

## Timetabling for distance learning studies with the University of Aberystwyth

Below is the timetable we would expect trainees 5, 6, 7, 8, 9 and 10 to follow as they pursue their postgraduate diploma in Digital Curation between April 2017 and January 2019.

Code	Module title	Description of module	Learning outcomes [Describes outcomes for students on the completion of each module]	Credits	Assignments	Target completion	Marking batch
<b>Study School 1</b>	<b>Introduces some of the core modules.</b>						
DSM 7510	Digital Information: Discovery to Delivery	The 21st century information professional needs to be equipped to manage digital material in a manner which best supports long-term access and preservation. This module is concerned with both the selection and creation of digital material and the complex issue of maintaining digital continuity. This requires an understanding of the strategic, administrative and technical issues	<ul style="list-style-type: none"> <li>• Outline types of digital information sources, their advantages and disadvantages and give examples of relevant national and international initiatives</li> <li>• Identify and assess the challenges of managing and evaluating a collection of digital information sources</li> <li>• Explain the challenges in managing and evaluating a collection of digital information sources</li> <li>• Describe the stages in a</li> </ul>	10	Report, 3000 words	Mid-May 2017	June 2017

		<p>involved.</p> <p>Digital libraries, emerged during the 1990s as a key development area in practice, as well as in research, for information professionals, computer scientists, librarians, archivists as well as those involved in cultural heritage institutions. The advantages of such collections for users are various as they provide access to digital information sources on a 24/7 basis and are important in supporting changing patterns of teaching and learning in educational establishments, for general lifelong learning programmes, for global access to cultural artefacts, government</p>	<p>project to digitise a particular collection and explain the importance of knowing about Intellectual Property Rights</p> <ul style="list-style-type: none"> <li>• Give examples of the searching and presentation issues to be considered when providing access to digital information</li> <li>• Demonstrate an understanding of the importance of standards in digital information discovery and delivery</li> </ul>				
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		<p>information and so on. In addition they are seen by many as an opportunity to overcome the 'digital divide' between countries as information can be made available in a language and format appropriate for users. Students of this module will explore and critically assess ways in which digital information is created, acquired, organised and presented within digital libraries so as to support its discovery and delivery.</p>					
DSM 8620	Knowledge and Information Architecture	<p>Information and knowledge architecture is necessary as a robust underpinning for technological developments in how we treat information in our society and how we engage tactically</p>	<p>The outcomes of the module would address the need for qualified individuals who have an understanding of IT and the ability to understand information science approaches to users and information behaviour, information</p>	20	<p>Essay, 3000 words Report, 3000 words</p>	1 Sep 2017	Sep 2017

		<p>with information and knowledge in organizations. Information architecture is an emerging discipline and community of practice bringing principles of design and architecture to the digital environment. It necessitates a solid technological insight into what is possible and the implications of any technological strategy. From this understanding it is possible to fully exploit the opportunities provided for handling knowledge and information as an organizational and societal assets.</p>	<p>organization and retrieval and of the relationship between these and information governance and assurance.</p>				
DSM 8310	Management Information Systems	<p>The activity of information management is increasingly being recognised by organisations as core</p>	<ul style="list-style-type: none"> <li>• Define the word 'system' and discuss system theory;</li> <li>• identify organisational management information needs</li> </ul>	10	Project and report	Nov 2017	Dec 2017

		<p>to their existence and vital for their success. If you are a member of staff of an information service, you may be familiar with the means by which information is organised in order to facilitate provision. However, if the service is to be successful, managers must have access to information about the service itself. In this respect they are information users as well as providers. It is information within this environment of information use that is the basis of decision making within organisations and is the best tool that managers have available. In studying management information systems, we shall examine the role of management information and of</p>	<p>and the characteristics of decision-making activity in an environment of 'information use';</p> <ul style="list-style-type: none"> <li>• outline the design and use of systems which support management decision-making within organisations of all sorts;</li> <li>• analyse the function of management information systems within the context of your organisation;</li> <li>• demonstrate skills in the construction of management reports through the production of information from operational data;</li> <li>• apply criteria for implementing a management information system and for evaluating it against service objectives.</li> </ul>				
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		<p>systems designed to generate and process such information. In the present day we infer the use of computers in the design of such systems. This is not necessarily the case and, in any event, computers are only ever components of the systems which will include people interacting with the technology and other organisational resources.</p> <p>The module aims to encourage an understanding of information as a resource in organisational decision making and of the systems developed to use information in decision support and has been written for students from a variety of 'information'</p>					
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		backgrounds.					
DSM 6010	Digital Preservation	The module encompasses the complex issues surrounding continuing access to digital information, frameworks for preservation decision-making and strategies for the preservation of digital information, records, IT platforms, systems and architectures to ensure that records remain authentic, reliable, usable and possess integrity.	<ul style="list-style-type: none"> <li>• Provide an analytical, contextual account of the development of digital preservation as a 21st century information issue</li> <li>• Identify and critically evaluate the characteristics of digital objects, justify the need to preserve each characteristic for continued access and develop a strategy for digital preservation</li> <li>• Propose methods for developing and maintaining control over a complex array of digital forms and formats, which address the necessary conditions, techniques and models for digital preservation</li> <li>• Critically assess national and international standards, frameworks and models for digital</li> </ul>	10	Report, 3000 words	Feb 2018	Feb 2018

			<p>preservation</p> <ul style="list-style-type: none"> <li>• Formulate rational hypotheses regarding the potential role of institutional repositories and open access initiatives in enabling digital preservation</li> </ul>				
<b>Study School 2</b>		<b>DSM3520 to have been started before the study school</b>					<b>TBC March 2018</b>
DSM3520	Archives: Collection Development and Description	<p>This module is concerned with the core professional activities for Archivists of collection development and description. It will enable students to understand the principles which underpin collection development, and the policies and processes required for this to be undertaken in an organised and responsible manner. Students will consider the principles of archival description and the standards and technologies which</p>	<ul style="list-style-type: none"> <li>• Identify and appraise the policies and processes required for effective collections development and description;</li> <li>• Critically assess a range of archival theories relevant to collection development and description;</li> <li>• Describe and discuss the archival principles which underpin collection development and description;</li> <li>• Assess the practical application of archival theories and principles for</li> </ul>	10	Essay, 3000 words Cataloguing project	May 2018	June 2018

		<p>support the creation of usable finding-aids, and digital surrogates of archival material. Maintaining accessibility to these over the long-term will also be addressed.</p>	<p>collection development and description;</p> <ul style="list-style-type: none"> <li>• Critically review current international and national archival descriptive standards and guidelines, and other relevant standards for finding-aid creation;</li> <li>• Explain and critically review the functionality required from archive management software and the implications of electronic data exchange;</li> <li>• Identify and give critical consideration to the challenges and benefits associated with providing Internet access to archive catalogues and/or archival material.</li> </ul>				
DSM 3420	Management of Archive Services	This module is designed to prepare	<ul style="list-style-type: none"> <li>• define the nature of archives and the role</li> </ul>	20	Essay, 3000 words Report, 3000 words	Aug 2018	Sep 2018

		<p>students to deal with the strategic and operational issues which will be encountered in managing and delivering a modern Archive Service. The module begins by defining Archives, establishing the functions of an Archive Service and examining the role of the Archivist. It will then consider: the professional landscape for archive keeping; relevant legislation and professional standards; and the moral and ethical responsibilities of the professional archivist. Issues connected with access to archives and public service delivery are examined, including the need to engage with the funding and policy context to</p>	<p>of the archivist</p> <ul style="list-style-type: none"> <li>• discuss issues associated with: access and outreach; government policy and initiatives; and appropriate legislation</li> <li>• describe the international development of archival services</li> <li>• discuss archive preservation and conservation management</li> <li>• list the major considerations to be taken into account in planning, designing and managing an archive building</li> </ul>				
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		<p>demonstrate value.</p> <p>The role of outreach strategies in achieving funding goals is considered.</p> <p>The module also deals with the 'physical defence' of archives. Preservation and conservation in practice will be introduced through a visit to the National Library of Wales, to see how they care for their collections, and attendance at a professional conservators' meeting. Students will continue to consider the preservation of archival material through: the design and management of archive buildings; the development and implementation of preservation policies; environmental monitoring; the role of the conservator and conservation; and</p>					
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		disaster recovery planning.					
DSM 0820	Records and Information Governance	<p>The module addresses the principles of Records and Information Governance in the context of modern organisations and the digital landscape. Students obtain a grounding that balances theory and practice, with specific emphasis on the impact of technology. The linking of computer networks and the divergence of the global market places growing pressure on organisations to respond. This module prepares records, archives and information managers to take a pivotal role in organisational policy-making, joining ranks with other specialists to address the issues of</p>	<ul style="list-style-type: none"> <li>• Critically analyse the landscape and identify relevant trends and developments which affect the management of information required for operational, evidential or archival purposes</li> <li>• Articulate current theoretical approaches, and systematically assess their value for addressing the challenges facing the profession</li> <li>• Apply current solutions for managing information in practical scenarios and interpret the implications of current research</li> <li>• Elaborate on the educational, research and ethical challenges facing professionals responsible for records and</li> </ul>	20	<p>Essay, 3000 words Report, 3000 words</p>	End-Nov 2018	Jan 2019

		governance, accountability and compliance.	<p>information governance</p> <ul style="list-style-type: none"> <li>• Create policies, plans and procedures to ensure the security, authenticity and integrity of data/information and records and ensure they meet legal admissibility requirement</li> <li>• Critically reflect on the methodologies which have evolved and are evolving to address the issues associated with email, web sites and web 2.0 for example and propose innovative and flexible approaches to the technological advances to come</li> </ul>				
DSM 1810	Research in the Profession	An introduction to research and research methods, with emphasis upon the applicability and use of research in the professional information environment.	<ul style="list-style-type: none"> <li>• identify and comment on the relevance of a research question or series of research questions</li> <li>• evaluate critically, a range of research methods, approaches and techniques</li> <li>• justify the value of</li> </ul>	10	Evaluation of one or more research articles, identifying the research questions and assessing their relevance to a particular discipline. (20%) Critical analysis of research methodology and findings. (80%)	Early Jan 2019	Early Jan 2019

			<p>evidence based practice</p> <ul style="list-style-type: none"><li>• assess and describe how research and evaluation can be applied in specific workplace situations</li><li>• evaluate potential difficulties faced by the researcher with respect to ethical principles</li></ul>				
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