

Note:

The following curriculum is a consolidated version. It is legally non-binding and for informational purposes only. The legally binding versions are found in the University of Innsbruck Bulletins (in German).

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Curriculum for the Continuing Education Programme  
**University Course – Estates and Special Collections**  
at the University of Innsbruck

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**§ 1 Qualification profile**

- (1) The university course provides basic knowledge in dealing with estates and special collections as well as methods and techniques for cataloguing their objects and making them accessible to the public.
- (2) Graduates are able to manage estates and collections in archives, libraries and museums that are important for scientific research and to archive or digitise them professionally.

**§ 2 Scope and duration**

The university course covers 3 semester hours or 4 ECTS-Credits respectively. One ECTS-Credit corresponds to a workload of 25 hours.

**§ 3 Admission**

- (1) The prerequisite for admission to the university course is a general university entrance qualification in accordance with §64 Universities Act or admission to the university course Library and Information Studies at the Universities of Vienna, Graz or Innsbruck.
- (2) The Director of the university course decides on the admission to the course. Preference shall be given to persons who work in the field of information management, in particular in libraries, information and documentation centres, archives and related institutions, or who have completed a degree in the humanities. Information on the selection procedure and the maximum number of students permitted can be found on the website of the University of Innsbruck.
- (3) Persons who have been admitted to the university course and have paid the course fee will be admitted as non-degree students by the Rectorate of the University of Innsbruck.

#### § 4 Types of courses

Courses with continuous performance evaluation:

Lectures with practical elements (VU) focus on the practical treatment of concrete scientific tasks that are discussed during the lecture parts of the course.

#### § 5 Compulsory module

The following compulsory module covering 4 ECTS-Credits is to be passed:

	<b>Bequest Management and Special Collections</b>	<b>h</b>	<b>ECTS-Credits</b>
<b>a.</b>	<b>VU Book Estates and Indexing</b> Acquisition of estates and autographs; processing (findings, classification, indexing, etc.); administration (storage); use and accessibility; cataloguing of estates in accordance with regulations; digitisation and digital long-term archiving	1	2
<b>b.</b>	<b>VU Special Collections</b> Collection development, storage, inventory, indexing and preservation of special collections; collection management (accession/deaccession, loans, relocation); digitisation and sustainability; public relations work and knowledge transfer concepts	2	2
	<b>Total</b>	<b>3</b>	<b>4</b>
	<b>Learning Outcomes:</b> Students are able to describe the special requirements in the acquisition and management of estates (e.g. autographs, files and correspondence) and apply national and international standards and regulations for the cataloguing of estates. They are able to organise estates according to different classification methods in relation to the respective material and will be able to apply professional and appropriate methods for the sustainable and careful preservation, storage and use of the objects. Students are able to apply the methods of building up, cataloguing and preserving special holdings and collections. They can describe the special features of object preservation and conservation when dealing with the respective collection objects and make them accessible for research, teaching and science as well as the interested public.		
	<b>Prerequisites:</b> none		

#### § 6 Examination regulations

- (1) The module's performance is evaluated by the assessment of the courses that make up the module (course examinations).
- (2) The performance of courses is evaluated by course examinations, whereby in the case of courses with continuous performance evaluation, the evaluation is based on at least two written, oral and/or practical contributions of the participants.
- (3) The course instructor shall determine and announce the examination method (written and/or oral, examination paper) and the assessment criteria before the start of the university course.

#### § 7 Certificate

After successful completion, the graduates of the university course receive a certificate.

#### § 8 Coming into force

This curriculum comes into force one month after being published in the University of Innsbruck Bulletin.

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For the Senate:  
Univ.-Prof. Dr. Walter Obwexer

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