TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI

VICTORIA
UNIVERSITY OF WELLINGTON

School of Information Management

INFO 522 INFORMATION POLICY CONCEPTS, ISSUES AND PROCESSES

Trimester 2, 2015

COURSE OUTLINE

Names and Contact Details
Course Coordinator and Lecturer: Dr Dan Dorner
    Room RH524, Rutherford House
    Tel +64 4 463 **5781**
    Email: dan.dorner@vuw.ac.nz
Senior Tutor (Other distance students and Wellington): Kathryn Oxborrow
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Trimester Dates
From Monday 13th July to October 25th

Withdrawal from Course
1.   Your fees will be refunded if you withdraw from this course on or before Friday 24th July 2015.

2.   The standard last date for withdrawal from this course is Friday 25th 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'* form 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 522 will be held in the second trimester (July-October) of the 2015 academic year. There will be no sessions for two weeks during the mid-trimester/summer break.
- **Face-to-face classes** will be held in RWW129 on Wednesdays between 10:30am– 12.20pm
- **Distance classes** will be held on Wednesdays between 5:00 – 6.30pm

- **Auckland classaes** will be held at VUW's teaching facility at 50 Kitchener Road on:
  - Saturday 25 July (Modules 1 & 2)   10.30am – 2pm   KS50/409
  - Saturday 12 Sept (Modules 7 & 8)   10.30am – 2pm   KS50/409

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

iConferencing
iConferencing sessions will be 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 INFO522, including time spent in class and the iConferencing sessions. Some aspects of the course will require less time, whereas others will require slightly more, depending on your previous knowledge of the topic.

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

Prescription
This course explores information policy concepts and issues with which information professionals need to be familiar, including processes through which information policy and legislation are created in New Zealand, individual policies which influence information creation, access and use and the role of information professionals in information policy development.

Course Learning Objectives
At the end of this course, students will be able to:
1. To discuss the role of national information policy and its relationship to international as well as organisational information policies.
2. To outline the processes through which national information policy and legislation are developed in New Zealand.
3. To evaluate individual policies in New Zealand which influence information creation, access and use.
4. To explain the role of information professionals in information policy development at the national, international and organisational levels.

Course Content

Module	Date	Topic
1	15 July*	Introduction to information policy
2	22 July*	International level information policy
3	29 July	National level information policy
4	5 Aug	Organizational level information policy
5	12Aug	Public records; and open government
6	19 Aug	Access to official information
		Mid-term break
7	9 Sept**	Telecommunications policy issues; Information Auditing
8	16 Sept**	Cybersecurity
9	23 Sept	Personal Privacy
10	30 Sept	Intellectual property
11	7 Oct	Intellectual Freedom and censorship
12	14 Oct	The role of information professionals in information policy development

* The Auckland class for Modules 1 & 2 will held be on 25 July 2015
**The Auckland class for Modules 7 & 8 will be held on 12 September 2015

Readings
The prescribed text for the course is:
> Cornelius, I. (2010). *Information policies and strategies*. London: Facet Publishing.
The prescribed text is available for reading as an e-book from the VUW Library.   It is also available from Vic Books, PO Box 12-337 (or c/- Ground Floor, Rutherford House), Wellington, phone (04) 463 5515 or freephone 0800 370 370, email vuwtexts@vicbooks.co.nz. You can also order texts through the Vic Books' online book ordering service.

Other indicative readings
As well as set chapters from the textbook, students will be required to read journal articles and/or other resources each week. Readings may be substituted or supplemented by other key texts as the course progresses. All changes will be communicated via Blackboard.

Module 1
Braman, S. (2011). Defining information policy. *Journal of Information Policy 1,* 1-5. *Stable URL: http://www.jstor.org/stable/10.5325/jinfopoli.1.2011.0001*

Pasek, J.E. (2015). Defining information policy: relating issues to the information cycle. *New Review of Academic Librarianship (online pre-publication version).* Available via VUW Library.

Rowlands, I. (2003). Information policy: Complexity, scope and normative structure. In Hornby, S. & Clarke, Z. (Eds.), *Challenge and change in the Information Society* (pp. 131-146). London: Facet.

Module 2
Weiner, S. A. (2013). Overview: the role of information policy in resolving global challenges. *Global Policy Research Institute (GPRI) Policy Briefs*, *1*(1) Article 6 (15 pages). Available at: http://docs.lib.purdue.edu/gpripb/vol1/iss1/6

Millard, J. (2015). The digital divide and the global post-2015 development debate. In K. Andreasson (Ed.), *Digital divides: The new challenges and opportunities for e-inclusion* (pp. 3-26).

Boca Raton, FL: CRC Press. E-book in VUW Library. Permanent link:
http://victoria.lconz.ac.nz/vwebv/holdingsInfo?bibId=1803171

Dardailler, D. (2009). A Ghanaian farmer and the value of information. Available at:
http://www.webfoundation.org/2009/10/a-ghanaian-farmer-and-the-value-of-information/

Module 3
Shaw, R. and Eichbaum, C. (2011). Chapter 2: The policy process. In *Public Policy in New Zealand: Institutions, processes and outcomes, 3rd ed.* (pp. 19-37). Auckland: Pearson.

Feather, J. (2011). Free and equal access: a conundrum for the information society. In D. Baker & W. Evans (Eds.), *Libraries and society: role, responsibility and future in an age of change* (pp. 67–79). Oxford: Chandos Publishing.

Orna, E. (2008). Information policies: yesterday, today, tomorrow. *Journal of Information Science, 34*(4), 547–565. Available via VUW Library.

Module 4
Davenport, T.H., Eccles, R.G. and Prusak, L. (1992). Information politics. *Sloan Management Review, 34*(1), 53-65.

Shaffer, E. (2011). "Developing an organisational information policy to mitigate the risks posed by social media technologies." *Archives and Manuscripts*, 39(2), 118-138. Available via VUW Library.

Statistics New Zealand. (2014). Policies and protocols. Available at:
http://www.stats.govt.nz/about_us/who-we-are/policies-and-protocols.aspx

Module 5
Archives New Zealand. (2015). A guide to the Public Records Act.   Available at: http://archives-diaarchivesndha.cwp.govt.nz/assets/Archives-ResourcesandGuides-Guides/GUIDE-A-guide-to-the-Public-Records-Act.pdf

Dawes, S. (2010). Stewardship and usefulness policy. *Government Information Quarterly 27*(4), 377-383. Available at: http://www.sciencedirect.com/science/article/pii/S0740624X10000651#

Neo, E., Dorner, D., and Booth, K. (2014). Creating New Knowledge through Open Data: New Zealand's Open Data Strategies. Paper presented at the IFLA World Library and Information Congress, 16-22 August, Lyon, France.   Available at: http://library.ifla.org/966/1/109-neo-en.pdf

Module 6
Chen, M. (2012). Chapter 10: Gathering information." In *Public Law Toolbox* (pp. 393-443). Wellington, NZ: LexisNexis.

Billington, C. (2015). New Zealand's Official Information Act: Still fit for purpose? *Public Sector*, 38 (1), 18-21. Available at:
http://search.informit.com.au/documentSummary;dn=036133461685381;res=IELNZC

Module 7
infoDev/ITU. (201?). Universal access: An overview. 34 pages. Available at:
http://www.ictregulationtoolkit.org/4.1

Webb, M., Toner, M., and Cox, J. (2014). Taking the initiative: lessons from New Zealand's experience with the ultra-fast broadband initiative. *International Journal of Technology Policy and Law, 1*(4), 317-334. Available at:
http://www.inderscienceonline.com/doi/pdf/10.1504/IJTPL.2014.061665

Thompson, P. (2014). Wired-up or wind-up? The political economy of broadband policy in New Zealand. *Media international Australia incorporating Culture & policy, 151,* 146-156. Available via VUW Library.

Henczel, S. (2001). Bringing it all together. In *The information audit: A practical guide* (pp. 171-200). Munchen: KG Saur.

Module 8
New Zealand Law Commission. (2015). Chapter 1: Setting the scene. In *National security information in proceedings* (pp. 3 - 9). Available from:
http://ip38.publications.lawcom.govt.nz/uploads/NZLC-IP38-National-Security-Information-in-Proceedings.pdf

New Zealand Law Commission. (2014). Protection of Classified and Security Sensitive Information. Available from: http://www.lawcom.govt.nz/our-projects/protection-classified-and-security-sensitive-information

Brito, J., and Watkins, T. (2011). Loving the Cyber Bomb? The Dangers of Threat Inflation in Cybersecurity Policy. *Harvard National Security Journal, 39,* 39 - 84.   Available at:
http://harvardnsj.org/wp-content/uploads/2012/01/Vol-3-Brito-and-Watkins.pdf

Thomass, B. (2011). WikiLeaks and the question of responsibility within a global democracy. *European View, 10*, 17-23. Available via VUW Library.

Module 9
Chen, Mai. (2014). Chapter 12: Privacy Commissioner. In *Public Law Toolbox, 2ⁿᵈ ed.* (pp. 481-539). Wellington: NexisLexis.

Roberts, D. (7 June, 2015). NSA surveillance: how librarians have been on the front line to protect privacy. *The Guardian*. Available at: http://www.theguardian.com/world/2015/jun/05/nsa-surveillance-librarians-privacy

Shroff, M. (2010). Privacy and society: The experience in New Zealand. Paper presented to the 33rd Forum of the Asia Pacific Privacy Authorities (APPA) Open Forum, 4 June 2010, Darwin, Australia.   Available at: http://privacy.org.nz/privacy-and-society-the-experience-innew-zealand-june-201/

New Zealand Law Commission. (2010). Particular groups. In *Review of the Privacy Act:* (Read Paragraphs 18.1-18.17, pp. 456-461). Wellington: Law Commission. Available at:
http://www.lawcom.govt.nz/sites/default/files/projectAvailableFormats/NZLC%20IP17.pdf

Module 10
McDermott, A. (2010). Copyright: Regulation out of line with our digital reality? *Information Technology and Libraries, 31*(1), 7-20. Available from VUW Library.

Ministry of Business, Innovation & Employment. (2014). Copyright protection in New Zealand. Available at: http://www.med.govt.nz/business/intellectual-property/copyright/copyright-protection-in-new-zealand

Library and Information Association of New Zealand/Aotearoa. (2013). *The Copyright Act 1994 and amendments: Guidelines for librarians* / edited by Tony Millett (7th ed.). Available at: http://www.lianza.org.nz/sites/default/files/LIANZA%20Copyright%20guidelines%20-%20October%202013.pdf

Module 11
Town, C. (2014). Dangerous words: Censorship in the public schools. In *Unsuitable books: Young adult fiction and censorship* (pp. 5-14). Jefferson, N.C.: McFarland & Co. Available as an e-book from VUW Library.

Shrader, A., and Bowman, D. (2014). Whose values? Results of the 2013 survey of challenges to http://www.cla.ca/Content/NavigationMenu/Resources/Resources/cla_2013_challenges_survey_report.pdf

Findlay, C. (2013). People, records and power: What archives can learn from WikiLeaks. *Archives and Manuscripts* 41(1), 7-22.   Available via VUW Library.

Module 12
Shaw, R., and Eichbaum, C. (2011). Chapter 11: Interest groups and policy-making. In *Public policy in New Zealand: Institutions, processes and outcomes, 3rd ed.* (pp. 194-208*).* Auckland: Pearson

Owen, B., Cooke, L., and Matthews, G. (2012). Information policymaking in the United Kingdom: the role of the information professional. *Journal of Information Policy, 2,* 51-78. Available from JSTOR: http://www.jstor.org/stable/10.5325/jinfopoli.2.2012.0051

Wilkinson, M.A., and Nilson, K. (2010). Information policy and the Canadian Library Association. *Feliciter, 56*(2), pp. 64-67.   Available via VUW Library.

Materials and Equipment
The INFO 522 Blackboard course pages will contain course readings, links to websites of interest, assignment information and submission links, course announcements, and a Web-based forum for discussing issues related to the course. You must read the weekly module page as part of your preparation for the class session.

> *You are expected to prepare any work listed in the relevant Blackboard section before each weekly seminar session so that you can be an active participant in the session.*

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**

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 522 course site on Blackboard.

Assignment	Date Due	Value	Length	Learning objectives
5 Discussion Board postings	Each one is due within one week of the related class.	10%	200 word max. per posting	1-4
Essay	27 August 2015	45%	2000 words	1-3
Report	22 October 2015	45%	2000 words	1-4

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 the assignments by the due dates specified in the course outline.

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
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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