School of Information Management

INFO534 ARCHIVAL SYSTEMS

Trimester 2, 2016

COURSE OUTLINE

Prescription
Theory, systems and strategies for the determination of those records worthy of long-term preservation and their management in the digital age.

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

Course Content

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Trimester Dates
From 11 July – 16 October

Withdrawal from Course
1. Your fees will be refunded if you withdraw from this course on or before Friday 22nd July 2016.

2. The standard last date for withdrawal from this course is Friday 23rd September 2016. 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.

Names and Contact Details
Course Coordinator: Gillian Oliver
    Room RH 506, Rutherford House
    Tel +64 4 463 7437
    Email: gillian.oliver@vuw.ac.nz

Senior Tutor (Other distance students and Wellington): Kathryn Oxborrow
    Room RH 512, Rutherford House
    Tel +64 4 463 6557
    Email: kathryn.oxborrow@vuw.ac.nz

Programme Administrator: Chris King
    Room RH 520, Rutherford House
    Tel +64 4 463 5875
    Email: chris.king@vuw.ac.nz

Class Times and Room Numbers
INFO534 will be taught over a twelve week period on Thursdays, from 5.00 pm to 6.30 pm. On campus classes will be held in Room RWW128 each week, in conjunction with online internet conference sessions (SABA).

Course Delivery
Course materials
Powerpoints, 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.
Readings
The following textbook is required for this course:

The following texts are not required but are strongly recommended:


The following is a provisional list of the readings for the course. The finalised list of required and optional readings for each week’s class will be available on Talis via the course Blackboard page.

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### Module 6.


### Module 7.


### Module 8.

Hurley, C. (2008). Parallel provenance. (If these are your records, where are your stories?) Originally published in *Archives and Manuscripts*, 33(1) 2005 and 33(2), 2005


### Module 9.

### Module 10.

### Module 11.


### Module 12.
**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 one and a half 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.

**Assessment**

1. **Series of blog postings** 20% various, see Blackboard 400 (max.) words each

*Assessment 1 assesses learning objectives 1, 2, 3, 6*

2. **Appraisal case study** 40% 21st August 1500 words

*Assessment 2 assesses learning objectives 3, 4, 5*

3. **Arrangement and Description Report** 40% 16th October 1500 words

*Assessment 3 assesses learning objectives 4, 5*

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

**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.

*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 ITS Help Desk, at: its-service@vuw.ac.nz

**Internet conferencing**
Distance tutorial sessions are conducted using Voice-over-IP software; in order to participate, you will need an Internet-connected device, microphone, and headphones/speakers. Further information about using the iConferencing software is 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 distance sessions are also available for downloading from Blackboard.
**Student feedback**
There is a new course coordinator for INFO534 this year, which means that access to qualitative feedback on the previous offering has not been possible. The aggregated data relating to INFO534 may be found at [www.cad.vuw.ac.nz/feedback/feedback_display.php](http://www.cad.vuw.ac.nz/feedback/feedback_display.php).

**Class Representative**
The IST programmes have a student committee which provides a communication channel to liaise with the Programme 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.

**Link to general information**
For general information about course-related matters, go to [http://www.victoria.ac.nz/vbs/studenthelp/general-course-information](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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