

MALIS
Master in Library and
Information Science

Faculty of Information Science and Communication
Studies
Institute of Information Science

Technology
Arts Sciences
TH Köln

Master in Library and Information Science – MALIS

Module Handbook

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1. Summary

The Institute of Information Science at TH Köln has been offering the Master's degree course "Master in Library and Information Science" in its current form since 2009. The course is designed as a part-time postgraduate course parallel to professional employment.¹

This four-semester Master's degree course qualifies for specialised tasks and executive/management positions in libraries and other national and international institutions providing access to information and information services. It combines brief on-campus sessions with e-learning modules. The course organisation is particularly geared towards the individual needs of students working full- or part-time while pursuing the degree.

The programme is designed for the following target groups:

- a) Graduates of any academic discipline who wish to achieve further qualification for specialized responsibilities and tasks and/or leadership positions in public or academic libraries or other public or private institutions providing access to information and information services.
- b) Librarians who hold a Bachelor's or German "Diplom" degree (equivalent to a Master's degree) as well as other information specialists with practical experience who wish to expand their know-how and to gain additional qualification in the field of library and information science.

Participants of the programme will acquire the following key competencies:

- Professional management of institutions providing access to information and information services
- Strategic development of innovative information services
- International knowledge management
- Assessment and implementation of target group-specific subject indexing of information resources
- Assessment and development of solutions for the optimisation of information processes
- Library and information policy skills
- Classification, assessment and anticipation of informational developments in the context of social and media-related developments
- Ability to participate in professional discussions on current developments based on scientifically sound knowledge and specific practical experience

The minimum admission requirements for the course are a university degree as well as twelve months of professional experience (gained either during an internship or previous occupation). At least two months must have been spent in a library or other institution providing access to information and information services. Ten or less months of professional experience can have been gained in relation to the student's first degree studies. Students need to complete the entire twelve months of professional experience before entering the degree course. The hereby gained professional expertise has to be proved during the

¹ The previous version of the course (2002-2008) was a full-time study programme. For details, see e.g.: Oßwald, Achim 2001: Das Zusatzstudium „Bibliothekswissenschaft und Informationswissenschaft / Library and Information Science“ an der FH Köln. In: Zeitschrift für Bibliothekswesen und Bibliographie 48 (2001) 2, 115-117.

assessment test and contributes 30 credits to the overall required number of credits. Upon successful completion of the course, students receive the degree "Master in Library and Information Science" (M.LIS).

The duration of the course is four semesters. Based on the concept of blended learning, the course organisation is particularly geared towards the needs of students working full- or part-time while pursuing the degree. Thus, the curricular content will be partly imparted in on-campus block courses and partly acquired in self-study phases. A powerful learning management system will facilitate exchange between students during collaborative work and communication with teaching faculty and allows them to make available their work results. Integrated into the course are a number of practical projects, giving students the opportunity to put theoretical contents into practice in their employing or hosting institutions. As part of the optional modules students can choose from various in-depth topics allowing them to set priorities according to their individual professional interests.

The curricular content comprises five interlinked subject areas, each offered as individual modules over the course of one semester. Exams take place either at the end or during the respective module.

Modules are offered in the following subject areas:

- Management
- Library – Information – Society
- Metadata
- Information Resources and Services
- Information Technology

These subject areas are addressed and expanded in the optional modules of the third semester. International experts will contribute to the content of these optional modules. As part of some of these modules, participants will undertake study trips to selected institutions. Students can choose from the following in-depth topics.

- T1: Academic services (support for teaching and research)/subject librarianship
- T2: Strategic positioning of public libraries
- T3: E-science and research data management
- T4: Digitisation and preservation
- T5: Legal and ethical issues in practice
- T6: Teaching information literacy
- T7: Current trends in science policy
- T8: Organizational concepts in library building and design
- T9: Current trends and developments

In all modules, the focus will not only be on German but also on international information issues. Accordingly, selected courses or parts of courses will be taught in English.

In addition to professional competencies, general key qualifications of particular importance in management and leadership will be imparted. These include:

- Communicative competence (conducting negotiations, communication in situations of conflict)
- Presentation (rhetorical skills and techniques)
- Cooperation and teamwork
- Project management

Graduates of the programme have acquired up-to-date knowledge about current trends and developments in the fields information services, information literacy, information technology, as well as information indexing and information law. They will be highly aware of domestic and international relevant political developments and their background.

The qualifications acquired enable graduates of the course to competently prepare and make important managerial decisions. Trained to solve problems effectively, graduates of the Library and Information Science course will also have developed a capacity for innovation and flexibility. Their work is as much characterised by state-of-the-art scholarly knowledge and a strong concern for customer-oriented services as by considerations of economic efficiency. They conceive of themselves as playing an active role in shaping the landscape of library and information services, developing strategic concepts both for solving existing problems and for creating and implementing new services.

The course's specific profile is a result of the close cooperation with experts and institutions actively involved in library and information science research and practice. Thus, in addition to the full-time faculty members of the Institute of Information Science, recognized experts, e.g. directors of libraries and other information providers, bring practical expertise to the course and guarantee state-of-the-art contents of teaching with utmost practical relevance.

Among the career opportunities of graduates of the course are positions in university and state libraries, special libraries and communal public library systems. In addition, they are qualified for executive and management positions in any public or private institution providing access to information and information services, e.g. departments providing information (services) in and for companies, or commercial information service providers.

2. Module Description

Module name	Practical Phase					
Teaching faculty	Module administrator: Prof. Dr. Achim Oßwald					
	Credits	Workload	Graded / not graded	Teaching contact	Semester of study	Duration
	30	750 hrs	Not graded	8 hrs	Before studies commence	12 months
Description	During the practical practice phase potential applicants acquire knowledge and skills pertaining to the core fields of activity in libraries or other institutions providing access to information and information services. In addition to project work and managerial and leadership tasks, these skills include traditional tasks such as acquisition, indexing, and providing reference/information services.					
Learning outcome/skills	<p>Upon completion of the practical phase, applicants must be able to prove the following skills:</p> <ul style="list-style-type: none"> • Special and structural knowledge of librarianship which goes beyond previous practical experience shaping the applicant's scope of action as well as knowledge of relevant literature. • Ability to recognize and reflect on sector-specific and interdisciplinary elements of library work. • Ability to take the required perspective of a management position and to recognize the necessity of generalization and abstraction, of a sound scientific foundation and an international perspective that come with such a position and find expression in concrete plans. • The academic level of the Qualifications Framework for German Higher Education is the frame of reference of their own actions. 					
Examination method	Individual and group assessment					
Prerequisites for allocation of credit points	<p>As part of the assessment test applicants must prove sufficient practical experience and the ability to critically reflect on previous work experience by analysing case studies and presenting solutions to these. Point of reference is the required practical experience which must have been completed in an appropriate facility, i.e. an academic or public library, a private or public institution providing access to information and information services, but also in institutions in the publishing sector, a bookstore, a museum or a media documentation institution, or in relation to the student's first degree studies.</p> <p>During the practical phase students acquire knowledge and skills pertaining to the core fields of activity in libraries or other institutions providing access to information and information services. In addition to project work and managerial and leadership tasks, these skills include traditional tasks such as acquisition, indexing, and providing reference/information services. The sector- and science specific knowledge and experience acquired during the practical phase are essential for working in an institution providing access to information and information services, e.g. as a subject librarian, in the context of research management or in the role of an embedded librarian.</p> <p>The complexity of the questions and case studies in the assessment process ensures a high academic level of participants (as required by the Qualifications Framework for German Higher Education). The focus is on the synergy and consolidation of scientific and specific practical knowledge. If appropriate, sector-specific questions will be taken into account. The aim is to identify not only operational knowledge and experience but in particular the necessary ability to take the required perspective of a management</p>					

	<p>position and to recognize the necessity of generalization and abstraction, of a sound scientific foundation and an international perspective that come with such a position. Consequently, the implementation of this function-related perspective will be one of the main contents of the study programme. The required academic level is also ensured by the composition of the advisory committee whose members are exclusively university professors and qualified academic library practitioners in executive positions.</p> <p>The required amount of professional experience can be accumulated over a maximum period of five years before applying for admission to the course. The entire amount of professional experience must be completed at the time the students enter the degree course.</p>
Weight of module in final grade	Due to lacking comparability the practical phase module is not graded.
Prerequisites	
Teaching methods	Assessment test
Literature	
Additional information	Although the practical phase is not part of the actual study programme, the credits gained as a result of the assessment process are recognised as counting towards the overall required amount of credits for the degree course in accordance with the requirements and regulations of the legal framework for higher education. For legal reasons, the practical phase is listed as a separate module here.

Module name	ORG Organisation					
Teaching faculty	Module administrator: Prof. Dr. Achim Oßwald Dipl.-Bibl. Peter Slegers, N.N. (Adjunct lecturers teaching rhetoric and presentation techniques and project management)					
	Credits	Workload	Graded / not graded	Teaching contact	Semester of study	Duration
	4	120 hrs	Not graded	40 hrs	1 st semester	2 semesters
Description	<p>Sub-module ORG1 E-learning (Teaching contact: 20 hrs; self-study: 40 hrs; proportional credits: 2 CPs)</p> <p>Courses:</p> <p>a) Introduction to the learning management system and communication tools; teambuilding with regard to the objectives, tasks and organisation of the 1st study semester (Teaching contact: 8 hrs; self-study: 10 hrs)</p> <p>b) Rhetoric and presentation techniques (Teaching contact: 12 hrs; self-study: 30 hrs)</p> <p>Contents:</p> <p>a)</p> <ul style="list-style-type: none"> • Introduction to central services, the learning management system and important communication tools as well as the infrastructure of TH Köln • Sensitisation for team building processes; introduction to strengths and weaknesses of collaborative working and introduction of participants to each other • Introduction to the learning management system and important communication tools <p>b) Introduction to and practice of rhetoric and presentation techniques</p> <p>Sub-module ORG2 Project management (Teaching contact: 20 hrs; self-study: 40 hrs; proportional credits: 2 CPs)</p> <p>Courses:</p> <p>a) Introduction to the learning management system and communication tools; teambuilding with regard to the objectives, tasks and organisation of the practical project and the optional modules (Teaching contact: 8 hrs; self-study: 10 hrs)</p> <p>b) Project management (Teaching contact: 12 hrs; self-study: 30 hrs)</p> <p>Contents:</p> <p>a)</p> <ul style="list-style-type: none"> • Feedback about the 1st semester • Analysis of communication barriers in the learning management system • Thematic and organizational options for the coming semesters, especially with regard to the optional modules <p>b) Introduction to project management</p>					
Learning outcome/skills	<p>Sub-module ORG1 E-learning After successfully completing this module students</p> <p>in part a)</p> <ul style="list-style-type: none"> • are familiar with the aims and regulations of the degree course, 					

	<ul style="list-style-type: none"> • are able to use the available communication tools and procedures and understand their strengths and weaknesses, • are able to articulate mutual expectations and aims <p>in part b)</p> <ul style="list-style-type: none"> • have knowledge of selected presentation techniques and are able to use them, • are able to differentiate between presentations in German and English (upon participation of the English version of exercises) <p>Sub-module ORG2 Project management After successfully completing this module students</p> <p>in part a)</p> <ul style="list-style-type: none"> • are able to analyse thematic and organizational options for the coming semesters both on individual and group level <p>in part b)</p> <ul style="list-style-type: none"> • have knowledge of the basics of project management with regard to the coming semesters and are able to use it for the realisation of the practical project and the master's thesis.
Examination method	None
Prerequisites for allocation of credit points	<ul style="list-style-type: none"> • Completion of exercises dealing with the learning management system, presentation techniques and project management. • Participation in selection processes dealing with optional modules in the 3rd semester.
Weight of module in final grade	The module will not be graded.
Prerequisites	None
Teaching methods	<p>Seminar comprising</p> <ul style="list-style-type: none"> • presentations • group work • exercises on using the learning management system and communication tools • exercises on presentation and rhetoric techniques (group work in English or German language) • communication via the learning management system (e-mail, wiki, forum) • workshops
Literature	<p>- See: http://www.fh-koeln.de/en/academics/library-and-information-science-masters-program_8257.php</p> <p>- Publications on the study course: http://www.fh-koeln.de/studium/malis-publikationen_16241.php</p> <p>- Introduction to the learning management system moodle: https://moodle.org/</p> <p>- Bühler, Peter; Schlaich, Patrick 2013: Präsentieren in Schule, Studium und Beruf. 2. überarb. und erw. Aufl. Berlin, Heidelberg: Springer.</p> <p>Further links and publications on the module's topics will be provided prior to commencement of studies.</p>

Module name	MGT1 Management 1					
Teaching faculty	Module administrator: Prof. Dr. Simone Fühles-Ubach Ltd. Bibl.-Dir. Albert Bilo					
	Credits	Workload	Graded / not graded	Teaching contact	Semester of study	Duration
	4	120 hrs	Graded	15 hrs	1 st semester	1 semester
Description	<p>Courses:</p> <p>a) Library organisation and management (Teaching contact: 8 hrs; self-study: 55 hrs)</p> <p>b) Human resources executive management (Teaching contact: 7 hrs; self-study: 50 hrs)</p> <p>Contents:</p> <p>a)</p> <ul style="list-style-type: none"> • Controlling and finance • Customer and user research <p>b)</p> <ul style="list-style-type: none"> • Principles of leadership (aspects, tools and qualifications for executive management positions) • Human resources management as part of organizational management 					
Learning outcome/skills	<p>The focus of this module is on significant elements of leadership and organizational management. Students will be introduced to important aims and functions of executive management tasks. After successfully completing this module students</p> <p>in part a)</p> <ul style="list-style-type: none"> • are able to describe and assess different forms of structural and process organisation according to the respective context • have acquired knowledge and skills in the field of controlling as a central management tool, especially with regard to fiscal planning and management • are able to apply customer and user research methods as a basis of successful service and product development <p>in part b)</p> <ul style="list-style-type: none"> • are able to explain forms of leadership and human resources management and to assess tasks and aims of executive management in connection with human resources management • are able to apply principles of employee-oriented leadership and to analyse these principles as fundamental elements of attaining organizational objectives 					
Examination method	Part a) Written examination Part b) Short presentation					
Prerequisites for allocation of credit points	Passing the written examination and giving a short presentation on a module-specific topic.					
Weight of module in final grade	Module grade counts 5% towards the overall final grade for the degree course.					
Prerequisites	None					
Teaching methods	Seminar comprising <ul style="list-style-type: none"> • communication via the learning management system (e-mail, wiki, forum) 					

	<ul style="list-style-type: none"> • presentations
Literature	<p>Part a)</p> <ul style="list-style-type: none"> - Evans, Gayle Edward 2013: Management basics for information professionals. London: Facet Publishing. - Griebel, Rolf; Scheffler, Hildegard; Söllner, Konstanze [Hrsg.]: Praxishandbuch Bibliotheksmanagement. 2 Bd. Berlin: De Gruyter. Erscheint 2014. <p>Part b)</p> <ul style="list-style-type: none"> - Kanninger, Uwe Peter 2012: Organisationspsychologie. Göttingen: Hogrefe. - Personalmanagement. In: Erfolgreiches Management von Bibliotheken und Informationseinrichtungen. Hamburg: Dashöfer. Loseblatt. Bd. 2, Kap. 4. <p>Further links and publications on the module's topics will be provided prior to commencement of studies.</p>
Additional information	Successful completion of the Management 1 module is a prerequisite for participation in the Management 2 module.

Module name	BIG1 Library – Information – Society 1					
Teaching faculty	Module administrator: Prof. Dr. Haike Meinhardt					
	Credits	Workload	Graded / not graded	Teaching contact	Semester of study	Duration
	4	120 hrs	Graded	15 hrs	1 st semester	1 semester
Description	<p>Courses:</p> <p>a) The library system in Germany (Teaching contact: 10 hrs; self-study: 55 hrs)</p> <p>b) The library system in context with the science system and other information systems (Teaching contact: 5 hrs; self-study: 50 hrs)</p> <p>Contents:</p> <ul style="list-style-type: none"> • Librarianship in the context of other sub-systems of society • Legal and structural framework conditions, library legislation, funding institutions • Typology of libraries: dimensions, functions, and development of the different types of libraries in Germany; modes of operation and functioning specific to the different types • Librarianship as a system: functional classes of libraries, coordinating and central institutions, cooperation projects • Library policy: developments in library policy, representation of interests (library lobby), national and international library associations • Partners and co-actors on the levels of communal, federal, or national politics as well as in the field of science policy • Structure of the science system • Structure and modes of operation of neighbouring fields: archives, information and documentation, museums, infonomics 					
Learning outcome/skills	<p>After successfully completing this module students</p> <ul style="list-style-type: none"> • are aware of the interdependency of the functional requirements and structure of librarianship in past, present and future • have knowledge of and are able to assess legal and structural conditions and their consequences for library work • are capable of analysing the functionalities and modes of operation specific to different types of libraries comparatively • are familiar with centralised and decentralised institutions in the information sector and the services they offer, • understand librarianship as a system simultaneously based on cooperation and a functional division of labour and are able to develop conceptions for sustainable structures • have knowledge of and are able to develop and communicate aims and objectives of library policy • have learned to monitor developments in library policy and how to react to them adequately • have a good overview of the various groups representing the interests of libraries and are familiar with possibilities for active involvement in these groups • are familiar with the most important partners of libraries in the field of science, research, and science policy and will understand their modes of operation • have a good overview of fundamental structures in the field of science and research and are capable of assessing the impact of changes in these structures on librarianship • are familiar with the structure and mode of operation of 					

	neighbouring fields of the information industry such as archives, museums, information management and infonomics and have developed an openness for co-operations with these fields
Examination method	Presentation, written examination
Prerequisites for allocation of credit points	Combined assessment of presentation of main results at the end of the semester and a written examination (max. 90 minutes).
Weight of module in final grade	Module grade counts 5% towards the overall final grade for the degree course.
Prerequisites	None
Teaching methods	Seminar comprising <ul style="list-style-type: none"> • introductory overview • extensive lecture notes • exercises on each topic to be completed by the students (homework) • communication via the learning management system (e-mail, wiki, forum) • presentation of results and group discussion during the on-campus session
Literature	<ul style="list-style-type: none"> - Bates, Marcia J.; Maack, Mary Niles [Hrsg.] 2012: Encyclopedia of Library and Information Sciences. 3. Aufl. New York: Taylor & Francis. - Flämig, Christian; Krüger, Hartmut; Kimminich, Otto 1996: Handbuch des Wissenschaftsrechts. 2 Bd. 2. vollst. Überarb. Und erw. Aufl. Berlin: Springer. - Gradmann, Stefan; Umlauf, Konrad [Hrsg.] fortl. seit 2009: Lexikon der Bibliotheks- und Informationswissenschaft. Loseblattwerk. Stuttgart: Hierseemann. - Gradmann, Stefan; Umlauf, Konrad [Hrsg.] 2012: Handbuch Bibliothek. Geschichte, Aufgaben, Perspektiven. Stuttgart, Weimar: Metzler. - Plassmann, Engelbert et al. 2011: Bibliotheken und Informationsgesellschaft in Deutschland: eine Einführung. 2., gründlich überarb. und erw. Aufl. Wiesbaden: Harrassowitz.

Module name	MD1 Metadata 1					
Teaching faculty	Module administrator: Prof. Dr. Achim Oßwald Prof. Margarete Payer; Prof. Dr. Vivien Petras					
	Credits	Workload	Graded / not graded	Teaching contact	Semester of study	Duration
	4	120 hrs	graded	15 hrs	1 st semester	1 semester
Description	<p>Courses:</p> <p>a) Principles of structured document description, metadata (Teaching contact: 8 hrs; self-study: 50 hrs)</p> <p>b) Basics of knowledge organisation and representation/subject cataloguing (Teaching contact: 7 hrs; self-study: 55 hrs)</p> <p>Contents:</p> <p>a)</p> <ul style="list-style-type: none"> • Structure and principles underlying the descriptive cataloguing standards used in current practice: models and resulting standards • International standard formats: MARC 21 and BibFrame • Editing, formatting, and processing bibliographic data for/in library databases; aspects relevant to the exchange of data between different systems <p>b)</p> <ul style="list-style-type: none"> • Methods, forms, and techniques of subject cataloguing • Techniques for content analysis; principles of representing content in classification systems or verbal indexing languages • Theory and analysis of documentary languages (classification systems, thesauri, subject indexing schemes) • Exemplary presentation of documentary languages • Criteria for the qualitative assessment of indexing techniques 					
Learning outcome/skills	<p>After successfully completing this module students</p> <ul style="list-style-type: none"> • are able to explain the structures and principles underlying bibliographic description standards used in current practice and to assess the consequences of new developments, • have knowledge of the specificities of standard data formats used in libraries in Germany and other countries and are able to participate in technical discussions • are familiar with familiar with the conditions and principles of the exchange of bibliographic data between institutions providing access to information and information services • are familiar with the basic principles of content analysis and know how to apply these to different types of media • are capable of applying methods, forms, and techniques of subject cataloguing to solve concrete problems • are familiar with the theory of documentary languages (classification systems, thesauri, subject indexing schemes) and the representation of content in classification systems and/or verbal indexing languages and enhance their skills by solving practical problems 					
Examination method	Term paper, exercises and presentation of work results during the on-campus session at the end of the semester or via the learning management system.					
Prerequisites for allocation of credit points	Combined assessment of successful completion of exercises, term paper (presentation and critical analysis of selected problems) and presentation of work results during the on-campus session at the end of the semester or via the learning management system.					
Weight of module in final	Module grade counts 5% towards the overall final grade for the degree					

grade	course.
Prerequisites	None
Teaching methods	<p>Seminar comprising</p> <ul style="list-style-type: none"> • communication via the learning management system (e-mail, wiki, forum) • introductory overview • lecture notes • exercises to be completed by the students (homework) • presentation of results and group discussion during the on-campus session
Literature	<ul style="list-style-type: none"> - Bertram, Jutta 2005: Einführung in die inhaltliche Erschließung, Grundlagen – Methoden – Instrumente. Würzburg: Ergon. - IFLA Study Group on the Functional Requirements for Bibliographic Records 2009: Funktionale Anforderungen an bibliografische Datensätze: Abschlussbericht der IFLA Study Group on the Functional Requirements for Bibliographic Records. Leipzig u. a.: Deutsche Nationalbibliothek. http://www.ifla.org/files/cataloguing/frbr/frbr_2009_de.pdf - Joint Steering Committee for Development of RDA [Hrsg.] 2011: RDA – Resource Description & Access. Loseblattsammlung. Chicago: ALA. - Peters, Isabella 2009: Folksonomies: Indexing and Retrieval in Web 2.0. Knowledge and Information. Bd. 1. Berlin: De Gruyter, Saur. <p>Further links and publications on the module's topics will be provided prior to commencement of studies.</p>

Module name	IDL1 Information Resources and Information Services 1					
Teaching faculty	Module administrator: Prof. Dr. Hermann Rösch Prof. Dr. Inka Tappenbeck					
	Credits	Workload	Graded / not graded	Teaching contact	Semester of study	Duration
	4	120 hrs	Graded	15 hrs	1 st semester	1 semester
Description	<p>Courses:</p> <p>a) Reference tools and bibliographic materials (Teaching contact: 6 hrs; self-study: 55 hrs)</p> <p>b) Virtual information access systems/subject-specific information tools on the Web (Teaching contact: 9 hrs; self-study: 50 hrs)</p> <p>Contents:</p> <ul style="list-style-type: none"> • Typology of reference tools (catalogues, bibliographies, periodical catalogues, encyclopaedias, search engines, etc.) • Typology of subject-specific information resources on the Internet (subject gateways, virtual subject libraries, subject portals, hosts) • Typology of virtual information access systems • Current trends in the development of information resources and information access systems • Usage of information resources and information access systems in practical library work • Criteria for the evaluation of the functionality of information resources and information access systems • Future trends in the development and use of information resources and information access systems 					
Learning outcome/skills	<p>After successfully completing this module students</p> <ul style="list-style-type: none"> • have a historical and typological overview of the entire spectrum of reference and bibliographic materials and are able to assess their role for library practice critically • are capable of using these resources competently • are able to explain and assess comparatively the special characteristics of subject-specific information resources on the Internet with regard to their genesis, their functionalities and their quality • are able to explain and assess the special characteristics of virtual information access systems with regard to their genesis and functionalities • are aware of current trends in the field of reference resources and information access systems and are able to reflect on these trends critically • are familiar with general criteria for the assessing of the service potential of information resources and information access systems and know how to apply these criteria • are capable of independently developing concepts for the use and development of information resources and information access systems 					
Examination method	Combined assessment of term paper and presentation.					
Prerequisites for allocation of credit points	Combined assessment of written assignment (presentation and critical analysis of selected information resources from the (major) subject of the student's first degree), presentation of work results during the on-campus session at the end of the semester and via the learning management system and a written term paper.					
Weight of module in final	Module grade counts 5% towards the overall final grade for the degree					

grade	course.
Prerequisites	None
Teaching methods	<p>Seminar comprising</p> <ul style="list-style-type: none"> • introductory overview • extensive lecture notes • exercises on the topics of the seminar “Reference tools and bibliographic materials” to be completed by the students • instruction of students in the examination of information resources relevant to the subject of their first degree; instruction in the presentation of results • communication via the learning management system (e-mail, wiki, forum) • group discussions during the on-campus sessions (continued on the learning management system)
Literature	<ul style="list-style-type: none"> - Gantert, Klaus; Hacker, Rupert 2008: Bibliothekarisches Grundwissen. 8., neu bearb. u. erw. Aufl. München: Saur. - Lauber-Reymann, Margrit 2010: Informationsressourcen. Ein Handbuch für Bibliothekare und Informationsspezialisten. Berlin, New York: De Gruyter. - Lewandowski, Dirk [Hrsg.] 2009-2013. Handbuch Internet-Suchmaschinen. Bd. 1-3. Heidelberg: Akademische Verlagsgesellschaft. - Schreiber, Klaus [Hrsg.] fortl. seit 2009: Informationsmittel. Digitales Rezensionsorgan für Bibliothek und Wissenschaft (IFB). http://ifb.bsz-bw.de/ <p>Further links and publications on the module’s topics will be provided prior to commencement of studies.</p>

Module name	IT1 Information Technology 1					
Teaching faculty	Module administrator: Prof. Dr. Achim Oßwald					
	Credits	Workload	Graded / not graded	Teaching contact	Semester of study	Duration
	4	120 hrs	graded	15 hrs	1 st semester	1 semester
Description	<p>Courses: IT in libraries – innovations and effects</p> <p>Contents:</p> <ul style="list-style-type: none"> • Development and structural functions of applying information technology in libraries and other institutions providing access to information and information services • Functional requirements on process-oriented integrated library management systems • Market overview of integrated library management systems • Survey of mobile, cloud-based and collaborative applications used in libraries and other institutions providing access to information and information services and the technical requirements for institutions and users • Technical and organizational requirements in making available target-group-specific digital media (esp. electronic journals, e-books, and other multimedia objects) 					
Learning outcome/skills	<p>After successfully completing this module students</p> <ul style="list-style-type: none"> • are able to present the development, tasks, and current importance of the use of IT in libraries • are capable of phrasing current requirements on integrated library systems for specifications sheets and of determining necessary (library type- and organisation-specific) modifications • are able to explain customer-specific service options available for the extension of current IT-based solutions for information providers • are able to define the technical requirements for institution-specific IT solutions and to negotiate these with service providers, • are capable of describing relevant cost factors and management questions of digital media applications in libraries 					
Examination method	Term paper and poster presentation.					
Prerequisites for allocation of credit points	Combined assessment of term papers and presentations.					
Weight of module in final grade	Module grade counts 5% towards the overall final grade for the degree course					
Prerequisites	None					
Teaching methods	<p>Seminar comprising</p> <ul style="list-style-type: none"> • introductory overview using presentations and extensive lecture notes • exercises on each topic to be completed by the students • communication via the learning management system (e-mail, wiki, forum) • group discussions during on-campus sessions, continued on the learning management system • poster sessions/open space presentations 					
Literature	<p>- Albrecht, Jörg 2010: Integrierte elektronische Bibliothekssysteme in wissenschaftlichen Bibliotheken Deutschlands. Diss. Berlin: Humboldt-Universität.</p> <p>- Breeding, Marshall: Automation Marketplace. http://www.librarytechnology.org</p>					

	<p>Deutsche Forschungsgemeinschaft 2012: DFG-Positionspapier: Die digitale Transformation weiter gestalten. Der Beitrag der Deutschen Forschungsgemeinschaft zu einer innovativen Informationsinfrastruktur für die Forschung. http://www.dfg.de/download/pdf/foerderung/programme/lis/positionspapier_digitale_transformation.pdf</p> <ul style="list-style-type: none">- Grant, Carl 2012: The Future of Library Systems: Library Services Platforms. In: Information Standards Quarterly 24, 2012, S. 4-15. <p>Further links and publications on the module's topics will be provided prior to commencement of studies.</p>
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Module name	MGT2 Management 2					
Teaching faculty	Module administrator: Ltd. Bibl.-Dir. Albert Bilo Prof. Dr. Simone Fühles-Ubach					
	Credits	Workload	Graded / not graded	Teaching contact	Semester of study	Duration
	4	120 hrs	Graded	15 hrs	2 nd semester	1 semester
Description	<p>Courses: a) Organisation development (Teaching contact: 7 hrs; self-study: 50 hrs) b) Human resource development (Teaching contact: 8 hrs; self-study: 55 hrs)</p> <p>Contents: a) Strategic management/change management b) Aspects of human resource development in practice</p>					
Learning outcome/skills	<p>Students will be introduced to instruments of organisation development and human resource development. Students will gain an understanding of organisation development and human resource development as a basis of successful organizational management. After successfully completing this module students</p> <p>in part a)</p> <ul style="list-style-type: none"> • are able to analyse change processes taking different models into consideration and to assess concrete situations and to plan further procedures • are capable of defining long-term (strategic) objectives complying with the visions, missions and general principles of libraries and gain knowledge of the overall process of strategy development by way of examples <p>in part b)</p> <ul style="list-style-type: none"> • are able to develop and apply HR change management processes • understand HR development as a strategy to achieve objectives • have learned to assess the effectiveness of HR development instruments and know how to use them 					
Examination method	Part a) Short presentation Part b) Poster					
Prerequisites for allocation of credit points	Combined assessment of a short presentation and a poster presentation on module-specific topics.					
Weight of module in final grade	Module grade counts 5% towards the overall final grade for the degree course					
Prerequisites	Completion of the Management 1 module.					
Teaching methods	Seminar comprising <ul style="list-style-type: none"> • communication via the learning management system (e-mail, wiki, forum) • presentations 					
Literature	Part a) <ul style="list-style-type: none"> - Bryer, Lanning G.; Lebson, Scott J; Asbell Matthew D. 2011: Intellectual Property Strategies for the 21st Century Corporation: A Shift in Strategic and Financial Management. Hoboken, NJ: Wiley & Sons. - Farnam Dudden, Rosalind 2007: Using benchmarking, needs assessment, quality improvement, outcome measurement, and library standards. New York: Neal-Schuman Publishers. - Mittrowann, Andreas; Motzko, Meinhard; Hauke, Petra [Hrsg.] 2011: Bibliotheken strategisch steuern: Projekte, Konzepte, Perspektiven. Bad Honnef: Bock + Herchen. 					

	<p>Part b)</p> <ul style="list-style-type: none">- Degkwitz, Andreas [Hrsg.] 2012: Personal- und Organisationsentwicklung in Bibliotheken. Berlin: De Gruyter.- Eckes, Annette 2011: Strategische Personalentwicklung als Aufgabe für Management und Führungskräfte. Ein Beitrag zur Organisationsentwicklung in Bibliotheken. In: B.I.T. Online 14, 2011, S. 38-40. <p>Further links and publications on the module's topics will be provided prior to commencement of studies.</p>
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Module name	BIG2 Library – Information – Society 2					
Teaching faculty	Module administrator: Prof. Dr. Hermann Rösch Oliver Hinte					
	Credits	Workload	Graded / not graded	Teaching contact	Semester of study	Duration
	4	120 hrs	Graded	15 hrs	2 nd semester	1 semester
Description	<p>Courses: a) Historical, sociological and ethical aspects of German and international librarianship (Teaching contact: 7 hrs; self-study: 50 hrs) b) Legal aspects of librarianship and information systems (Teaching contact: 8 hrs; self-study: 55 hrs)</p> <p>Contents: a)</p> <ul style="list-style-type: none"> • The conception, development, disintegration (as well as destruction) of libraries and information systems in German and international history, in particular in the context of social history • The development of the library from an erratic isolated phenomenon to a functionally differentiated library system • Historical aspects of the development of functions and tasks of the library • The exemplary analysis of the development of important international libraries, their outstanding achievements, and the impetus they have given to librarianship • Debates and movements of library policy and theory, as well as their effects on librarianship • Important (historical) personalities; development of library science as a discipline • Development of neighbouring fields (archives, museums, documentation) in relation to libraries • Development of the professional image, socialisation of the profession • German and international professional library ethics • Library ethics as a sub-discipline of information ethics • Questions and problems of information ethics (censorship, the Freedom of Information Law, Open Access, equality, digital divide, neutrality, etc.) • Basic sociological knowledge and its application to the various fields of librarianship/library work • Libraries as social systems and their environment <p>b)</p> <ul style="list-style-type: none"> • Relevant aspects of library law, administrative law, personnel law, and civil law • Copyright law and current European and international developments • Concepts of digital rights management and their implications for institutions providing access to information and information services 					
Learning outcome/skills	After successfully completing this module students in part a) <ul style="list-style-type: none"> • are able to describe the (historical) development of libraries and 					

	<p>other information providers as well as their systemic, functional, and typological differentiation over the course of history</p> <ul style="list-style-type: none"> • have developed a fundamental understanding for the social conditions of libraries and other institutions providing access to information and information services • are capable of reflecting on the roots and functioning of today's libraries/information providers based on their historical development • are aware of regularities in the historical development, and of mapping these onto present and possible future scenarios • have developed an awareness of their own profession, its genesis, professional identity, and ethics • understand (recent and historical) changes of the professional image and are capable of estimating future developments • have a well-grounded knowledge of the development of their own discipline, enabling them to assess its achievements and deficits, • are able to make practical use of sociological knowledge in library work • are capable of debating past and current questions pertaining to both professional and information ethics, and of positioning themselves clearly with regard to these issues • have the ability to translate theoretical positions of professional and information ethics into concepts applicable in library work <p>in part b)</p> <ul style="list-style-type: none"> • are able to describe library-related legal basics • have knowledge of the structure and impacts of copyright law • know different concepts of digital rights management and their practical implications
Examination method	Term paper, presentation and written examination.
Prerequisites for allocation of credit points	Combined assessment of term paper, presentation and written examination.
Weight of module in final grade	Module grade counts 5% towards the overall final grade for the degree course
Prerequisites	Completion of the Library – Information – Society 1 module.
Teaching methods	<p>Seminar comprising</p> <ul style="list-style-type: none"> • extensive lecture notes • exercises on each topic to be completed by the students (homework) • communication via the learning management system (e-mail, wiki, forum) • presentation of results and group discussion during the on-campus session or via the learning management system
Literature	<p>Library history:</p> <ul style="list-style-type: none"> - Jochum, Uwe 2007: Kleine Bibliotheksgeschichte. 3. Aufl. Stuttgart: Reclam. - Thauer, Wolfgang; Vodosek, Peter 1990: Geschichte der Öffentlichen Bücherei in Deutschland. 2. erw. Aufl. Wiesbaden: Harrassowitz. <p>Library sociology:</p> <ul style="list-style-type: none"> - Plassmann, Engelbert et al. 2011: Bibliotheken und Informationsgesellschaft in Deutschland: eine Einführung. 2., gründlich überarb. und erw. Aufl. Wiesbaden: Harrassowitz. (Kap. 1 und 2). <p>Library ethics:</p> <ul style="list-style-type: none"> - Rösch, Hermann 2012: Ethik in der bibliothekarischen Praxis – bibliothekarische Berufsethik. In: Hohoff, Ulrich; Lülfiing, Daniela [Hrsg.]:

Bibliotheken für die Zukunft – Zukunft für die Bibliotheken. 100. Deutscher Bibliothekartag in Berlin 2011. Hildesheim u. a.: Olms 2012, S. 209-221.

<http://publiscologne.th-koeln.de/frontdoor/index/index/docId/115>

Law:

- Bartlakowski, Katja; Talke, Armin; Steinhauer, Eric W. 2010: Bibliotheksurheberrecht. Ein Lehrbuch für Praxis und Ausbildung. Bad Honnef: Bock + Herchen.
- Juraschenko, Bernd [Hrsg.] 2013: Praxishandbuch Recht für Bibliotheken und Informationseinrichtungen. Hrsg. Von Bernd Juraschko. Berlin u. a.: De Gruyter Saur.

Further links and publications on the module's topics will be provided prior to commencement of studies.

Module name	MD2 Metadata 2					
Teaching faculty	Module administrator: Prof. Dr. Achim Oßwald Prof. Dr. Heike Neuroth					
	Credits	Workload	Graded / not graded	Teaching contact	Semester of study	Duration
	4	120 hrs	Graded	15 hrs	2 nd semester	1 semester
Description	<p>Course: Organising information: Metadata and the organisation of knowledge</p> <p>Contents:</p> <ul style="list-style-type: none"> • Principles of metadata and concepts underlying information retrieval • The basic theoretical principles of information retrieval • Use of metadata elements in the realisation of specific retrieval mechanisms • The functioning of retrieval systems and their tools (search strategies, browsing, ranking, sorting, etc.) • Display mechanisms of search results • Concepts of metadata schemes for specific tasks with defined target groups, products, etc. • Development of a retrieval concept for a self-defined portal with identification of the relevant tools • Research strategies and techniques • Participatory retrieval (social tagging, folksonomies) and possible integration of controlled vocabulary in information services/portals 					
Learning outcome/skills	<p>After successfully completing this module students</p> <ul style="list-style-type: none"> • are able to understand the basic theoretical principles of information retrieval and search engine technologies • have knowledge of the principles of metadata and the relevant concepts of information retrieval, including German and international developments and discussions • understand the most important methods, procedures and tools of information retrieval and are able to evaluate them, • are able to apply criteria for comparison and assessment of retrieval systems and tools • are capable of using effective search strategies and of discussing their respective advantages and disadvantages • are capable of understanding preconditions for using the various systems for the organisation of knowledge on the Internet as well as of managing the process of setting up selected systems • are able to understand the integration of heterogeneous information resources, taking different (e.g. semantical, syntactical or technical) levels of interoperability into account • are able to explain participatory retrieval (social tagging, folksonomies) and the possible integration of controlled vocabulary • are capable of identifying weaknesses of existing information systems in navigation, browsing, and searching, and of developing strategies for improvement in order to offer consulting services in this field 					
Examination method	Presentation and term paper (in teams)					
Prerequisites for allocation of credit points	Combined assessment of presentation and term paper.					
Weight of module in final	Module grade counts 5% towards the overall final grade for the degree					

grade	course
Prerequisites	Completion of the Metadata 1 module.
Teaching methods	<p>Seminar comprising</p> <ul style="list-style-type: none"> • introductory overview • extensive lecture notes • exercises on each topic to be completed by the students • communication via the learning management system (e-mail, wiki, forum) • group presentation of results and group discussion during the on-campus sessions
Literature	<ul style="list-style-type: none"> - Arbeitsstelle für Standardisierung [Hrsg.] 2006: Funktionelle Anforderungen an Bibliografische Datensätze (FRBR), Abschlussbericht der IFLA Study Group on the Functional Requirements for Bibliographic Records: http://d-nb.info/981794572/34. - Caplan, Priscilla; Library of Congress Network Development and MARC Standards Office [Hrsg.] 2009: PREMIS verstehen, dt. Übersetzung von Tobias Beinert: www.loc.gov/standards/premis/understanding_premis_german.pdf. - Dublin Core User Guide: ANSI/NISO Z39.85 The Dublin Core Metadata Element Set 2007: http://wiki.dublincore.org/index.php/User_Guide. - Kompetenzzentrum interoperable Metadaten / KIM (Hrsg.) 2007: Deutsche Übersetzung des Dublin-Core-Metadaten-Elemente-Sets, Version 1.1: http://d-nb.info/98646919x/34. - Singapore Framework von DCMI, übersetzt in die deutsche Sprache: http://colab.mpg.de/mediawiki/ApplicationProfiles/Singapore_Framework_German.

Module name	IDL2 Information Resources and Information Services 2					
Teaching faculty	Module administrator: Prof. Dr. Inka Tappenbeck Prof. Dr. Hermann Rösch					
	Credits	Workload	Graded/ not graded	Teaching contact	Semester of study	Duration
	4	120 hrs	Graded	15 hrs	2 nd semester	1 semester
Description	Contents: <ul style="list-style-type: none"> • The characteristics of information services compared to other services • Definitions and concepts of library information services • Typology of library information services (active, passive, functional, direct/indirect) • The services portfolio of academic and public libraries and other institutions providing information services in Germany • Information services in international comparison • Information services in focus 1: reference (incl. digital reference, and cooperative reference) • Information services in focus 2: teaching information literacy and reading skills • Information services in focus 3: publication services (incl. open access) • Methods of reference and information services • Conception and organisation of information services • Criteria for the evaluation of information services 					
Learning outcome/skills	After successfully completing this module students <ul style="list-style-type: none"> • are able to describe the characteristics of information services compared to other services • have knowledge of main definitions and concepts of library information services in their historical context and are able to reflect on them • are capable of categorising the multiplicity of existing information services typologically and of understanding the implications of the various conceptions for practical work • are able to present the service portfolio of a library or other institution providing access to information and information services • have knowledge of the scope of information services in international comparison • are able to explain and analyse selected information services (focuses 1-3) with regard to their historical context, contemporary relevance, features and forms and related problems • have learned to explain the methods of information services and of putting them into practice • have learned to develop perspectives for future use and developments of information services • are capable of describing current trends in the development of information services and of assessing them critically 					
Examination method	Term paper, poster and presentation.					
Prerequisites for allocation of credit points	Combined assessment of term paper, poster and presentation.					
Weight of module in final grade	Module grade counts 5% towards the overall final grade for the degree course.					
Prerequisites	Completion of Information Resources and Information Services 1 module.					

Teaching methods	Seminar comprising <ul style="list-style-type: none"> • extensive lecture notes • exercises to be completed by the students • communication via the learning management system (e-mail, wiki, forum) • presentation of outcomes (group discussions) during the on-campus sessions
Literature	<ul style="list-style-type: none"> - Becker, Tom [Hrsg.] 2007: Was für ein Service! Entwicklung und Sicherung der Auskunftsqualität von Bibliotheken. Wiesbaden: Dinges & Frick. - Ingold, Marianne 2005: Das bibliothekarische Konzept der Informationskompetenz: ein Überblick. Berlin: Institut für Bibliothekswissenschaft der Humboldt-Universität zu Berlin. (Berliner Handreichungen zur Bibliothekswissenschaft ; 128). - Schmidt, Birgit 2006: Open Access. Freier Zugang zu wissenschaftlichen Publikationen – das Paradigma der Zukunft? Berlin: Institut für Bibliotheks- und Informationswissenschaft der Humboldt-Universität zu Berlin. (Berliner Handreichungen zur Bibliotheks- und Informationswissenschaft ; 144). - Sühl-Strohmenger, Wilfried 2008: Digitale Welt und Wissenschaftliche Bibliothek – Informationspraxis im Wandel. Determinanten, Ressourcen, Dienste, Kompetenzen. Eine Einführung. Wiesbaden: Harassowitz.

Module name	IT2 Information Technology 2					
Teaching faculty	Module administrator: Prof. Dr. Achim Oßwald Dr. Peter Kostädt					
	Credits	Workload	Graded / not graded	Teaching contact	Semester of study	Duration
	4	120 hrs	Graded	15 hrs	2 nd semester	1 semester
Description	<p>Courses:</p> <p>a) Current trends and developments in information technology (Teaching contact: 11 hrs; self-study: 85 hrs)</p> <p>b) Curation and preservation of digital objects (Teaching contact: 4 hrs; self-study: 20 hrs)</p> <p>Contents:</p> <p>a)</p> <ul style="list-style-type: none"> • Search technologies: Relational databases, metasearch systems, catalogue search systems and discovery systems • Analysis and assessment of search technology in commercial and non-commercial contexts • Digital libraries: technical and organizational requirements in making available digitized and born digital media (e-journals, e-books, and other multimedia objects) • The functional expansion of digital library applications (e.g. catalogue enhancement, mashups, PDA) • Software ergonomics and Web usability • Semantic Web and Linked Open Data in the library context <p>b)</p> <ul style="list-style-type: none"> • Principles, concepts and applications in the curation, preservation and long-term availability of digital objects • Implementing concepts for the curation, preservation and long-term availability of digital objects in selected case studies (different object types) • Determining significant target audience-specific characteristics of digital objects by means of case studies 					
Learning outcome/skills	<p>After successfully completing this module students</p> <ul style="list-style-type: none"> • are capable of explaining different search technologies and of describing their conceptual implications for libraries and other institutions providing access to information and information services • are able to identify and explain relevant aspects, services, and components of digital library applications • have learned to identify relevant IT prerequisites for digital library applications and to estimate the respective financial and personnel costs • are able to apply criteria for a functional assessment of the services potential and usability of digital libraries • have knowledge of the principles of Semantic Web and are able to estimate their implication for future applications in libraries and other institutions providing access to information and information services • are capable of identifying and analysing conceptual and operative strategies for the long-term preservation of digital objects 					

	<ul style="list-style-type: none"> • are able to outline curation and preservation measures for selected application contexts and object types
Examination method	Term paper and presentation
Prerequisites for allocation of credit points	Combined assessment of written exercises on the topic and analysis and conception of an application in a team.
Weight of module in final grade	Module grade counts 5% towards the overall final grade for the degree course.
Prerequisites	Completion of the Information Technology 1 module.
Teaching methods	Seminar comprising <ul style="list-style-type: none"> • introductory overview using presentations and additional digital teaching material • extensive lecture notes • exercises • communication via the learning management system (e-mail, wiki, forum)
Literature	<ul style="list-style-type: none"> - Bergmann, Julia; Danowski, Patrick [Hrsg.] 2010: Handbuch Bibliothek 2.0. Berlin: De Gruyter Saur. http://dx.doi.org/10.1515/9783110232103 - Nielsen, Jacob; Loranger, Hoa 2008: Web Usability. München : Addison Wesley. - Danowski, Patrick; Pohl, Adrian [Hrsg.] 2013: (Open) linked data in Bibliotheken. Berlin : De Gruyter Saur. http://dx.doi.org/10.1515/9783110278736 - Neuroth, Heike et al. [Hrsg.] 2009: nestor Handbuch. Eine kleine Enzyklopädie der digitalen Langzeitarchivierung. Boizenburg: Verlag Werner Hülsbusch. - Neuroth, Heike et al. [Hrsg.] 2012: Langzeitarchivierung von Forschungsdaten. Eine Bestandsaufnahme. Boizenburg: Verlag Werner Hülsbusch.

Module name	PP Practical Project					
Teaching faculty	Module administrator: Prof. Dr. Achim Oßwald All faculty as well as suitable external experts/practitioners (in compliance with § 9 of the examination regulations).					
	Credits	Workload	Graded / not graded	Teaching contact	Semester of study	Duration
	10	250 hrs	Graded	24 hrs	3 rd semester	2 semesters
Description	<p>Sub-module PP1 Project (graded) (Teaching contact: 8 hrs; self-study: 192 hrs; proportional credits: 8 CPs)</p> <p>Project in one of the following fields:</p> <ul style="list-style-type: none"> • Management • Library – Information – Society • Metadata • International Issues • Information Resources and Information Services • Information Technology <p>In accordance with the qualification objectives the contents of this module cannot be stipulated here. Possible topics for the practical project are:</p> <ul style="list-style-type: none"> • Public/academic libraries: current topics and trends • Changes in publishing (copyright law etc.) • Services marketing • Quality management • Data and knowledge management in research institutions • International framework conditions and structures of librarianship/the information industry • Promotion of science • International library and information policy • International tendencies in the education of LIS professionals; comparison of institutions/services • Information literacy (Teaching Library/Librarian) • E-learning • Web 2.0, Social Media • Personalisation • Curation and preservation of digital objects • Web technologies <p>Sub-module PP2 Project presentation (Teaching contact: 16 hrs; self-study: 34 hrs; proportional credits: 2 CPs)</p> <p>As part of the project presentation, each student presents his/her project (e.g. as a poster presentation or as a short presentation within a specific time frame).</p> <p>Students will be able to present, discuss and reflect on their experiences with preparing the project work and will learn how to apply their findings to other contexts. This applies in particular to work methodology, project management as well as scientific research methodologies.</p>					
Learning outcome/skills	<p>Sub-module PP1 Project</p> <p>In the context of the practical project, each student will research a particular (practice-related) problem within a specific time frame and in cooperation with persons from library practice. Students will make use of scholarly methods in their research and present the project's progress and</p>					

	<p>their results at the end of their project in a project report or project paper.</p> <p>Sub-module PP2 Project presentation As part of the project presentation, students will prove their ability to present the central outcomes, the applied methodologies as well as findings beyond the research question as part of a (poster) presentation. Students will discuss their findings in the light of the current professional discourse and to reflect their individual experiences against the experiences of other participants.</p>
Examination method	The submitted project report or project paper will be assessed using an evaluation form that refers to the respective form.
Prerequisites for allocation of credit points	Students must submit a project report or project paper in due time and in the required form, including documents on the process and results of the project (PP1) and give a presentation of the project (PP2).
Weight of module in final grade	Module grade counts 10% towards the overall final grade for the degree course.
Prerequisites	Completion of the Organisation module and three further modules from the 1 st semester of study.
Teaching methods	<ul style="list-style-type: none"> • Individual supervision referring to general information on form, content and assessment standards of the project report/project paper • Communication via the learning management system (e-mail, wiki, forum) • Multilateral communication during project presentation
Literature	<ul style="list-style-type: none"> - Oßwald, Achim et al. [Hrsg.] 2014: MALIS-Praxisprojekte 2014. Projektberichte aus dem berufsbegleitenden Masterstudiengang Bibliotheks- und Informationswissenschaft der Fachhochschule Köln. Wiesbaden: Dinges & Frick. (B.I.T.online Innovativ ; 50) - Oßwald, Achim et al. [Hrsg.] 2013: MALIS-Praxisprojekte 2013. Projektberichte aus dem berufsbegleitenden Masterstudiengang Bibliotheks- und Informationswissenschaft der Fachhochschule Köln. Wiesbaden: Dinges & Frick. (B.I.T.online Innovativ ; 44) - Oßwald, Achim et al. [Hrsg.] 2012: MALIS-Praxisprojekte 2012. Projektberichte aus dem berufsbegleitenden Masterstudiengang Bibliotheks- und Informationswissenschaft der Fachhochschule Köln. Wiesbaden: Dinges & Frick. (B.I.T.online Innovativ ; 40) - Oßwald, Achim et al. [Hrsg.] 2011: MALIS-Praxisprojekte 2011. Projektberichte aus dem berufsbegleitenden Masterstudiengang Bibliotheks- und Informationswissenschaft der Fachhochschule Köln. Wiesbaden: Dinges & Frick. (B.I.T.online Innovativ ; 35)
Additional information	Sub-module ORG2 (Organisation module, 2 nd semester) provides basic knowledge of project management which is useful for the realisation of the project. Additionally, a wiki with various information, which will be updated on a regular basis, is available in the learning management system.

Module name	MGT3 Management 3					
Teaching faculty	Module administrator: Prof. Dr. Ursula Georgy Ltd. Bib.-Dir. Albert Bilo; Prof. Dr. Simone Fühles-Ubach					
	Credits	Workload	Graded / not graded	Teaching contact	Semester of study	Duration
	4	120 hrs	Graded	15 hrs	3 rd semester	1 semester
Description	<p>Courses:</p> <p>a) Organisation and human resource development in practice (Teaching contact: 5 hrs; self-study: 35 hrs)</p> <p>b) Strategic marketing (Teaching contact: 5 hrs; self-study: 35 hrs)</p> <p>c) Innovation management (Teaching contact: 5 hrs; self-study: 35 hrs)</p> <p>Contents:</p> <p>a) Drawing on the contents of the previous Management modules MGT1 and MGT2 this module focuses on organisation and human resource development in practice by looking at various case studies and scenarios. In addition to aspects of change management in an institution the implementation of guiding principles in human resources management is discussed here.</p> <p>b) The sustainability of libraries and institutions providing access to information and information services depends crucially on their ability to anticipate social, political, economic and technological developments and to present innovative service concepts in their cultural and educational context. The versatility of the services offered, the rapid development of new forms of media, the heterogeneity of the target groups, the differentiated (public) functions as well as the financial competition with other institutions place high demands on the profile and marketing activities of libraries and institutions providing access to information and information services. Therefore, strategic marketing is essential for libraries and information providers in order to face the current challenges, to use resources efficiently and to successfully position themselves in a competitive field.</p> <p>The following topics will be covered:</p> <ul style="list-style-type: none"> • Characteristics of information services • Tools and methods of strategic marketing (Ansoff matrix, portfolio analysis, SWOT analysis, etc.) • Extended marketing mix (7 Ps) • Branding and profiling <p>c) Increasing competition in the highly dynamic information market is a continuous challenge for libraries and institutions providing access to information and information services. New solutions and innovative services and products must be developed and existing services must be adapted to current trends and demands. This module gives an overview of the tasks of innovation management and its importance and necessity for libraries and institutions providing access to information and information services:</p> <ul style="list-style-type: none"> • Innovation management: motivation, awareness, drivers, barriers • Innovation concepts, forms and models • Specific features of service innovations <p>The following steps are interlinked in the complex field of strategic innovation management and will be presented and discussed in this module:</p> <ul style="list-style-type: none"> • Generating ideas and methods (including creativity techniques, 					

	<p>analogies, open innovation)</p> <ul style="list-style-type: none"> • Evaluation of ideas (e.g. rating) • Implementation of ideas • Reuse of ideas • Introduction to products and services – strategies and success factors <p>One of the essential elements of innovation management is the recognition of new technology and market trends and the implementation of suitable strategies. The focus of this module is on providing the relevant know-how:</p> <ul style="list-style-type: none"> • Ad-hoc innovation impulses • Technology monitoring • Technology road mapping <p>Best practice solutions from libraries, other non-profit institutions as well as from small and medium-sized enterprises (SMEs) will be presented.</p>
Learning outcome/skills	<p>After successfully completing this module students</p> <p>in part a)</p> <ul style="list-style-type: none"> • are capable of analysing concrete case studies in groups • are able to identify conflict potential and to assess the tools of organisation and HR development with regard to their practical suitability <p>in part b)</p> <ul style="list-style-type: none"> • have learned to identify the characteristics of services and how to apply strategy marketing strategies to these • are capable of applying processes of marketing planning and conception based on basic strategy models and the extended marketing mix to existing services in their institution and with regard to new questions of innovative service development • are able to apply the main basic methods and strategies of strategic marketing in the service market <p>in part c)</p> <ul style="list-style-type: none"> • have learned to assess the importance of innovations based on the acquired basic knowledge in the field of innovation management • understand the complexity of innovation management • know how to specify specific requirements for innovation management • are able to analyse innovation problems of libraries and institutions providing access to information and information services and to apply suitable innovation concepts and models adequately • are capable of initiating a strategic innovation management concept at their own institution • have learned to use tools and strategies for the identification of trends at their own institution and to draw strategic conclusions
Examination method	<p>Part a) Short presentation Parts b) and c) presentations</p>
Prerequisites for allocation of credit points	<p>Combined assessment of a short presentation and presentations on module-specific topics.</p>
Weight of module in final grade	<p>Module grade counts 5% towards the overall final grade for the degree course.</p>
Prerequisites	<p>None</p>
Teaching methods	<p>Seminar comprising</p> <ul style="list-style-type: none"> • communication via the learning management system (e-mail, wiki,

	forum) • presentations
Literature	a) - Personal in Entwicklung. Rahmenkonzept für die Mitarbeiterinnen und Mitarbeiter der UB Duisburg-Essen 2013. Duisburg/Essen. http://www.uni-due.de/ub/files/profil/PE-Rahmenkonzept_2013.pdf . b) - Esch, Franz-Rudolf 2012: Strategie und Technik der Markenführung. 7., überarb. Aufl. München: Vahlen. - Georgy, Ursula; Schade, Frauke 2012: Praxishandbuch Bibliotheks- und Informationsmarketing. Berlin, München: De Gruyter - Meffert, Heribert; Bruhn, Manfred 2009: Dienstleistungsmarketing: Grundlagen, Konzepte, Methoden. 7. Aufl. Wiesbaden: Gabler. c) - Ahmed, Pervaiz, K.; Shepherd, Charlie, D. 2010: Innovation Management: Context – Strategies - Systems – Processes. New Jersey: Prentice Hall. - Chesbrough, Henry; Vanhaverbeke, Wim; West, Joel [Hrsg.] 2006: Open Innovation – Researching a New Paradigm. Oxford: University Press. Further links and publications on the module's topics will be provided prior to commencement of studies.

Module name	WPM1 Optional Module 1					
Teaching faculty	Module administrators: Prof. Dr. Haike Mainhardt, Prof. Dr. Achim Oßwald, Prof. Dr. Hermann Rösch, Prof. Dr. Inka Tappenbeck All faculty as well as suitable external experts/practitioners (in compliance with § 9 of the examination regulations), depending on the choice of topic.					
	Credits	Workload	Graded / not graded	Teaching contact	Semester of study	Duration
	4	120 hrs	Graded	15 hrs	3 rd semester	1 semester
Description	<p>The optional modules allow students to focus on selected topics based on the contents of the first two semesters. Students expand and deepen their knowledge in selected topics. They can choose from the following topics:</p> <p>T1: Academic services (support for teaching and reserach)/subject librarianship T2: Strategic positioning of public libraries T3: E-science and research data management T4: Digitisation and preservation T5: Legal and ethical issues in practice T6: Teaching information literacy T7: Current trends in science policy T8: Organizational concepts in library building and design T9: Current trends and developments</p> <p>Contents: <i>T1: Academic services (support for teaching and research)/subject librarianship</i> Today's services for teaching and research in academic libraries (university libraries, special libraries) go beyond the traditional responsibilities of a subject librarian. The focus is on structural and subject-related services, which are implemented including digital resources and working environments and are integrated into subject-specific information consultation. The module deals with both subject-specific as well as structural aspects of subject librarianship, such as counselling skills.</p> <p><i>T2: Strategic positioning of public libraries</i> Strategic positioning within a municipality is essential for a successful long-term establishment of a public library as a service institution. It must be based on the analysis of conditions and requirements considering media-related, political, social as well as municipal aspects which influence the profile of a library as well as its future concept. Issues related to these aspects are subject to this module.</p> <p><i>T3: E-science and research data management</i> E-Science and e-research, understood as digitally enhanced (science, research) scientific work based on and taking advantage of the possibilities of digital networking of people, processes, computer-based work environments and the thereby created or calculated data are of increasing importance in various scientific disciplines. Research data must be considered in relation to the respective research project as well as to the relevant scientific discipline. However, generic aspects for securing, maintenance, indexing and re-use of research data can be identified that are relevant in connection with discipline-specific aspects of this scientific field referred to as research data management. Generic methodological and procedural aspects of the two intertwined topics will be discussed in the module.</p> <p><i>T4: Digitisation and preservation</i> Digitisation as a key tool for research in the humanities refers in particular</p>					

	<p>to libraries, archives and museums. It enables libraries to setup a virtual research infrastructure in which the Internet, among other online resources, can be used as an integral research area. Curation and preservation and the availability of digitized as well as originally digital data and objects of any type are of relevance in all disciplines and are increasingly in demand with regard to questions of secure data availability and reusability. Generic methodological and procedural aspects of the two intertwined topics will be discussed in the module.</p> <p><i>T5: Legal and ethical issues in practice</i> The work of information specialists is influenced by new developments in library law, administrative law, employment law, civil law and in particular copyright law in both, a European and an international context. At the same time, growing attention is being paid to professional ethics on both national and international level (censorship, Freedom of Information Act, Open Access, Digital Divide, privacy, etc.) affecting all fields of action in the library and information science sector. The relevant issues will be discussed in this module.</p> <p><i>T6: Teaching information literacy</i> Information literacy is a key skill that is essential for active participation in social life as well as for scientific work. Therefore, teaching information literacy is a core task of public and academic library work. This module introduces the relevant concepts of information literacy and focuses on educational and methodological aspects of teaching information literacy in practice.</p> <p><i>T7: Current trends in science policy</i> Both national and European science policy have significant impact on libraries. On the one hand, political considerations aim to strengthen the scientific system (primarily from an economic competitive perspective), on the other hand they aim a structural changes with regard to enhancing functional differentiation and a distribution of tasks. It is essential for decision makers in libraries to be familiar with this discourse in order to communicate to library perspective adequately to the relevant parties and to put their own strategic action in relation to the opportunities and risks of political objectives.</p> <p><i>T8: Organizational concepts in library building and design</i> Innovative library and organizational concepts are being discussed with regard to developing new structures in library building and design that support and/or reflect the implementation of the relevant concepts and ideas. This module focuses on the objectives of such concepts and their implementation taking classic as well as current case studies into account. As part of this module, participants will undertake a study trip to a selected institution.</p> <p><i>T9: Current trends and developments</i> Current trends and developments in library and information sciences that will be specified at short notice.</p>
Learning outcome/skills	<p>After successfully completing this module students have gained knowledge and skills to develop concepts for selected issues and tasks of the relevant topic. They are able to identify the relevant stakeholders and their objectives and to take an individual perspective – possibly with reference to a specific, job-relevant context.</p> <p>This module aims at allowing students to gain in-depth insight into selected topics and individual aspects of library work and information science topics focusing on their professional interests and career priorities. Based on what they have learned in previous modules and on their individual practical experience students conduct methodologically sound examinations of developments in the relevant field of studies and</p>

	<p>applications.</p> <p>Lectures and presentations of case studies by experts from research and practice enable students to gain insight into a variety of tasks and issues of professional library practice.</p>
Examination method	Presentation and written term paper.
Prerequisites for allocation of credit points	<p>Participation in the on-campus sessions as well as presentations and written assignments on individual aspects of the selected topic.</p> <p>In compliance with § 10 of the examination regulations examinations and assessments attained at another faculty or academic institution with a comparable context can be recognized upon application.</p>
Weight of module in final grade	Module grade counts 5% towards the overall final grade for the degree course.
Prerequisites	Completion of the Organisation module as well as three other modules of the 1 st semester of study.
Teaching methods	<p>Seminar comprising</p> <ul style="list-style-type: none"> • communication via the learning management system (e-mail, wiki, forum) • study trips
Literature	Further links and publications on the module's topics will be provided prior to commencement of studies.

Module name	WPM2 Optional Module 2					
Teaching faculty	Module administrators: Prof. Dr. Haike Mainhardt, Prof. Dr. Achim Oßwald, Prof. Dr. Hermann Rösch, Prof. Dr. Inka Tappenbeck All faculty as well as suitable external experts/practitioners (in compliance with § 9 of the examination regulations), depending on the choice of topic					
	Credits	Workload	Graded / not graded	Teaching contact	Semester of study	Duration
	4	120 hrs	Graded	15 hrs	3 rd semester	1 semester
Description	<p>The optional modules allow students to focus on selected topics based on the contents of the first two semesters. Students enlarge and deepen their knowledge in selected topics. They can choose from the following topics:</p> <p>T1: Academic services (support for teaching and research)/subject librarianship T2: Strategic positioning of public libraries T3: E-science and research data management T4: Digitisation and preservation T5: Legal and ethical issues in practice T6: Teaching information literacy T7: Current trends in science policy T8: Organizational concepts in library building and design T9: Current trends and developments</p> <p>Contents: <i>T1: Academic services (support for teaching and research)/subject librarianship</i> Today's services for teaching and research in academic libraries (university libraries, special libraries) go beyond the traditional responsibilities of a subject librarian. The focus is on structural and subject-related services, which are implemented including digital resources and working environments and are integrated into subject-specific information consultation. The module deals with both subject-specific as well as structural aspects of subject librarianship, such as counselling skills.</p> <p><i>T2: Strategic positioning of public libraries</i> Strategic positioning within a municipality is essential for a successful long-term establishment of a public library as a service institution. It must be based on the analysis of conditions and requirements considering media-related, political, social as well as municipal aspects which influence the profile of a library as well as its future concept. Issues related to these aspects are subject to this module.</p> <p><i>T3: E-science and research data management</i> E-Science and e-research, understood as digitally enhanced (science, research) scientific work based on and taking advantage of the possibilities of digital networking of people, processes, computer-based work environments and the thereby created or calculated data are of increasing importance in various scientific disciplines. Research data must be considered in relation to the respective research project as well as to the relevant scientific discipline. However, generic aspects for securing, maintenance, indexing and re-use of research data can be identified that are relevant in connection with discipline-specific aspects of this scientific field referred to as research data management. Generic methodological and procedural aspects of the two intertwined topics will be discussed in the module.</p> <p><i>T4: Digitisation and preservation</i></p>					

	<p>Digitisation as a key tool for research in the humanities refers in particular to libraries, archives and museums. It enables libraries to setup a virtual research infrastructure in which the Internet, among other online resources, can be used as an integral research area. Curation and preservation and the availability of digitized as well as originally digital data and objects of any type are of relevance in all disciplines and are increasingly in demand with regard to questions of secure data availability and reusability. Generic methodological and procedural aspects of the two intertwined topics will be discussed in the module.</p> <p><i>T5: Legal and ethical issues in practice</i> The work of information specialists is influenced by new developments in library law, administrative law, employment law, civil law and in particular copyright law in both, a European and an international context. At the same time, growing attention is being paid to professional ethics on both national and international level (censorship, Freedom of Information Act, Open Access, Digital Divide, privacy, etc.) affecting all fields of action in the library and information science sector. The relevant issues will be discussed in this module.</p> <p><i>T6: Teaching information literacy</i> Information literacy is a key skill that is essential for active participation in social life as well as for scientific work. Therefore, teaching information literacy is a core task of public and academic library work. This module introduces the relevant concepts of information literacy and focuses on educational and methodological aspects of teaching information literacy in practice.</p> <p><i>T7: Current trends in science policy</i> Both national and European science policy have significant impact on libraries. On the one hand, political considerations aim to strengthen the scientific system (primarily from an economic competitive perspective), on the other hand they aim a structural changes with regard to enhancing functional differentiation and a distribution of tasks. It is essential for decision makers in libraries to be familiar with this discourse in order to communicate to library perspective adequately to the relevant parties and to put their own strategic action in relation to the opportunities and risks of political objectives.</p> <p><i>T8: Organizational concepts in library building and design</i> Innovative library and organizational concepts are being discussed with regard to developing new structures in library building and design that support and/or reflect the implementation of the relevant concepts and ideas. This module focuses on the objectives of such concepts and their implementation taking classic as well as current case studies into account. As part of this module, participants will undertake a study trip to a selected institution.</p> <p><i>T9: Current trends and developments</i> Current trends and developments in library and information sciences that will be specified at short notice.</p>
Learning outcome/skills	<p>After successfully completing this module students have gained knowledge and skills to develop concepts for selected issues and tasks of the relevant topic. They are able to identify the relevant stakeholders and their objectives and to take an individual perspective – possibly with reference to a specific, job-relevant context.</p> <p>This module aims at allowing students to gain in-depth insight into selected topics and individual aspects of library work and information science topics focusing on their professional interests and career priorities. Based on what they have learned in previous modules and on their individual practical experience students conduct methodologically sound</p>

	<p>examinations of developments in the relevant field of studies and applications.</p> <p>Lectures and presentations of case studies by experts from research and practice enable students to gain insight into a variety of tasks and issues of professional library practice.</p>
Examination method	Presentation and written term paper.
Prerequisites for allocation of credit points	<p>Participation in the on-campus sessions as well as presentations and written assignments on individual aspects of the selected topic.</p> <p>In compliance with § 10 of the examination regulations examinations and assessments attained at another faculty or academic institution with a comparable context can be recognized upon application.</p>
Weight of module in final grade	Module grade counts 5% towards the overall final grade for the degree course.
Prerequisites	Completion of the Organisation module as well as three other modules of the 1 st semester of study.
Teaching methods	<p>Seminar comprising</p> <ul style="list-style-type: none"> • communication via the learning management system (e-mail, wiki, forum) • study trips
Literature	Further links and publications on the module's topics will be provided prior to commencement of studies.

Module name	MAT Master's Thesis					
Teaching faculty	Module administrator: Prof. Dr. Achim Oßwald All persons with adequate qualifications according to § 25 (2) of the examination regulations.					
	Credits	Workload	Graded / not graded	Teaching contact	Semester of study	Duration
	24	600 hrs	Graded	24 hrs	4 th semester	1 semester
Description	The topic of the master's thesis is chosen in coordination with the supervisor. With the thesis, students demonstrate that they are capable of completing a research project in the respective field of study within a specific time frame, taking into consideration both subject-specific aspects and the transdisciplinary context. As part of the module students participate in a mandatory colloquium in which they present and discuss concepts and methodologies of their planned or ongoing master's thesis.					
Learning outcome/skills	With the master's thesis, students demonstrate their ability to research a particular problem from the field of library and information science independently and within a specific time frame. In completing the task, students employ scholarly methods.					
Examination method	Master's thesis					
Prerequisites for allocation of credit points	A minimum grade of "ausreichend" ("sufficient") (cf. § 28 of the examination regulations)					
Weight of module in final grade	The grade of the master's thesis counts 25% toward the final grade for the degree course.					
Prerequisites	<ul style="list-style-type: none"> • Completion of all modules of the 1st and 2nd semester of study • Completion of at least one of the modules of the 3rd semester of study 					
Teaching method	<ul style="list-style-type: none"> • individual supervision • communication via the learning management system (e-mail, wiki, forum) 					
Literature	- Theisen, Manuel 2013: Wissenschaftliches Arbeiten. Erfolgreich bei Bachelor- und Masterarbeit. 16. Aufl. München: Vahlen.					
Additional information	The actual distribution of contact time with the supervisor and self-study are dependent on each student's individual needs.					