

# INFORMATION & LIBRARY STUDIES



# WELCOME TO OPEN POLYTECHNIC

Whether you are looking to improve your career prospects or just learn something new, we can help you achieve your goal. We specialise in open learning – learning that gives you more freedom to decide what you study and where you study.

Our courses are specifically designed for delivery by distance, which means you can fit your study around your life. And just because you are learning by distance, it doesn't mean you have to do it alone. You will have access to your tutors and lecturers by email or phone and to other students studying the same course through the Online Campus, the student support section of our website.

It is our goal to make sure that you enjoy your study and that you succeed. So welcome to learning for today's world, and congratulations on taking up the challenge of further education.

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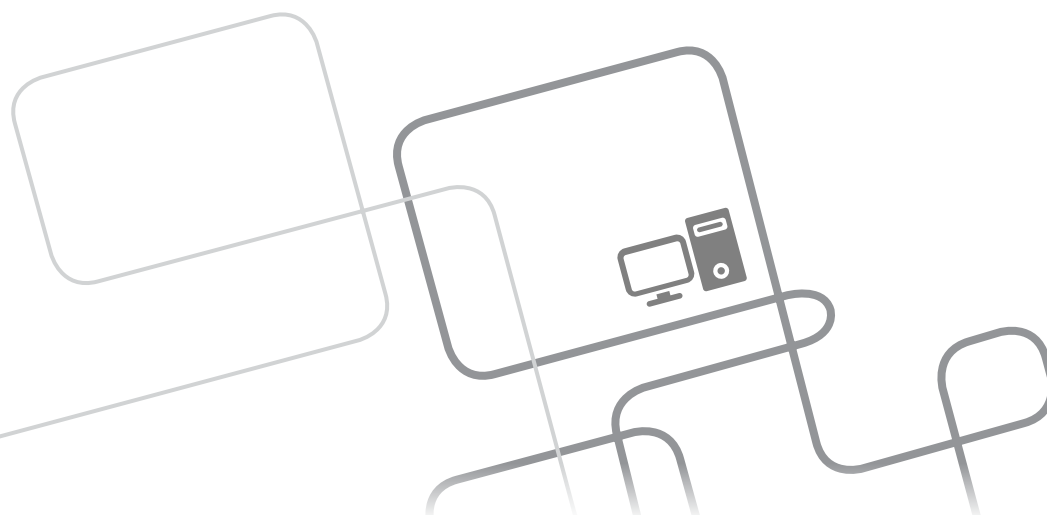
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# KEY DATES FOR 2010

TRIMESTER 1	
Enrolments close for Trimester 1	15 February
Trimester 1 officially begins	1 March
Last day for withdrawing (with refund)	14 March
Last day for transferring from Trimester 1	3 May
Last day for withdrawing (no refund)	31 May
Trimester 1 final exams	18 – 25 June
TRIMESTER 2	
Enrolments close for Trimester 2	2 July
Last day for transferring from 40/60–credit courses	5 July
Trimester 2 officially begins	12 July
Last day for withdrawing (with refund)	25 July
Last day for withdrawing from 40/60–credit courses	9 August
Last day for transferring from Trimester 2	13 September
Last day for withdrawing (no refund)	11 October
Trimester 2 final exams	29 October – 5 November
TRIMESTER 3	
Enrolments close for Trimester 3	29 October
Enrolments open for 2011	1 November
Trimester 3 officially begins	8 November
Last day for withdrawing (with refund)	21 November
Last day for transferring from Trimester 3	10 January 2011
Last day for withdrawing (no refund)	31 January 2011
Trimester 3 final exams	23 – 25 February 2011

**Note:** All fees must be paid before each trimester starts, so that we can confirm your enrolment and send you your course materials. If you are planning to pay your fees by student loan, you need to apply to StudyLink at least 4 weeks before the start of the trimester.



# YOUR OPTIONS IN INFORMATION & LIBRARY STUDIES

WHAT ARE MY NEEDS?	SUGGESTED PROGRAMME	LEVEL OF STUDY	WHERE CAN I GET MORE INFORMATION?
To get an entry-level information and library studies qualification	OP5205 Diploma in Information & Library Studies	5	Page 5
To further increase my knowledge of information and library studies	OP6208 Diploma in Information & Library Studies	6	Page 6
To gain understanding of recordkeeping or records and information management	OP6209 Diploma in Records & Information Management	6	Page 7
To improve and update my cataloguing and classification skills	OP5101 Certificate in Cataloguing	5	Page 8
To complement my existing library skills with a qualification focusing on working with children and young people	OP6273 Certificate in Literature & Library Services for Children and Young People	6	Page 8
To gain a broad knowledge of Information and Library Studies at degree level and work towards more specialised or management positions in a library or information management role	Bachelor of Applied Science	5 to 7	See the Bachelor of Applied Science brochure
	Bachelor of Arts		See the Bachelor of Arts brochure



# INTRODUCTION TO INFORMATION & LIBRARY STUDIES

In the knowledge economy, the ability to store and retrieve information quickly and easily has become essential. We offer a variety of information, library and record-keeping programmes and courses ranging from the introductory level through to higher-level qualifications which will support a career in these fields.

If you are looking for a focused qualification in a particular area, our programmes also offer many opportunities for specialisation.

We have New Zealand's only undergraduate *Diploma in Records and Information Management* for those who are keen on a career in records management or archiving. Or we offer a *Certificate in Literature and Library Studies for Children and Young People*, for those who would like to specialise in working with children and young people in schools and public libraries.

You can major in Information & Library Studies for either a *Bachelor of Arts* or a *Bachelor of Applied Science*. A *Bachelor of Arts* provides a library qualification with an emphasis on social and cultural studies and the chance to combine your Library and Information major with one in Communication or Humanities. The *Bachelor of Applied Science* option has a stronger emphasis on the practical and technical management of information.

All our library and information studies courses and programmes are focused specifically on the New Zealand library, information management and records management environment.

## Staircasing to a Bachelor degree

All the courses in the certificate and diploma programmes are also elective courses for the *Bachelor of Arts* and *Bachelor of Applied Science* degrees. Therefore, once you've completed a certificate or diploma you can credit the courses you've successfully completed towards a degree. Contact us for more information. See the last page of this brochure for contact details.

## Course outlines and study planning

For a full description of each course and to plan your study, see the *Course Information Handbook* or visit our website.

# INFORMATION & LIBRARY STUDIES CERTIFICATES AND DIPLOMAS

## DIPLOMA IN INFORMATION & LIBRARY STUDIES

Programme code: OP5205

Level: 5

This Diploma is an entry-level qualification for librarians and is suitable for people with no prior experience in libraries, as well as those currently working in a library. It must be completed before you can enrol in the Level 6 Diploma, and is also a starting point for a *Bachelor of Applied Science* or *Bachelor of Arts* degree.

### PROGRAMME STRUCTURE

COURSE CODE	COURSE	LEVEL
<b>CORE COURSES:</b>		
72170	The Information Industry	5
72171	Library Systems & Processes	5
72270	Information Sources & Services	6
72271	User Education & Reference Skills	6
<b>PLUS TWO OF:</b>		
71120	Economic Reasoning	5
71130	Business Management	5
71150	Information Systems	5
72140	Business Communication	5
72142	Information Access	5
72160	Statistical Analysis	5
72175	Principles of Records Management	5
72176	Managing Archives	5
74111	New Zealand Society	5
72272	Cataloguing & Classification	6
72276	Literature & Information Resources for Children & Young People	6

**Note:** If you enrolled in this Diploma prior to 2006 you can complete it under existing regulations.



## DIPLOMA IN INFORMATION & LIBRARY STUDIES

Programme code: OP6208      Level: 6

This Diploma can be a stepping stone from the Level 5 Diploma to a degree. You must have successfully completed the Level 5 Diploma before enrolling in this Diploma.

### PROGRAMME STRUCTURE

COURSE CODE	COURSE	LEVEL
<b>CORE COURSES:</b>		
72270*	Information Sources & Services	6
72271*	User Education & Reference Skills	6
72370	Information Issues	7
72371	Policy & Planning for Information Services	7
<b>PLUS TWO OF:</b>		
71120	Economic Reasoning	5
71130	Business Management	5
71150	Information Systems	5
72140	Business Communication	5
72144	Professional & Technical Writing	5
72160	Statistical Analysis	5
72175	Principles of Records Management	5
72176	Managing Archives	5
71225	Managing People	6
71231	Marketing	6
71245	Organisational Behaviour	6
71251	Advanced Information Systems	6
71255	Principles of Information Management	6
72251	Intercultural Communication	6
72252	Interpersonal Communication	6
72253	Organisational Communication	6
72272	Cataloguing & Classification	6
72275	Electronic Document & Records Management	6
72277	Library Services for Children & Young People	6
73213	Research Methods & Interpretation	6
71332	Quality Management	7
71338	Managing Change	7
72373	Knowledge Management	7

\* These course are cross-credited from the Level 5 Diploma.

**Note:** If you enrolled in this Diploma prior to 2006 you can complete it under existing regulations.

## DIPLOMA IN RECORDS & INFORMATION MANAGEMENT

Programme code: OP6209

Level: 6

This Diploma is structured to let you specialise in a particular area (information technology, communication, law or management) as well as records management. It is important to plan the whole diploma at the beginning of your study, to ensure you complete the right prerequisite courses for your study. Please note that 74342 *Research Paper* or 74347 *Practicum* should be studied as your final course, since they assume that you will have a depth of knowledge in your particular area of study.

### PROGRAMME STRUCTURE

COURSE CODE	COURSE	LEVEL
<b>CORE COURSES:</b>		
72175	Principles of Records Management	5
72275	Electronic Document & Records Management	6
<b>PLUS ONE OF:</b>		
72176	Managing Archives	5
71110	Introduction to Law	5
71130	Business Management	5
71150	Information Systems	5
72140	Business Communication	5
<b>PLUS ONE OF:</b>		
71255	Principles of Information Management	6
71214	Law of Business Organisations	6
71251	Advanced Information Systems	6
71245	Organisational Behaviour	6
72253	Organisational Communication	6
<b>PLUS TWO OF:</b>		
72373	Knowledge Management	7
74342	Research Paper <b>OR</b>	7
74347	Practicum	7
71338	Managing Change	7
71353	Project Management	7
72365	Communication Management	7



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## CERTIFICATE IN CATALOGUING

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**Programme code: OP5101**      **Level: 5**

This is a specialist Certificate for people already working in a library, or who have started their Level 5 Diploma and wish to specialise in this area. This is not a preliminary qualification leading to a diploma, but can be studied at the same time as a diploma.

You can enrol in the Certificate after completing 72170 *The Information Industry*.

If you have sufficient library industry experience you may not have to complete 72170 as a prerequisite. Please contact us for more information. See the last page of this brochure for contact details.

### PROGRAMME STRUCTURE

COURSE CODE	COURSE	LEVEL
71150	Information Systems	5
72171	Library Systems & Processes	5
72272	Cataloguing & Classification	6

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## CERTIFICATE IN LITERATURE & LIBRARY SERVICES FOR CHILDREN & YOUNG PEOPLE

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**Programme code: OP6273**      **Level: 6**

This Level 6 Certificate complements existing generic library qualifications. This is not a preliminary qualification leading to a diploma, but can be studied at the same time as a diploma.

You can enrol in the Certificate **EITHER** after doing the following prerequisite courses:

- 72170 *Information Industry*
- 72171 *Library Systems & Processes*
- 72270 *Information Sources & Services*
- 72271 *User Education & Reference Skills*.

**OR** after completing the Level 5 *Diploma in Information and Library Studies*,

**OR** after completing a recognised professional library qualification.

Please contact us for more information. See the last page of this brochure for contact details.

Graduates of this Certificate will be able to recognise and respond to children's and young adults' information-seeking behaviours and literacy issues, and apply knowledge of children's and young adults' development when providing library services for this user group. Topics covered include planning and managing collections and services for children and young people, evaluating literature and information resources for children and young people, and contemporary trends in children's and young adults' literature and library services in New Zealand and overseas.

### PROGRAMME STRUCTURE

COURSE CODE	COURSE	LEVEL
72276	Literature & Information Resources for Children & Young People	6
72277	Library Services for Children & Young People	6

# GENERAL INFORMATION

## Assessment

We measure your progress and judge whether you have achieved the learning outcomes of your course through assignments such as essays, reports, tasks, projects, block course work, examinations, and practicums.

There are two types of assessment:

**summative assessment**, which involves grading of in-course assignments which decide your final result, and

**formative assessment**, which involves activities and feedback designed to improve learning. This is not used to decide your final result.

Some courses also have a 3-hour final examination. To be eligible to sit the final examination you must meet all compulsory course and programme requirements.

For some courses you will need to attend contact sessions or assessment workshops while other courses have voluntary contact sessions (depending upon demand). Check the *Course Information Handbook* for details.

To pass each course, you must:

- Finish all your summative in-course assignments by their due date
- Score at least 40% in each assignment
- Score at least 40% in the final examination (if the course has a final examination) and
- Receive a final mark of at least 50% of the total possible marks for the course.

Assessment varies for each course. Full details will be in the course information, which is sent to you when you enrol.

## EXAMINATIONS

We have examination venues throughout New Zealand. You will be allocated a venue closest to your home address. Before you choose the courses that you want to enrol in, check that you can attend the examination, because examination times and dates cannot be changed. Examination dates and times are listed in the *Course Information Handbook*.

If you are, or will be, living overseas at the time of the examination, you will need to arrange a suitable examination venue and an appropriate supervisor.

We will contact you 8 weeks before the examination to help you make these arrangements. Any costs relating to the overseas venue and supervision will be your responsibility, including the costs associated with returning your completed examination paper to us by courier.

Refer to the *Student Handbook*, which you'll receive once you've enrolled, for further information.

## Special assistance for examinations

If you need special arrangements to enable you to sit an examination, we may be able to help. Fill in and return the *Application for Special Assistance* form, which is in the back of your *Student Handbook*. We will need your application form at least 6 weeks before your examination. The more notice we have, the more likely it is we will be able to help you. If you would like to discuss your needs, contact us by emailing [exams@openpolytechnic.ac.nz](mailto:exams@openpolytechnic.ac.nz)

## Entry requirements

### UNDER 20 YEARS

If you are under 20 years of age, you will be accepted into a Level 5 (or higher) course if you have one of the following:

- At least 60 credits at NCEA Level 3
- Passes in Level 5 degree courses which are recognised in New Zealand
- An overseas qualification assessed to be equivalent to one of these by the Degree Convenor or the New Zealand Qualifications Authority
- Passes in other certificate/diploma programmes
- Courses considered appropriate by the Degree Convenor.

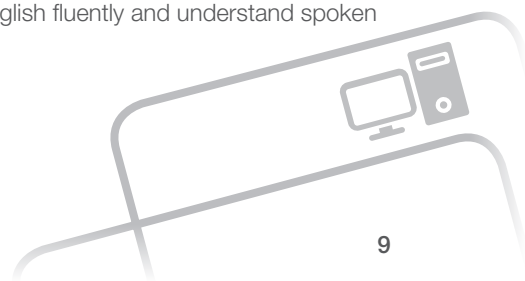
If you don't meet these criteria you will need to apply to the Degree Convenor, who will consider the probability of you passing the course and then make a decision before approving your application.

### 20 YEARS AND OVER

If you are 20 years of age or older, you will be able to enrol in Level 5 courses after consultation with the Degree Convenor. We recommend that you think carefully about both your previous education achievements and your personal commitments before choosing which course to enrol in. If this will be your first enrolment at tertiary level, we strongly advise you to think about doing our *Tertiary Study Skills Certificate* first. Contact us for more information.

### ENGLISH LANGUAGE

You need to be able to read and write well in English so you can write your assignments and understand written English course materials. If you choose courses with workshops, practical and/or on-the-job assessments, you will need to speak English fluently and understand spoken English easily.



If English is not your first language, you must supply proof of one of the following with your enrolment application:

- A minimum score of 550 in TOEFL
- A minimum grade of 6 in IELTS (academic) (with no sub-score less than 5.5)
- Passes in other recognised English proficiency tests subject to the Academic Registrar's discretion
- Evidence of successful study at another New Zealand tertiary institution.

### COMPUTER & ONLINE ACCESS

Given the significance of computer usage in modern business and organisational settings, it is important that you develop strong computer competencies.

You will need access to a computer because:

- Your in-course assignments need to be word processed
- Many courses require computers as an integral part of the course work
- Some courses have assessable components that require participation in discussion forums on the Online Campus
- Important information such as newsletters and assignment feedback are sent electronically.

See **Appendix 1** for more information and the technical requirements.

## Study time

All courses have a credit value which helps you work out how much study time you will need. Allow about 10 hours of study per credit. To determine how many hours of study this means each week, divide the total study hours by the enrolment period.

For example, if you enrol in a 20-credit course over a trimester (17 weeks), you will need to complete about 11–12 ( $200 \div 17$ ) hours of study per week.

## Set texts

You will need to buy set texts for many courses. These are an additional cost and are not included in your course fees. See the enclosed text information for further details.

Texts can be bought online. Go to [www.vicbooks.co.nz](http://www.vicbooks.co.nz) and click on the **Open Polytechnic** link.

### Second-hand textbooks

You can buy and sell second-hand textbooks through the Online Campus. Go to:

<http://campus.openpolytechnic.ac.nz> and click on **Explore resources**, then **Second-hand text books**.

Be careful when buying second-hand books, and make sure you are buying the right edition. An out-of-date edition might be cheap, but it will probably have out-of-date information.

Set texts are not available from Open Polytechnic Library.

## Loans, allowances & other funding

Student loans and allowances are administered by StudyLink. Make sure you apply for a loan at least 4 weeks before the trimester starts. We cannot confirm your enrolment or send your course materials until your fees have been paid.

For information on loans and allowances contact StudyLink. See the last page of this brochure for contact details.

### FINANCIAL ASSISTANCE

We have a fund to help students who are in financial need and have no other options for financial support. Conditions apply. Contact us for more information. See the last page of this brochure for contact details.

We also offer a range of scholarships to support students. Go to: [www.openpolytechnic.ac.nz](http://www.openpolytechnic.ac.nz), go to **For Students** then **Enrolment**, then click on **Scholarships**.

## Enrolment

To enrol, please complete the enclosed *Application for Enrolment* form and send it to us in the enclosed, reply-paid envelope. Alternatively, you can enrol online for most courses by going to our website:

<https://secure.openpolytechnic.ac.nz/enrol>

If you are a returning student, you can re-enrol by calling us. See the last page of this brochure for contact details.

We recommend you begin your studies at Level 5 and work your way up through the levels. If you are considering doing more than one course per trimester, please send us a copy of your previous successful full-time study record at degree level (Level 5 or stage 1 university).

Please check the course availability in the *Course Information Handbook* to make sure the course you want to study is available. And check the **Key dates** section at the beginning of this brochure for enrolment deadlines for each trimester.

### ACCELERATED ASSESSMENT

Accelerated assessment is the way in which we recognise the experience you have gained in the workplace and through self-learning. If you already have relevant work experience that you think will exempt you from having to do some parts of a programme, you can apply for accelerated assessment. You will need to provide evidence that you have already met the learning outcomes of the course you want to be exempt from. The evidence could be testimonials or references from appropriately experienced referees.

You can apply for accelerated assessment after you have enrolled. The *Student Handbook*, which we will send you when you enrol, and your course materials will contain more information.

If you apply and are unsuccessful you can still study the course and receive credit for it. Contact us for more information. See the last page of this brochure for contact details.

### **CROSS-CREDITS & CREDIT TRANSFER**

If you have already passed some courses (either through us or another tertiary provider) that you think will exempt you from having to do some parts of a programme, you can apply for cross-credit or credit transfer. You will need to provide evidence that you have already met the learning outcomes of the course you want credit for.

You can apply for cross-credit and credit transfer after you have enrolled. The *Student Handbook*, which we will send you when you enrol, has more information.

Cross-credits may be specified or unspecified. A specified credit means the content, level and learning outcomes of the course or qualification you have already done closely matches one of our courses. An unspecified credit is where you have an unrelated degree or qualification from another recognised tertiary institution and want to apply for unspecified credit towards our programme.

We will decide how many credits will be awarded, and at what level. Unspecified credits may only be used to replace elective courses within a programme. The number of unspecified credits will depend on the degree and major you are studying. Please contact us for advice. See the last page of this brochure for contact details.

The most cross-credits allowed is up to two-thirds of a degree (12 × 20-credit courses), up to half of a diploma (3 × 20-credit courses), and one course per certificate. You cannot gain partial cross-credit for a course, and you cannot cross-credit to Level 7 courses.

Your Programme Co-ordinator may give you some informal advice about which courses might cross-credit. That advice is for guidance only and does not guarantee the award of cross-credits.

## **Learning support**

### **ACADEMIC PROGRESS**

We are committed to helping you achieve your goals. If you feel you are struggling, please contact the Programme Leader for advice and help.

### **YOUR LECTURER**

You will have a lecturer for each course that you study. Your lecturer is there to help you through the coursework, provide study support, advice and feedback, and to mark your assignments. You can contact your lecturer on our freephone or by email, fax or letter. Their contact details will be in the information we send you when you enrol.

### **STUDENT HANDBOOK**

The *Student Handbook* has important and useful information about studying with us. We recommend you read this. We will send you a copy after your enrolment is confirmed. It is also available to view on the Online Campus.

### **STUDY HELP**

When you enrol you will be sent a copy of our study guide, *StudyWise*. The Learning Support section of our website also has information about the study support and resources we offer.

### **ONLINE CAMPUS**

The Online Campus is the area of our website where you can:

- Access and submit assignments
- Link to web pages specific to your course, including frequently asked questions (FAQs), assignment hints, web resources, staff information and sometimes online quizzes and tutorials
- Communicate with other students in your course, and with your lecturer or tutor
- Access the library
- Download past exam papers.

### **LIBRARY**

We provide a library service for students. There is no additional fee for using it. The library service provides:

- Online resources
- Guides on how to search for information
- A distance lending service, with free and fast delivery
- Information about study techniques.

You will find more information in the *Student Handbook*.

## **Further study**

For information on other courses and programmes available at Open Polytechnic, visit our website or contact us.

# APPENDIX 1: COMPUTER REQUIREMENTS

You will need to be able to do the following:

- Send and receive emails
- Access and contribute to the Online Campus discussion forums
- Download documents
- Carry out online research
- Provide your work to us in one of the following formats: .doc, .ppt, .rtf or .zip. For some courses you will also need to provide spreadsheets and/or databases to us in one of the following formats: .xls and/or .mdb.

**Note:** The software you use must allow you to save your work in these specified formats.

For some courses you may also need specialised software (eg MYOB, MS Access), a CD-Rom drive and a printer. See individual course descriptions for details.

**Note:** We use Microsoft software and the resources we provide for your study are in this format.

If you need to buy software, you can buy it at a special academic price from most software sellers (generally about a third of the normal retail cost). You will need proof you have been accepted into a course. Your letter confirming your enrolment will provide this. There is a list of Microsoft software resellers at [www.microsoft.com/nz/retailers](http://www.microsoft.com/nz/retailers)

## HELP

We have a helpdesk that can give you technical help or support. You can email our helpdesk at [helpdesk@openpolytechnic.ac.nz](mailto:helpdesk@openpolytechnic.ac.nz). Please include your name and student ID in the message.





# NOTES



# NOTES



## Contact us

Website: [www.openpolytechnic.ac.nz](http://www.openpolytechnic.ac.nz)

Freephone: 0508 650 200

Overseas phone: +64 4 913 5300

Email: [customerservices@openpolytechnic.ac.nz](mailto:customerservices@openpolytechnic.ac.nz)

Private Bag 31914

Lower Hutt 5040

New Zealand

If you have any questions or want to talk over your study options, contact:

Email: [dipcert@openpolytechnic.ac.nz](mailto:dipcert@openpolytechnic.ac.nz)

Freephone: 0508 650 200, extn: 5268 or 5502

### OTHER USEFUL CONTACT DETAILS

#### Learning Centre

Email: [learningcentre@openpolytechnic.ac.nz](mailto:learningcentre@openpolytechnic.ac.nz)

Freephone: 0508 650 200

#### StudyLink

Website: [www.studylink.govt.nz](http://www.studylink.govt.nz)

Phone: 0800 889 900

# Open Polytechnic

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