluating and measuring the value, use and impact of digital collections*. London: Facet Publishing.

<b>Timetable</b>	<b>Module (Topic)</b>
<b>Week 1: Nov 18</b>	Planning for Digital Collections and Digital Information Services
<b>Week 2: Nov 25</b>	Content Strategy
<b>Week 3: Dec 2</b>	Economic Factors and Legal Framework
<b>Week 4: Dec 9</b>	Getting Started: Practical Requirements and Facilities
<b>Week 5: Dec. 16</b>	Usability and Evaluation
<b>Christmas Break (22 Dec 2014 - 4 Jan 2015)</b>	
<b>Week 6: Jan. 6</b>	Social media in Digital Collections
<b>Week 7: Jan. 13</b>	Preservation of Digital/ Digitised Resources
<b>Week 8: Jan. 20</b>	Metadata and Interoperability
<b>Week 9: Jan. 27</b>	Digital Indigenous Cultural Heritage
<b>Week 10: Feb. 3</b>	Socially-grounded; Cross-sectoral Digital Initiatives
<b>Week 11: Feb. 10</b>	(No class)

### **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](mailto: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 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.

### 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 for assessment are available in the “Assessment” section on Blackboard.**

Assessment	Date due	Value	Length
1. Critical Analysis of relevant issues [relates to all the Learning Objectives]	<b>5 Jan 2015</b>	50%	2000-2300 words
2. Funding Proposal for a digitisation project [relates to all the Learning Objectives; specifically to LO 1, LO 2 and LO 4]	<b>9 Feb 2015</b>	50%	2000-2300 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 and submit 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.

### **Student feedback**

Student feedback on University courses may be found at [www.cad.vuw.ac.nz/feedback/feedback\\_display.php](http://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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