

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).

Original version published in the University of Innsbruck Bulletin of 8 July 2014, Issue 38, No. 567

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

§ 1 Objectives and Qualification Profile

- (1) Graduates of this continuing education programme have advanced knowledge in the field of library and information studies and are able to apply them in practice. They are trained for qualified and highly qualified tasks in library and information institutions. With successful passing of the Continuing Education Programme in Library and Information Studies – Basic Course they have completed the standard training for library personnel of all universities for qualified and highly qualified tasks according to §101 par. 3 of the Universities Act.
- (2) Besides of the theoretical knowledge, the graduates also have acquired practice-orientated professional skills. They have knowledge in the field of library and information studies, advanced scientific knowledge and knowledge of its practical application.

§ 2 Scope and duration

The continuing education programme covers 60 ECTS-Credits. One ECTS-Credit corresponds to a workload of 25 hours. The continuing education programme is offered as full-time study programme and has a duration of 2 semesters.

§ 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.
- (2) 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.
- (3) Information on the compulsory admission procedure is published on the website of the University of Innsbruck. Taking into account educational and organisational aspects, as well as the cost budget, the number of students is to be limited to a maximum of 24.
- (4) 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

- (1) Courses without continuous performance assessment
Lectures (VO) are courses held in lecture format and courses without continuous performance assessment. They introduce the research areas, methods and schools of thought for a given subject.
- (2) Courses with 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.

§ 5 Compulsory modules

The following compulsory modules corresponding to 55 ECTS-Credits must be passed:

1.	Compulsory Module: Fundamentals of Management for Library and Information Studies	SSt	ECTS-Credits
a.	VO Library Management	2	2
b.	VO Inventory Management	2	2
	Total	4	4
	Learning Outcomes: Graduates name the fundamental theories, structures and tools of operative management of library and information institutions and describe their use in libraries.		
	Prerequisites: none		

2.	Compulsory Module: Media	SSt	ECTS-Credits
a.	VU Types of Media and Media Use	2	2
b.	VU Media and Sustainability	2	2
	Total	4	4
	Learning Outcomes: Graduates outline the development of historic and modern forms of documentation, differentiate the characteristics and working modes of historic and modern media and design possibilities of sustainably using the inventory and for adequate storage.		
	Prerequisites: none		

3.	Compulsory Module: Library-Related Meta Data	SSt	ECTS-Credits
a.	VU Indexing Methods and Meta Data Management	3	3
b.	VU Theory and Application of Formal Indexing	4	4
c.	VU Theory and Application of Content-Based Indexing	2	2
	Total	9	9

	Learning Outcomes: Graduates understand the principles of meta data management and of different concepts of organisation, indexing and retrieving and apply them in practice. They have a command of the Austrian rules, application regulations and library systems for indexing and use them in practice.
	Prerequisites: none

4.	Compulsory Module: Information Resources and Retrieval	SSt	ECTS-Credits
a.	VU Information Sources and Search Strategies	4	4
b.	VU Information Technology	2	2
	Total	6	6
	Learning Outcomes: Graduates distinguish between differentiated search strategies and methods, apply them and evaluate and organise the research results. They analyse the technological fundamentals of library systems, software and IT-applications for libraries and test their use in everyday work at libraries.		
	Prerequisites: none		

5.	Compulsory Module: Information Services	SSt	ECTS-Credits
a.	UE Professional Communication	1	1
b.	VU Service-Oriented Information Offers	2	2
c.	UE Promotion of Information Competence	2	2
d.	UE Technological Applications 1	2	2
	Total	7	7
	Learning Outcomes: Graduates distinguish differentiated offers for editing and presenting information services and develop respective examples. They get to know different didactical-methodological concepts for promoting information competence, derive strategies for different target groups and use different communication strategies in their professional environments in a targeted way. Graduates develop solutions for using current technologies in libraries and information institutions and evaluate their significance for everyday work at libraries.		
	Prerequisites: none		

6.	Compulsory Module: Legal Fundamentals	SSt	ECTS-Credits
a.	VO Job-Related Legal Foundation	2	2
b.	VO Library and Information Law 1	2	2
	Total	4	4

	Learning Outcomes: Graduates understand the fundamentals of job- and library-relevant legal regulations and reproduce them.
	Prerequisites: none

7.	Compulsory Module: Project Management	SSt	ECTS-Credits
	UE Project Management	2	2
	Total	2	2
	Learning Outcomes: Graduates understand particular instruments of project management and are able to apply them.		
	Prerequisites: none		

8.	Compulsory Module: Professional Practice	SSt	ECTS-Credits
	To advance the theoretical knowledge gained in the continuing education programme a supplemental practical experience corresponding to 14 ECTS-Credits (320 hours) must be passed and a report on the practice be written (incl. confirmation of the place where the practice was passed). Before starting the practice it must be approved by the programme director. The professional practice must be passed at a minimum of two different libraries and information institutions home or abroad, at least four weeks (160 hours) must be passed outside of the training library.	-	14
	Total	-	14
	Learning Outcome: Graduates make an internship at different libraries and information institutions home and abroad.		
	Prerequisites: none		

9.	Compulsory Module: Presentation of the Final Paper	SSt	ECTS-Credits
	Presentation of the Final Paper before an examination board	-	1
	Total	-	1
	Learning Outcomes: Graduates reflect on their final paper in the overall context of the continuing education programme. Main focus is on theoretical understanding, methodological fundamentals and practical relevance.		
	Prerequisites: none		

10.	Compulsory Module: Elective Courses	SSt	ECTS-Credits
a.	UE English Specialised Terminology 1	1	1
b.	VO Building and Interior	1	1
c.	VO Public Librarianship I: Structures and Target Groups	2	2
d.	VO Public Librarianship II: Media and Imparting	2	2
e.	VO History of the Book and Libraries	2	2
f.	UE Advanced Application of Indexing 1	2	2
g.	UE Advanced Application of Indexing 2	2	2
h.	VU Bibliometrics and Scientometrics 1	2	2
i.	UE Technological Applications 2	2	2
j.	VO Current Foci and Trends 1	2	2
	Total Courses corresponding to 4 ECTS-Credits must be passed from the respective offer from lit. a. to lit. j.	4	4
	Learning Outcomes: Graduates specialise in some fields of Librarianship. They solve practical examples, deal with current issues of individual fields of librarianship and reflect on developments in the library and information system. Gender aspects are considered in the respective courses.		
	Prerequisites: none		

§ 6 Final paper

- (1) A final paper corresponding to 5 ECTS-Credits must be written and supervised by an expert appointed by the programme director.
- (2) The final paper must consist of theoretical and application-oriented parts. It should apply specific knowledge and skills on actual issues and problems of work in the field.
- (3) The topic for the final paper must be taken from the modules listed in the curriculum and agreed upon by the course director.
- (4) Graduates are entitled to write the final paper in a foreign language, if the supervisor agrees to it.

§ 7 Examination regulations

- (1) Modules, with the exception the compulsory module “Professional Practice” and “Presentation of the Final Paper”, are completed by positive evaluation of the course.

Course examinations are:

- a. Examinations that assess the knowledge and skills covered by an individual lecture and where the performance is assessed by a single examination at the end of the course. The course lecturer must communicate the examination method (written and/or oral) before the start of the course.
- b. Courses with continuous performance assessment, for which the performance assessment is based on regular written and/or oral contributions by the participants. The course lecturer must communicate the assessment criteria before the start of the course.

- (2) Performance of the compulsory module “Professional Practice” is evaluated based on report on the practice including confirmation of the places, where the practice was made. Positive evaluation reads “participated with success”, negative evaluation “participated without success”.
- (3) The final paper is evaluated by the supervisor.
- (4) Performance of the module “Presentation of the Final Paper” is evaluated by an oral exam in front of an examination board consisting of three persons, one of which must be the programme director.

§ 8 Degree for Graduates of the Continuing Education Programme

Having received positive evaluation of all examinations, graduates of the continuing education programme are awarded the title “**Academic Library and Information Expert**”.

§ 9 Transitional provisions

This curriculum applies to all students commencing the continuing education programme from the 2014/15 winter semester onwards.

§ 10 Coming into force

This curriculum comes into force one month after its announcement.

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