Names and Contact Details
Course coordinator and lecturer: Dr Philip Calvert
   Room: RH 514, Rutherford House
   Tel: +64 4 463 6629
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Senior Tutor (Other distance students and Wellington): Kathryn Oxborrow
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   Tel +64 4 463 6557
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Senior Tutor (Auckland): TBD
   Email: Tel
Programme Administrator: Chris King
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Trimester Dates
Teaching period: 16 November 2015 – 14 February 2016

Withdrawal from Course
1. Your fees will be refunded if you withdraw from this course on or before 27 November 2015.
2. The standard last date for withdrawal from this course is 26 January 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.

Class Times
INFO542 will be held in the third trimester (November - February) of the 2015 academic year. There will be no sessions for two weeks during the mid-term break (22 December – 4 January).
- Face-to-face classes will be held in GBG04 on Tuesdays between 10.30 a.m. - 12.20 p.m.
- The weekly Internet conferencing class will be held on Tuesdays between 5.00 – 6.30 p.m.

Course Delivery
Weekly tutorials
   See ‘Class times’.
Course materials
Course notes and some readings are available through Blackboard.

Online discussion
The Blackboard online discussion board will be used to discuss course topics.

IST programmes information
Can be found on Blackboard under ‘Community’ and through the IST-students email list.

Expected Workload
To achieve satisfactory grades, you will need to spend approximately 12.5 hours per week on INFO542, including time spent in class. 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 for the week’s topic on Blackboard, and be ready to discuss the readings and any set work prepared for the class.

Prescription
The application of management theory to the practice of managing and marketing libraries, emphasising the development and quality control of services development and quality control of services and collections tailored to customer needs.

Course Learning Objectives
By the end of INFO542 you should be able to:
1. Explain the main current issues in collection management for print and electronic materials.
2. Apply the marketing concepts to library marketing.
3. Identify the major functions and concepts in human resource management applied in libraries.
4. Convert theories and concepts into practical reporting and planning

Course Content

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>17 November 2015</td>
<td>Collection management concepts</td>
</tr>
<tr>
<td>2</td>
<td>24 November 2015</td>
<td>Managing collections</td>
</tr>
<tr>
<td>3</td>
<td>1 December 2015</td>
<td>Evaluation and cooperation</td>
</tr>
<tr>
<td>4</td>
<td>8 December 2015</td>
<td>Weeding and storage</td>
</tr>
<tr>
<td>5</td>
<td>15 December 2015</td>
<td>Finance and budgeting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mid-trimester study break</td>
</tr>
<tr>
<td>6</td>
<td>5 January 2016</td>
<td>Marketing concepts</td>
</tr>
<tr>
<td>7</td>
<td>12 January 2016</td>
<td>The marketing mix</td>
</tr>
<tr>
<td>8</td>
<td>19 January 2016</td>
<td>Practical marketing</td>
</tr>
<tr>
<td>9</td>
<td>26 January 2016</td>
<td>Recruitment and selection</td>
</tr>
<tr>
<td>10</td>
<td>2 February 2016</td>
<td>Staff assessment and development</td>
</tr>
<tr>
<td>11</td>
<td>9 February 2016</td>
<td>Conflict and negotiation</td>
</tr>
</tbody>
</table>

Readings
The following is a provisional list of readings for the course. The finalised list of required and recommended readings for each week’s class will be available on the course Blackboard page.
<table>
<thead>
<tr>
<th>Module</th>
<th>Readings</th>
</tr>
</thead>
</table>


**Assessment**

Full details of the assignments, including explanatory notes and marking criteria, are available under ‘Assessment’ on Blackboard.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Date due</th>
<th>Value</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collection management report</td>
<td>13 December 2015</td>
<td>40%</td>
<td>2000 words max.</td>
</tr>
<tr>
<td>Marketing report</td>
<td>24 January 2016</td>
<td>30%</td>
<td>1500 words max.</td>
</tr>
<tr>
<td>HRM case study</td>
<td>14 February 2016</td>
<td>30%</td>
<td>1500 words max.</td>
</tr>
</tbody>
</table>

Assignment 1 is related to learning objectives 1 and 4; Assignment 2 is related to learning objectives 2 and 4; Assignment 3 is related to learning objectives 3 and 4.
Penalties
If an assignment is submitted after the due date it will have a 10% penalty imposed unless an extension has been granted by the course coordinator. If an assignment is submitted more than one week late without an extension it will be given a zero grade. All requests for extensions for assignments must be made by email at least three days before the due date, and must state a reason for the extension. Generally this will not be granted except for health or serious personal reasons, so, for example, changing a job is not a justification for an extension. There may be penalties for exceeding the word length set for the assignment. For details see Blackboard.

Mandatory Course Requirements
In addition to achieving an overall pass mark of at least 50%, all three assignments must be submitted within the set time frame. If you believe that exceptional circumstances may prevent you from meeting the mandatory course requirements, contact the Course Coordinator for advice as soon as possible.

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.

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
Course evaluations in 2014 showed support for the addition of more content on HRM in modules 9 – 11.

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.