

School of Information Management

INFO 527 CREATING AND MANAGING METADATA

Trimester 1, 2015

COURSE OUTLINE

Names and Contact Details

Course Coordinator and Lecturer: Brenda Chawner

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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 2nd March to Monday 8th June.

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before Friday 13th March 2015.
2. The standard last date for withdrawal from this course is Friday 15th May. 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 or [online](#).

Class Times and Room Numbers

INFO 527 will be held in the first trimester (March-June) of the 2015 academic year. There will be no sessions for two weeks during the mid-trimester break.

- **Internal students**
The weekly seminars will be held on Wednesdays from 10:30 am–12:20 pm in RMZ04.
- **Distance students**
The weekly Internet conference sessions will be held on Wednesdays from 5:00–6:30 pm.
- **Distance students (within Auckland)**
Sessions for Auckland students will be delivered by a mixture of Internet conferencing and Saturday block classes.

Auckland classes for INFO 527: Modules 1 and 2, 10.30 am – 2.00 pm, Saturday 7 March, Modules 7 and 8, 10.30 am – 2.00 pm, Saturday 2 May, Modules 10 and 11, 10.30 am – 2.00 pm –12, Saturday, 23 May.

Course Delivery

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.

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 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 iConferencing, please call the School's toll-free number, 0800 116 299.

Expected Workload

To achieve satisfactory grades, you will need to spend approximately 12.5 hours per week on INFO 527, including time spent in class or the iConferencing sessions. You will be expected to contribute to the class discussion, in the on-campus classes and/or on the INFO 527 Blackboard discussion forums. The balance of your time should be spent reading material posted on Blackboard <http://blackboard.vuw.ac.nz/>, doing any preparation work required for the seminars, and working on assignments.

Prescription

An introduction to the theories, standards, and systems used for the storage and retrieval of information. Topics include metadata schemes, standards for record structure and content, and the design principles of databases used for information management and retrieval.

Course Learning Objectives

1. Explain the need for different types of information retrieval systems in different contexts, in particular the relationships between a type of information environment, the users' information requirements, and the nature of the information resource involved
2. Outline and apply common techniques used to determine the effectiveness of a text-based information retrieval system
3. Explain the purpose of descriptive, administrative, and structural metadata in an information retrieval system.
4. Discuss the function of subject retrieval metadata, including controlled vocabulary systems such as classification schemes, subject headings lists, and thesauri, in an information retrieval system
5. Use appropriate design principles to create a database application for information retrieval.
6. Identify techniques used to provide access to information published on the Web
7. Describe the relationship between knowledge management systems and information retrieval systems in private sector and public organisations
8. Discuss cultural issues that may affect information retrieval, particularly in the context of Māori resources

Course Content

Week	Date	Topic
1	2-6 March	Organising information for retrieval
2	9-13 March	Evaluating information retrieval systems
3	16-20 March	Resources and organisational techniques
4	23-27 March	Metadata: fundamentals
5	30 March-2 April	Metadata: schemas and description
Mid-trimester break		
6	20-24 April	Databases and system design
7	27 April-1 May	Metadata: access and authority control
8	4-8 May	Subject analysis and vocabulary control
9	11-15 May	Categorisation and arrangement
10	18-22 May	Information retrieval on the Web
11	25-29 May	Information architecture
12	1-5 June	Knowledge management; multimedia retrieval

Readings

Prescribed Text

Glushko, R. J., Ed. (2013). *The discipline of organizing*. Cambridge, MA: MIT Press.

The required text is available from Vic Books, PO Box 12-337 (or c/- Ground Floor, Rutherford House), Wellington, ph. (04) 463 5515 or freephone 0800 370 370, fax (04) 471 2124, email vuwtexts@vicbooks.co.nz. It is also possible to order texts through the Vic Books' [online book ordering service](#). You can use any of these methods to place an order.

Materials and Equipment

As part of this course you will need to use resources on the Internet, as well as selected databases and online services. Access to these services is possible from the School's computer laboratories and from Victoria University Library. Open learning students will require access to the Internet to use these databases, and will also need to authenticate some databases using their student username and password. For more on this, see the Information Studies Community on Blackboard.

For the second assignment in INFO 527 you may choose to use a database application, DB/Textworks, to create a small-scale information retrieval system. DB/Textworks is used in a number of information centres, and you will have access to a demonstration version. Alternatively, you may use a Web-based tool such as a wiki, or a simple database such as Base (LibreOffice).

Assessment

The Assessment Handbook will apply to all VUW courses: see

<http://www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf>.

This course will be internally assessed. All assessment will be submitted online via Blackboard.

For all further details, including the breakdown of marks, requirements, and submission details, you should refer to the 'Assessment' section of the INFO 527 course site on Blackboard.

Assignment	Date due	Value	Length	Learning Objectives
1. Evaluation of metadata in a retrieval system	Monday, 20 April	40%	2000 words	1-3
2. Proposal for a retrieval system	Monday, 8 June	50%	2000 words, plus 10 sample records	1-5
3. Discussion board postings	Various	10%		1-8

Word Count

Assignments 1 and 2 must contain a word count, easily available from your word-processing program. The word count should appear under your name at the end of your assignment.

Submission

All assignments for INFO 527 will be submitted digitally. See the Assessment section of the INFO 527 Blackboard site for details. Please keep a copy of each assignment you send, just in case the original submission is inaccessible.

Penalties

Word count

Each submitted assignment *must* contain a word count, easily available from your word-processing program. The penalty for not including your word count, or going over the word count, will be 5%.

Late assignments

Assignments submitted after they are due will have a 10% penalty imposed unless an extension has been granted by the course coordinator. Assignments submitted 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 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)

If you cannot complete an assignment or sit a test or examination, refer to www.victoria.ac.nz/home/study/exams-and-assessments/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

Additional information about the course, including a weekly study guide and discussion forums, is available on 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.
