Curriculum
for the Continuing Education Programme
Library and Information Studies (Basic Programme)
at the University of Innsbruck

§ 1 Objectives and qualification profile

(1) The Continuing Education Programme (Basic Course) in Library and Information Studies at the University of Innsbruck aims at imparting knowledge, its practical application and advanced scientific study in the field of library and information studies.

(2) Besides of theoretical knowledge, graduates have acquired the relevant basics for the professional practice. They have advanced knowledge in the field of library and information studies.

(3) By successfully passing the basic programme they have completed the standardised university training for library personnel for qualified and highly qualified task areas acc. to §101 par. 3 Universities' Act 2002 and the University Library Personnel Training Regulations BGBl. II No. 377/2014.

§ 2 Scope and duration

(1) The continuing education programme covers 60 ECTS-Credits. One ECTS-Credit corresponds to a workload of 25 hours.

(2) Students have the opportunity to complete the basic programme as full-time study programme within two semesters, or part-time in addition to working within three semesters. However, the number of places in the programme is fixed in consideration of educational and organisational aspects, in accordance with the budget, with a maximum of 24 places.

§ 3 Admission and admission procedure

(1) Precondition for being admitted to the Continuing Education Programme in Library and Information Studies – Basic Course is the school leaving certificate or the university entrance qualification examination acc. to §64 UA.

1. All applicants must pass an admission procedure before being admitted. The Rectorate decides on the admission to the continuing education programme based on recommendations of the Programme Director.
2. Information on the compulsory admission procedure is published on the website of the University of Innsbruck.
3. Participants, who have been admitted to the continuing education programme and who have paid their programme fee, are admitted to the University of Innsbruck as non-degree students by the Rectorate.

§ 4   Types of courses

Courses without continuous performance assessment

1. **Lectures with practical elements** (VU) focus on the practical treatment of concrete scientific tasks that are discussed during the lecture parts of the course.
2. **Practical courses (**UE) focus on the practical treatment of concrete scientific tasks within an area.
3. **Practical training courses** (PR) provide practical experience with concrete scientific tasks, complementing occupational and/or academic training.

§ 5   Compulsory and elective modules

(1)   The following compulsory modules covering 52 ECTS-Credits must be passed:

1.	**Compulsory Module: Library and Collection Management**	**h**	**ECTS-Credit**
a.	**VU Fundamentals of Management**	1	2
b.	**VU Inventory Management**	2	2
c.	**VU Media and Sustainability**	1	2
d.	**VU Legal Foundations**	1	2
	Total	**5**	**8**
	Learning Outcomes: Students are able - to name different types of libraries and information facilities as well as their place or purpose in their respective environment. - to describe basic theories and methods of operational management and their use in the daily work in libraries. - to distinguish analogue and digital media with regard to their development, preservation, archiving and permanent accessibility (permanent access) and to pay particular attention to their administration. - to name various acquisition and licensing models and to analyse current trends in inventory development. - to implement the professional and library-relevant legal foundations in their professional lives.		
	Prerequisites: none		

2.	**Compulsory Module: Organisation of Information**	**h**	**ECTS-Credits**
a.	**VU Principles of Meta Data Management**	3	3
b.	**VU Formal Indexing**	3	3
c.	**VU Indexing with Regards to Content**	2	2
	Total	**8**	**8**
	Learning Outcomes: Students are able - to describe different concepts of organisation and indexing. - to name different data models and formats as well as their preferred uses. - to apply the regulations applicable in Austria for formal indexing and indexing with regards to content in compliance with the principle of cooperative cataloguing and to implement them in data format.		

- to use integrated authority files. - to explain the challenges of data conversion and the possibilities of data exchange. - to summarise the principles of the Semantic Web and of Linked Open Data.		
Prerequisites: none		

3.	**Compulsory Module: Information Technology**	h	ECTS-Credits
a.	**VU IT-Infrastructure**	1	2
b.	**VU Technological Applications**	1	2
c.	**VU Library Systems**	2	2
d.	**VU E-Collaboration**	1	2
	Total	**5**	**8**
	Learning Outcomes: Students are able … - to select IT applications according to their needs and use them efficiently. - to present basic technologies in their day-to-day work in libraries and to apply them as required. - are able to describe and evaluate databases. library portals, systems and software with regards to different issues. - to describe the system architecture of library systems and their use in the Austrian Library Network. - to evaluate the quality of search tools and to optimise the search results of search engines. - to apply the tools of e-collaboration in their day-to-day work.		
	Prerequisites: none		

4.	**Compulsory Module: Information Services and Teaching Competence**	h	ECTS-Credits
a.	**VU Information Resources and Information Retrieval**	3	3
b.	**VU Service-Orientation and Profile Formation**	1	2
c.	**VU Information Literacy**	2	3
	Total	6	8
	Learning Outcomes: Students are able to - to apply differentiated search strategies, to analyse and evaluate the search results. - to design and offer information services and offers tailored to target groups. - to give an account of the standards and models of information literacy , as well as to provide empirical findings on science-related information behaviour. - to develop and apply didactic-methodical concepts for promoting information literacy as well as strategies for different target groups.		
	Prerequisites: none		

5.	Compulsory Module: Project Management	h	ECTS-Credits
a.	**VU Project Management**	2	2
b.	**PR Project**	1	5
c.	**UE Presentation and Project Presentation**	1	1
	Total	**4**	**8**
	Learning Outcomes: Students are able - to independently plan and implement a project, to document the results and evaluate them according to their practical application. - to implement a practical project in a team including a project report. - to present the results.		
	Prerequisites: none		

6.	Compulsory Module: Internship	h	ECTS-Credits
	Professional practice in different libraries and information institutions if 7.5 weeks (300 hours), at least 4 weeks (160 hours) outside of the training library. Before starting the internship it must be approved by the Director of Studies. A written confirmation of the duration, scope and kind of the work done must be presented. Moreover, a report on the internship must be written.	-	12
	Total	**-**	**12**
	Learning Outcomes: Students are able to - apply the theoretical knowledge gained in the courses in practice. - specialise in specific fields according to their competences and interests. - to compare the specifics of different types of libraries		
	Prerequisites: none		

(2)   Elective modules covering 8 ECTS-Credits must be passed:

1.	**Elective Module: Selected Topics of Metadata Management**	**h**	**ECTS-Credits**
a.	**VU Formal Indexing: Advanced**	1	2
b.	**VU Content-Based Indexing and Data Modelling: Advanced**	2	2
	Total	**3**	**4**
	Learning Outcomes: The students are able … - to apply the regulations applicable in Austria for formal indexing and indexing with regards to content on specific topics and in compliance with the principles of cooperative cataloguing and to implement them in data format. - to create integrated authority files of the common authority file (GND). - to practically apply the basics of data modelling.		
	Prerequisites: none		

2.	**Elective Module: Applied Information Literacy**	**h**	**ECTS-Credits**
a.	**VU Information Literacy: Developments and Trends**	1	1
b.	**VU Information Literacy: Best Practice**	2	3
	Total	3	4
	Learning Outcomes: The students are able - to evaluate didactic-methodical concepts and developments and to derive learning scenarios for different target groups. - to design a concrete, target group-specific learning offer (training, tutorial, e-learning).		
	Prerequisites: none		

3.	**Elective Module: Basic Legal Information for Libraries and Information Ethics**	**h**	**ECTS-Credits**
a.	**VU Legal Information for Libraries**	1	2
b.	**VU Information Ethics**	1	2
	Total	2	4
	Learning Outcomes: Students are able - to name and apply library-relevant aspects of organisational, private and employment law. - to solve case examples of media and copyright law in coordination with legal experts. - to describe the social responsibilities of libraries with regard to their offers and services. - assess the challenges of our information society in the application of modern communication and information technologies.		
	Prerequisites: none		

4.	Elective Module: Public Libraries	h	ECTS-Credits
a.	**VU Library Management in Public Libraries**	1	2
b.	**VU Types of Media and Target Group-Oriented Library Work**	1	2
	Total	**2**	**4**

Learning Outcomes:
Students are able
- to describe the special requirements in the organisation and administration of public libraries.
- to apply the methods of inventory creation and media transfer.
- to take into account the specifics of media types and create inventory concepts.
- to pay attention to the importance of key figures for inventory creation and reduction.
- to take into the account the needs and offers in relation to the respective target group.
- to plan and implement reading promotion and reading animation events.

Prerequisites: none

5.	Elective Module: One Person Libraries (OPL)	h	ECTS-Credits
a.	**VU OPL: Theory and Typology**	1	1
b.	**VU OPL: Best Practice**	1	3
	Total	2	4

Learning Outcomes:
Students are able
- to describe the most important characteristics of OPLs.
- to develop a library concept.
- to analyse practical examples and to develop scenarios for implementation.
- to plan an exhibition in consideration of legal aspects as well as aspects of conservation.

Prerequisites: none

6.	Elective Module: Special Collections and Managing Literary Estates	h	ECTS-Credits
a.	**VU Estate Management and Evaluation**	1	2
b.	**VU Special Collections**	2	2
	Total	3	4

Learning Outcomes:
Students are able
- to evaluate literary estates, to administrate them, store them safely and make them available.
- to apply the methods of inventory creation, the evaluation and preservation of special inventory.

Prerequisites: none

7.	Elective Module: Marketing and Public Relations	h	ECTS-Credits
a.	**VU Marketing and Public Relations**	1	2
b.	**VU Marketing and Communication in Advertising**	1	2
	Total	**2**	**4**

Learning Outcomes:
Students are able
- to analyse the relationship between libraries and their stakeholders, to foster the building of a consistent image and visibility in the public and to position libraries in the information market.
- to market products and services based on different market concepts and strategies.
- to independently plan an event.

Prerequisites: none

8.	Elective Module: Current Topics and Trends	h	ECTS-Credits
a.	**VU Technology: New Developments**	1	2
b.	**VU Services: New Developments**	1	2
	Total	2	4

Learning Outcomes:
Students are able
- to assess technological developments and their relevance for libraries.
- to deal with new task fields in libraries and develop services in consideration of the resp. target group.
- to describe the social responsibilities of libraries with regard to their offers and services.
- to assess the challenges of our information society in the application of modern communication and information technologies.

Prerequisites: none

9.	Elective Module: Archival Studies	h	ECTS-Credits
a.	**VU Archives Management and Law**	2	4
b.	**VU Media Archives**	1	2
c.	**VU Archive and Registry Scripts**	1	2
	Total	**4**	**8**

	Learning Outcomes:
	Students are able
	- to describe types and concepts of archives and to name their different structures and keepers.
	- to describe characteristics in management, organisation and administration of archives and their legal foundations.
	- apply measures of inventory preservation on archive materials.
	- to organise archives and evaluate the material using appropriate metadata standards.
	- to read common scrips of archives.
	Prerequisites: none

10.	Elective Module: Data Librarian	h	ECTS-Credits
a.	**VU Open Science Support**	1	2
b.	**VU Data-Based Science Production and Organisation**	2	3
c.	**VU System Architectures and Workflow Management**	2	3
	Total	**5**	**8**

	Learning Outcomes:
	Students are able
	- to design new services at the interface of libraries, research services and IT service facilities and to support researchers.
	- to apply metadata standards as well as methods of indexing and describing research data and strategies that can be used to retrieve and use data.
	- to design system architectures and workflow models to deal with the life cycle management of digital objects and methods of long-term archiving, as well as to create cost plans and financing models.
	Prerequisites: none

11.	Elective Module: Historic Book Collections	h	ECTS-Credits
a.	**VU Books and the Administration of Historic Book Collections**	2	3
b.	**VU Book and Media Research**	2	3
c.	**VU Exhibitions and Legal Foundations**	1	2
	Total	**5**	**8**

	Learning Outcomes:
	Students are able
	- to evaluate and manage historic book collections.
	- to summarise the development of various forms of documents as well as the basics of media and publishing history.
	- to list and relate aspects of historical book production, distribution and reception.
	- to name research and work fields in the field of digitisation of historical documents.
	- to plan an exhibition in consideration of legal aspects and aspects of conservation.
	Prerequisites: none

§ 6 Examination regulations

(1) Courses with continuous performance assessment are evaluated by written and/or oral contributions and/or practical achievements of the participants. The evaluation criteria are to be announced by the course instructor before the start of the course.

(2) The performance of the compulsory module "Internship" is evaluated by the Programme Director based on the internship report written by the students and the confirmation of the institutions where the internship was made.

Positive evaluation reads "participated with success", negative evaluation "participated without success".

§ 7 Degree

Having receive positive evaluation in all required examinations, graduates are awarded the title "Academic Library and Information Expert".

§ 8 Coming into force

This curriculum comes into force one month after its announcement.

For the curriculum committee: For the senate:
Univ.-Prof. Dr. Sabine Schrader   Univ.-Prof. Dr. Ivo Hajnal