CUMC90015 Duplication, Archiving and Preservation

Credit Points:	12.5
Level:	9 (Graduate/Postgraduate)
Dates & Locations:	This subject is not offered in 2015.
Time Commitment:	Contact Hours: This subject is taught intensively between 7 - 11 July 2014; pre-teaching preparation 16 June - 6 July 2014 Total Time Commitment: Total time commitment 120 hours
Prerequisites:	Admission to a postgraduate course or approval of the subject coordinator
Corequisites:	None
Recommended Background Knowledge:	None
Non Allowed Subjects:	None
Core Participation Requirements:	For the purposes of considering request for Reasonable Adjustments under the disability Standards for Education (Cwth 2005), and Students Experiencing Academic Disadvantage Policy, academic requirements for this subject are articulated in the Subject Description, Subject Objectives, Generic Skills and Assessment Requirements of this entry.The University is dedicated to provide support to those with special requirements. Further details on the disability support scheme can be found at the Disability Liaison Unit website: http://www.services.unimelb.edu.au/disability/
Contact:	Sophie Lewincamp lews@unimelb.edu.au
Subject Overview:	This intensively taught subject explores reproduction options as part of storage, access and preservation management of photographic, audiovisual material and associated documentation. It includes models for duplication projects; file formats and naming; selecting equipment; introduction to colour management; calibration and colour management issues, duplication techniques; storage strategies for conventional and digital materials; access, metadata and copyright issues and strategies for digital preservation. During the pre-teaching period students are expected to complete the course readings, review the lectures and any other course preparation as outlined on the LMS. The LMS will become available at the commencement of the pre-teaching dates.
Learning Outcomes:	Upon completing of this subject students should # gain an understanding of digitisation policies and strategies for cultural collections and digital preservation methodologies # know how to apply conservation principles to the planning of digitisation projects; capture, storage and archiving of digital collections.
Assessment:	Class presentation (20%), a written paper of 1500 words based on the presentation topic (20%) and a written essay of 3500 words (60%) will be due over the assessment period from 7 July - 4 August 2014. Hurdle requirement: students must attend a minimum of 75% of workshops/tutorials in order to pass this subject. Assessment submitted late without an approved extension will be penalised at 2% per day; after five days, no late assessment will be accepted. In-class tasks missed without approval will not be marked. All pieces of written work must be submitted to pass this subject.
Prescribed Texts:	Course notes and reading material will be supplied during the pre-teaching period.
Breadth Options:	This subject is not available as a breadth subject.
Fees Information:	Subject EFTSL, Level, Discipline & Census Date, http://enrolment.unimelb.edu.au/fees