

## SCHOOL OF INFORMATION MANAGEMENT

### **INFO 547: Digital Libraries**

Trimester 3, 2009

### **COURSE OUTLINE**

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#### **Contact Details**

<b>Course Coordinator:</b>	<b>Name</b>	Dr Chern Li Liew
	<b>Room</b>	EA 212, Easterfield Building
	<b>Tel</b>	+64 4 463-5213
	<b>Email</b>	<a href="mailto:chernli.liew@vuw.ac.nz">chernli.liew@vuw.ac.nz</a>
<b>Programme Administrator:</b>	<b>Name</b>	Christine King
	<b>Room</b>	121 Easterfield Bldg, Kelburn Pde, Wellington
	<b>Tel</b>	463 5875
	<b>Email:</b>	<a href="mailto:christine.king@vuw.ac.nz">christine.king@vuw.ac.nz</a>

INFO 547 Digital Libraries aims to familiarise students with both theoretical and practical aspects of digital library activities, and with key elements in digital library creation and management. The intention is to provide students with the knowledge to take useful part in digitisation projects in libraries, archives, museums or any similar environment.

In order to arrive at that position, you will need to learn some digital library terms and concepts. You will need to study digital library planning. You will also need to learn as much as you can in the time available about digital library content strategy, the legal framework, the preservation of digital objects, the practical requirements and facilities, interoperability issues and about the usability of digital libraries, among other things.

The integration of entertainment, communication and education on a digital platform began more than 25 years ago and has hurried along ever since. Now, in your home and office, you are very likely to be surrounded by digital equipment. Libraries were in the vanguard of online database access many years ago, and it is fair to say that some librarians and

information managers have been 'early adopters' of new technologies since then. The term 'digital libraries' has become part of the language of information management, so it is natural that the School of Information Management continues to offer this course on the subject. Please note we recommend that you complete the core course [INFO 525](#) before taking this elective as part of the MLIS or PGCert/DipARM.

## **Course description**

INFO 547 is an introduction to the creation and maintenance of digital libraries. The focus is therefore on the theoretical and practical issues of selection, digitisation, description, delivery and preservation of digital collections. This course is not intended to cover the management of digital libraries comprised of purchased electronic data sets or e-books, although some of the issues addressed will no doubt overlap.

Before starting the course, you should have a basic understanding of Internet services and you should be prepared to participate in the exploration and discussion of a range of DL issue.

## **Learning objectives**

By the conclusion of the INFO 547 course, students should be able to:

1. Understand and manage the processes required to acquire, organise and deliver knowledge in digital form, in order to create an effective digital collection.
2. Discuss the role of librarians and information professionals in the planning, creation and management of digital libraries.
3. Analyse and exemplify the role of digital libraries in widening access to information and in promoting diversity and minority cultures.
4. Articulate the critical issues in the planning, organisation, maintenance and delivery of digital collections, including preservation and intellectual property.

## **Time commitment**

You should expect to spend 12.5 hours a week on INFO 547. For much of this time you will require an Internet-connected computer. The course involves:

- a significant proportion of study time on the Internet;
- participation in discussions. You should check for new listings on the discussion board at least three times a week, and aim to contribute at least once a week;
- participation in the weekly session.

## Course schedule

INFO 547 will be taught in the third trimester of the 2009 academic year from 16 November 2009 to 12 February 2010. The mid-trimester break is from 21 December-3 January.

**The weekly Internet conference sessions will be held on Tuesdays from 5.00-6.30 p.m.**

Please note that due to enrolment numbers this course will be taught in distance mode only. If you are based in Wellington it is possible to book a computer lab for your use if required, but you will need to bring your own headset to participate in the classes; please contact Timothy Greig about this well before classes commence.

Week	Topic
1	Introduction to the concept of Digital Library (DL)
2	Planning the DL project
3	DL content strategy
4	Economic factors and legal framework
5	User-centric DL design and usability concerns
<b>Mid-trimester break 21 December-3 January</b>	
6	Evaluation of DL
7	Getting started: practical requirements and facilities
8	Preservation of digital/digitised resources
9	Metadata and interoperability for DL
10	Digital cultural heritage
11	Socially-grounded DL projects and research

### Students with special requirements

Students who have special requirements which are relevant to their successful completion of this course should speak to the Course Coordinator as soon as possible so that appropriate arrangements can be made.

## Assessment

This course will be internally assessed. **Full details, including explanatory notes and criteria, are available under “Assessment” on Blackboard.**

Assessment	Date due	Value	Length
1. Short Critical Analysis Essays on Digital Library Concepts/ Issues	11 Jan 2010	45%	2500 words max.
2. Funding Proposal for a Digital Library Project	10 Feb 2010	45%	2500 words max.
3. Peer Learning: Participation in the weekly class/seminar discussions and contribution to BB Discussion Board	Assessed weekly	10%	See details under 'Assessment'

### Late assignments

**Please note that no late submissions will be accepted for the first two assignments. This supercedes any provision in the Administration Handbook.**

### Word count

All work submitted **MUST** contain a word count, easily available from your word-processing program. The word count should appear under your name. (Note: your name should appear only on the back of the last page of the assignment.)

### Presentation

Details of the LIM Group’s assignment policy, including presentation, will be found in the *Administration Handbook*.

### Plagiarism

You should read and take heed of the statement on collaboration and plagiarism on the University website and also in the Administration Handbook; you must acknowledge all sources you use. While you are encouraged to work together while preparing for the weekly sessions, assessed work must be completed individually, and collaboration confined to discussion of general points. You are expected to present information in your own words, based on your understanding of the background material you read. Any assignment which is extensively plagiarised will receive an automatic fail grade. **Note:** Student work provided for

assessment in this course may be checked for academic integrity by the electronic search engine <http://www.turnitin.com>.

## Submission

Electronic submission via Blackboard is required; instructions are available on Blackboard under 'Assignments'. Remember to keep a hard and soft copy of each assignment you send us, just in case the original goes astray.

## Mandatory course requirements

To fulfil the mandatory course requirements for this course, you must:

- attend a minimum of 75% of the scheduled class sessions, and participate in class discussions;
- complete all of the assignments in the required timeframe.

**Withdrawal dates:** Information available via

<http://www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds.aspx>

## Recommended texts

The course will not have a prescribed text. However, access to the following will be useful addition to the readings provided on the course Blackboard site:

- Baker, D. and Evans, W. (2009). *Digital Library Economics: An Academic Perspective*. Oxford: Chandos Publishing.
- Bishop, A. P., Van House, N. A. and Battenfield, B. P. (2003). *Digital Library Use: Social Practice in Design and Evaluation*. Cambridge, Mass.: The MIT Press.
- Chowdhury, G. G. and Chowdhury, S. (2003). *Introduction to Digital Libraries*. London: Facet.
- Harvey, D. R. (2006). *Preserving Digital Materials*. Munchen: Saur.
- Intner, S. S., Lazinger, S. S., and Weihs, J. (2006). *Metadata and its Impact on Libraries*. Westport, Conn: Libraries Unlimited.
- Kresh, D. (ed) (2007). *The Whole Digital Library Handbook*. Chicago: American Library Association.
- Lesk, M. (2004). *Understanding Digital Libraries* (2nd ed.). Boston: Elsevier.
- Reese, Jr., T. and Banerjee, K. (2008). *Building Digital Libraries*. New York: Neal-Schumann Publishers.
- Tedd, L. A. and Large, T. A. (2005). *Digital Libraries: Principles and Practice in a Global Environment*. Munchen: Saur.

- Theng, Y. L. & Foo, S. (2005). *Design and Usability of Digital Libraries: Case Studies in the Asia Pacific*. Hershey: Information Science Publishing.
- Witten, I. H. & Bainbridge, D. (2003). *How to Build a Digital Library*. San Francisco, Ca: Morgan Kaufman.

## Course resources

All course material, including study guides and readings, is on the Blackboard website for INFO 547; see 'Online information' below for further details. The study guides on Blackboard include work to prepare for the weekly session. Each week, discussion will be based on both:

- required readings from the material provided;
- introductory material, discussion points, exercises.

In addition, the Blackboard Web-based learning environment will be used to post course information notices, and enable ongoing electronic discussion forums on topics or issues introduced in or out of class. Students are also encouraged to use Blackboard for information sharing, and to post questions for electronic and in-class discussion. The study guides on Blackboard may include work to prepare for the weekly session. **You should make sure that you complete any work listed in this section, including any exercises, before the weekly session for that module.**

## Online information

Details on how to access Blackboard are in the *Administration Handbook*, but if you have any difficulties logging on please contact the Help Desk, at:

[its-service@vuw.ac.nz](mailto:its-service@vuw.ac.nz)

All LIM students will be automatically enrolled in LIM Programmes Information on Blackboard. General announcements and information will be posted here, and students should check this site regularly.

## Internet conferencing

Distance sessions are conducted via the Internet; in order to participate students will need an Internet-connected PC running Windows Vista, XP, or Windows 2000, microphone, and headphones/speakers. To connect, go to the Internet conferencing page (and read the “Getting Started” information) at

<https://conferencing.sim.vuw.ac.nz/>

There is also an 'Internet Conferencing' button linking to this page in Blackboard. *Some days before your first session, and at least 15 minutes before each subsequent session, you should test your system by going to the Echo Room.* Regular classes will be held in the LIM Room; additional Discussion Rooms are available for breakout groups, and as a "waiting room" if a class is proceeding in the main LIM room. Study groups can use the discussion rooms out of regular class times. For further information, follow the help links on the Internet Conferencing page; details, including screen name conventions, are also available on Blackboard under LIM Programmes Information.

### **LIM Students email list**

Mass communication between the school and students is via the email list. It is your responsibility to ensure you are on the email list; subscription is essential.

The lim-students email discussion list is used to make important announcements and to share news and ideas relating to the LIM programmes. It is vital that all staff and students are subscribed. Please make sure that your current email address is subscribed – one that you check regularly. It is very important that students remain a member of this list until after graduation as the list is used as a main form of communication of important administration messages (including graduation messages). Emails are sent to `lim-students` often, so if you have not had contact for a few weeks it is a good idea to check if you are still subscribed. If an email is rejected by your email account, you will automatically be unsubscribed.

#### **To subscribe, go to:**

<http://lists.vuw.ac.nz/mailman/listinfo/lim-students>

### **Changing your e-mail address**

If you change email addresses, you must unsubscribe from `lim-students` and re-subscribe with your new email address.

## **VUW ADMINISTRATIVE INFORMATION**

**For the following important information follow the links provided:**

#### **Academic Integrity and Plagiarism**

<http://www.victoria.ac.nz/home/study/plagiarism.aspx>

#### **General University Policies and Statutes**

[http://www.victoria.ac.nz/home/about\\_victoria/avcacademic/Publications.aspx](http://www.victoria.ac.nz/home/about_victoria/avcacademic/Publications.aspx)

#### **Faculty of Commerce and Administration Offices**

<http://www.victoria.ac.nz/fca/studenthelp/>

#### **Manaaki Pihipihinga Programme**

[http://www.victoria.ac.nz/st\\_services/mentoring/](http://www.victoria.ac.nz/st_services/mentoring/)