



**MONASH** University  
Information Technology

**FIT5105**  
**Information access**

**Unit Guide**

**Semester 1, 2011**

The information contained in this unit guide is correct at time of publication. The University has the right to change any of the elements contained in this document at any time.

*Last updated: 27 Feb 2011*

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# **FIT5105 Information access - Semester 1, 2011**

This unit introduces students to the major categories of information resources in all media and how they are accessed through a variety of common user interfaces from anywhere in the world. The process of satisfying these needs through the reference interview and the application of skilled search strategies is explored. The ways that information resources are procured by libraries and e-repositories through purchase or licensing, and supplied to users on a cost-effective, efficient basis are examined. Access and authentication, intellectual property law and professional duty of care are described.

## **Mode of Delivery**

- Caulfield (Day)
- Caulfield (Off-campus)

## **Contact Hours**

2 hrs lecture/wk, 1 hr seminar/wk

## **Workload**

## **Unit Relationships**

## **Prohibitions**

IMS5016

## **Chief Examiner**

Steve Wright

## **Campus Lecturer**

## **Caulfield**

Tom Denison

## **Tutors**

## **Caulfield**

Andrew Dixon

## Learning Objectives

At the completion of this unit students will be able to:

- implement decisions about applying organisational policies for reference and collection services, justify the principles of collection management strategies, and evaluate them;
- manage networked access for users in the case of electronic resources;
- develop information literacy programs; and
- select the best source of knowledge for a practical information need.

## Graduate Attributes

Monash prepares its graduates to be:

1. responsible and effective global citizens who:
  - a. engage in an internationalised world
  - b. exhibit cross-cultural competence
  - c. demonstrate ethical values

critical and creative scholars who:

- a. produce innovative solutions to problems
- b. apply research skills to a range of challenges
- c. communicate perceptively and effectively

## Assessment Summary

Examination (3 hours): 50%; In-semester assessment: 50%

<b>Assessment Task</b>	<b>Value</b>	<b>Due Date</b>
Information provision	25%	5 April 2011
Collection development	25%	24 May 2011
Examination 1	50%	To be advised

## Teaching Approach

### Lecture and tutorials or problem classes

The approach to teaching and learning include a weekly two-hour lecture and a one-hour tutorial. Additionally, each student should spend a minimum of 8 to 12 hours for personal study every week and should allocate up to 5 hours per week in some weeks for use of a computer, including time for newsgroup and discussion

## Feedback

### Our feedback to You

Types of feedback you can expect to receive in this unit are:

- Informal feedback on progress in labs/tutes
- Graded assignments with comments

### Your feedback to Us

Monash is committed to excellence in education and regularly seeks feedback from students, employers and staff. One of the key formal ways students have to provide feedback is through SETU, Student Evaluation of Teacher and Unit. The University's student evaluation policy requires that every unit is evaluated each year. Students are strongly encouraged to complete the surveys. The feedback is anonymous and provides the Faculty with evidence of aspects that students are satisfied and areas for improvement.

For more information on Monash's educational strategy, and on student evaluations, see:

<http://www.monash.edu.au/about/monash-directions/directions.html>

<http://www.policy.monash.edu/policy-bank/academic/education/quality/student-evaluation-policy.html>

### Previous Student Evaluations of this unit

If you wish to view how previous students rated this unit, please go to <https://emuapps.monash.edu.au/unitevaluations/index.jsp>

### Unit Schedule

Week	Date*	Activities	Assessment
0	21/02/11		No formal assessment or activities are undertaken in week 0
1	28/02/11	Week 1: Unit outline. First assignment. Information Literacy.	
2	07/03/11	Week 2: Nature of knowledge; basic factual sources. Overview of Reference Services.	
3	14/03/11	Week 3: Common Information Seeking Practices.	
4	21/03/11	Week 4: Information Seeking and Well-structured databases.	
5	28/03/11	Week 5: Information Seeking -- The Internet.	
6	04/04/11	Week 6: The Reference Interview.	Assignment one due
7	11/04/11	Week 7: The reference process and end users. Evaluation of services.	
8	18/04/11	Week 8: Collection Management Principles.	
Mid semester break			
9	02/05/11	Week 9: Collection Development/Management policies.	
10	09/05/11	Week 10: Selection Principles and Tools.	
11	16/05/11	Week 11: Document Delivery and Co-operative Schemes.	

12	23/05/11	Week 12: Evaluation of collections.	assignment 2 due
	30/05/11	SWOT VAC	No formal assessment is undertaken SWOT VAC

\*Please note that these dates may only apply to Australian campuses of Monash University. Off-shore students need to check the dates with their unit leader.

## Assessment Policy

To pass a unit which includes an examination as part of the assessment a student must obtain:

- 40% or more in the unit's examination, and
- 40% or more in the unit's total non-examination assessment, and
- an overall unit mark of 50% or more.

If a student does not achieve 40% or more in the unit examination or the unit non-examination total assessment, and the total mark for the unit is greater than 50% then a mark of no greater than 49-N will be recorded for the unit

## Assessment Tasks

### Participation

#### • Assessment task 1

**Title:**

Information provision

**Description:**

Assignment one

**Weighting:**

25%

**Criteria for assessment:**

- ◆ All components of the assignment are well covered.
- ◆ The set questions are all answered.
- ◆ Covers issues relating to future changes.
- ◆ Balances co-operation and competition.
- ◆ Treats information literacy seriously
- ◆ Demonstrates real effort to engage audience.
- ◆ Balanced, professional, and uses evidence well.
- ◆ Demonstrates analytical, logical thinking, and not just summary description.
- ◆ Adopts report structure: including abstract, table of contents, introduction, findings, conclusions, recommendations, appendices.
- ◆ Keeps to correct length.
- ◆ References and citations according to recommended style.
- ◆ Uses 10 scholarly references.
- ◆ Uses Library electronic databases for scholarly 5 citations.
- ◆ Uses academic language, vocabulary and grammar well.

**Due date:**

5 April 2011

• **Assessment task 2**

**Title:**

Collection development

**Description:**

Assignment 2

**Weighting:**

25%

**Criteria for assessment:**

- ◆ All components of the assignment are well covered.
- ◆ The style is for a journal article.
- ◆ Does the article address how libraries are transforming themselves to better serve the knowledge society?
- ◆ Is the broad topic narrowed and adapted?
- ◆ Is there a focus on collection management?
- ◆ Is there exploration of current issues connected with the core functions of collection management?
- ◆ Demonstrates real effort to engage audience.
- ◆ Balanced, professional, and uses evidence well.
- ◆ Demonstrates analytical, logical thinking, and not just summary description.
- ◆ Adopts article structure: including abstract, introduction, findings, conclusions, recommendations.
- ◆ Keeps to correct length.
- ◆ References and citations according to recommended style.
- ◆ Uses 10 good scholarly references in bold font.
- ◆ Demonstrates how the conclusions are arrived at.
- ◆ Uses academic language, vocabulary and grammar well.

**Due date:**

24 May 2011

## Examinations

• **Examination 1**

**Weighting:**

50%

**Length:**

3 hours

**Type (open/closed book):**

Closed book

**Electronic devices allowed in the exam:**

None

**Remarks:**

There are two assignments (each worth 25%) and a two-hour exam for FIT3123 and a three-hour examination for FIT5105 (50% weighting). The aim is to assess whether you have achieved the objectives of this unit. The first assignment will be handed in week one in class.

Two assignments (total assessment value 50%):

Assignment 1, Worth 25%, Evaluation of the impact of Google.

Assignment 2, Worth 25%, Collection development project.

The 'closed book' examination of 3 hours (assessment value 50%), will cover all aspects of the unit, including class content. The exam will be scheduled in the formal examination period following the last week of semester. If you are an OCL student, you will need to find a suitable venue and supervisor near your abode. Monash Examinations will help you with making this arrangement. You can opt to attend Caulfield for the exam.

All students are required to be available for the exam and any necessary supplementary assessment procedures until the end of the assessment period. Alternative times for exams will not be approved without a medical certificate for a significant illness, or equivalent evidence.

## Assignment submission

Assignment coversheets are available via "Student Forms" on the Faculty website:

<http://www.infotech.monash.edu.au/resources/student/forms/>

You MUST submit a completed coversheet with all assignments, ensuring that the plagiarism declaration section is signed.

## Extensions and penalties

Submission must be made by the due date otherwise penalties will be enforced.

You must negotiate any extensions formally with your campus unit leader via the in-semester special consideration process:

<http://www.infotech.monash.edu.au/resources/student/equity/special-consideration.html>.

## Returning assignments

Students can expect assignments to be returned within two weeks of the submission date or after receipt, whichever is later

## Resubmission of assignments

It may be possible to resubmit assignments in a limited number of special circumstances. However, this will only be possible with the prior permission of the Lecturer.

## Policies

Monash has educational policies, procedures and guidelines, which are designed to ensure that staff and students are aware of the University's academic standards, and to provide advice on how they might uphold them. You can find Monash's Education Policies at:

<http://policy.monash.edu.au/policy-bank/academic/education/index.html>

Key educational policies include:

- Plagiarism

(<http://www.policy.monash.edu/policy-bank/academic/education/conduct/plagiarism-policy.html>)

- Assessment

(<http://www.policy.monash.edu/policy-bank/academic/education/assessment/assessment-in-coursework-p>)

- Special Consideration (<http://www.policy.monash.edu/policy-bank/academic/education/assessment/special-consideration-policy.h>)
- Grading Scale (<http://www.policy.monash.edu/policy-bank/academic/education/assessment/grading-scale-policy.html>)
- Discipline: Student Policy (<http://www.policy.monash.edu/policy-bank/academic/education/conduct/student-discipline-policy.html>)
- Academic Calendar and Semesters (<http://www.monash.edu.au/students/key-dates/>);
- Orientation and Transition (<http://www.infotech.monash.edu.au/resources/student/orientation/>);  
and
- Academic and Administrative Complaints and Grievances Policy (<http://www.policy.monash.edu/policy-bank/academic/education/management/complaints-grievance-policy>)

## Student services

The University provides many different kinds of support services for you. Contact your tutor if you need advice and see the range of services available at [www.monash.edu.au/students](http://www.monash.edu.au/students) The Monash University Library provides a range of services and resources that enable you to save time and be more effective in your learning and research. Go to <http://www.lib.monash.edu.au> or the library tab in my.monash portal for more information. Students who have a disability or medical condition are welcome to contact the Disability Liaison Unit to discuss academic support services. Disability Liaison Officers (DLOs) visit all Victorian campuses on a regular basis

- Website: <http://adm.monash.edu/sss/equity-diversity/disability-liaison/index.html>;
- Telephone: 03 9905 5704 to book an appointment with a DLO;
- Email: [dlu@monash.edu](mailto:dlu@monash.edu)
- Drop In: Equity and Diversity Centre, Level 1 Gallery Building (Building 55), Monash University, Clayton Campus.

See the unit reading list via the Monash Libraries website.

Additional references will be provided during semester.