

Cologne University of Applied Sciences  
Faculty of Information Studies and Communication Sciences

**Bachelor of Arts in Library Science**

Course and Module Description as per Sept. 30, 2008

## **I Brief Description of the Degree Course**

### **Profile**

The B.A. in Library Science is a program of six semesters which qualifies graduates for positions in libraries on the executive level of civil service. Students acquire professional skills and qualifications necessary for employment in public, academic and research libraries as well as special libraries (e.g. company libraries) or other institutions providing access to information and information services. On successful completion of the course, students receive the degree of Bachelor of Arts (B.A.).

Enrolment for the degree course is possible once a year for the winter semester. Per year, 70 students are admitted. Program admission is restricted and regulated by means of an institutional "Numerus Clausus".

In contrast to a predominantly practical vocational training, the degree course equips students not only with an instrumental knowledge, but also with a contextual knowledge strengthening their capacity for innovation. At the same time, the program has a strong practical orientation, which is underlined by the requirement to complete an internship of at least sixteen weeks.

### **Course content**

The professional competencies that students acquire in the degree course are imparted in six core modules, interlocking both thematically and with regard to the knowledge and skills they provide. Students complete the following core modules: A – Structures of Librarianship and Information Management; B – Management; C – Information Indexing and Information Retrieval; D – Services; E – Media; F – Information Technology. In addition, students complete a Professional Practice module as well as modules dedicated to project work and to the bachelor's thesis. The internship of at least sixteen weeks is completed in the fourth semester of study.

### **Careers**

Among the career opportunities for graduates of the degree course B.A. in Library Science are positions in libraries in the municipal, state or private sector, in the field of information and documentation, or in service centres for libraries. Graduates have acquired the theoretical understanding and professional skills necessary to solve difficult and complex problems arising in information management practice, and have the capacity to develop and implement strategic concepts. They are qualified to manage smaller institutions and to supervise smaller functional units or teams in larger institutions.

BA1: Library, Information, Society (Basic Module)  
 BA11: Typology and Structure of Librarianship, Library Policy  
 BA12: Structures of the Information Sector, Structures of the Cultural, Educational, and Science Sectors  
 BA13: History of Libraries

BA2: Library, Information, Society (Advanced Module)  
 BA 21: Sociology of Librarianship, Information Sociology, Information Ethics  
 BA22: Special Types of Librarianship  
 BA23: Librarianship Abroad

BB1 Management I  
 BB11 Library Business Operations  
 BB12 User Research / CRM in Libraries  
 BB13 Marketing and Media Display

BB2 Management II  
 BB21 Introduction to Applied Statistics  
 BB22 Quantitative and Qualitative Data Analysis  
 BB23 Business Administration / Accounting for Libraries  
 BB24 Collection Building and Collection Development

BB3 Management III  
 BB31 Library Management  
 BB32 Law of Libraries  
 BB33 Marketing of Information Services

BC1 Structured Document Description, Metadata  
 BC11 Principles of Structured Document Description, Metadata  
 BC12 Descriptive Cataloging I  
 BC13 Descriptive Cataloging II

BC2 Information Indexing, Knowledge Organisation  
 BC21 Introduction to Knowledge Organisation and Knowledge Representation  
 BC22 Subject Cataloging I  
 BC23 Special Software for Information Indexing and Knowledge Organisation

BC3 Information Retrieval  
 BC31 Methods and Procedures of Information Retrieval  
 BC32 Practice of Information Retrieval  
 BC33 Automatic Indexing

BD1 General Reference Materials  
 BD11 Catalogues and Bibliographies  
 BD13 Encyclopedias, Biographical and other Reference Works

BD2 Reference and Instructional Services  
 BD21 Services in Libraries, Reference and Instructional Services  
 BD22 Digital Reference and Instructional Services  
 BD23 Reference and Instructional Services

BD3 Special Reference Materials and Services  
 BD31 Hosts and Databases: Technology, Patents, Standards  
 BD32 Hosts and Databases: Economics and Social Sciences  
 BD33 Virtual Libraries, Information Portals  
 BD34 Teaching Information Literacy

BE1 Literature and Media: Contents, Forms and Typologies  
 BE11 Media and Communication  
 BE12 Fiction: Periods and Genres  
 BE13 Fiction: Children's and Juvenile Literature / Forms of Presentation / The Literary Market

BE2 Fiction and Non-Fiction  
 BE21 Literature and Film Adaptations  
 BE22 Non-Fiction and the Book Trade

BF1 Introduction to IT in Libraries  
   BF11 Basic Principles of IT  
   BF12 Integrated Library Systems  
   BF13 Integrated Library Systems – Practice  
   BF14 Telecommunications (incl. Encoding)

BF2 Databases and Data Exchange Technologies  
   BF21 Databases / SQL  
   BF22 Databases / SQL – Practice  
   BF23 Electronic Publishing, XML  
   BF24 HTML / XML / Electronic Publishing – Practice  
   BF25 IT-Applications in Libraries

BF3 IT-Applications in Practice  
   BF31 Software Selection / GUI  
   BF32 Software Selection / GUI – Practice  
   BF33 Multimedia / MMDB / CMS  
   BF34 Multimedia / MMDB / CMS – Practice

BPA Project Work: Current Issues in Librarianship and Information Management  
   BPAP Project Work: Current Issues in Librarianship and Information Management  
   BPAK Project Colloquium

BPB Project Work: Management, Organisation  
   BPBP Project Work: Management, Organisation  
   BPBK Project Colloquium

BPC Project Work: Practice of Structured Document Description, Data Formats, Data Exchange  
   BPCP Project Work: Practice of Structured Document Description, Data Formats, Data Exchange  
   BPCK Project Colloquium

BPD Project Work: Information and Instructional Services: Methods and Practice  
   BPDP Project Work: Information and Instructional Services: Methods and Practice  
   BPDK Project Colloquium

BPE Project Work: Literature and Culture in Media Practice  
   BPEP Project Work: Literature and Culture in Media Practice  
   BPEK Project Colloquium

BPF Project Work: IT-Applications in Library Practice  
   BFPF Project Work: IT-Applications in Library Practice  
   BPFK Project Colloquium

BPM Professional Practice Module  
   BPM1 Project Management  
   BPM2 Seminar Accompanying Internship: Planning and Organisation  
   BPM3 Internship Report / Project Report  
   BPM4 Seminar Accompanying Internship: Presentation and Joint Evaluation

BBA Bachelor's Thesis  
   BBA1 Advanced Methods and Techniques of Academic Research and Writing

## II Module Information

| <b>BA1: Library, Information, Society (Basic Module)</b> |  |                |                                       |                                  |   |
|--|--|----------------|---------------------------------------|----------------------------------|---|
| <b>Identification Number</b>                             | <b>Workload</b>  | <b>Credits</b> | <b>Semester of study</b>              | <b>Frequency</b>                 | <b>Duration</b>                                 |
| BA1  | 270 hrs  | 9              | 1 <sup>st</sup> semester              | Every winter semester            | 1 semester                                      |
| 1  | <b>Courses</b><br>BA11: Typology and Structure of Librarianship, Library Policy<br>BA12: Structures of the Information Sector, Structures of the Cultural, Educational, and Science Sectors<br>BA13: History of Libraries  |                | <b>Teaching contact</b><br><br>90 hrs | <b>Self study</b><br><br>180 hrs | <b>Planned class size</b><br><br>70/35 students |
| 2  | <b>Learning outcomes, skills</b><br>Students acquire a fundamental knowledge of librarianship in all of its complexity and understand the interplay between various institutions and the different types of libraries. They are aware of the diverse reciprocities between librarianship and other aspects of society, in particular science, education and other areas of information supply and distribution (e.g. archives, the information market), and deduce resulting specific requirements on modern library work. By reflecting on the occupational profile of librarians in past and present, and by considering questions of (government) library policy, students develop an awareness of professional identity.   |                |                                       |                                  |   |
| 3  | <b>Topics</b><br>In this module, students acquire knowledge of the fundamental structures of German librarianship and will be familiarised with current issues and trends in library policy. A special emphasis is put on the typology of libraries and the structure of the German library system, which is simultaneously integrative and based on a functional division of work and operations. In addition, students acquire an understanding of the structure of the science sector, of public and private-sector (commercial) information supply systems and their multifaceted relations and intertwinings with librarianship. Students understand that the current institutional and functional reality of librarianship is the result of a historical development; they are familiar with historical aspects of the emergence and development of libraries as well as libraries' tasks and functionality in the respective historical contexts. |                |                                       |                                  |   |
| 4  | <b>Teaching methods</b><br>Group seminars, lectures  |                |                                       |                                  |   |
| 5  | <b>Prerequisites</b><br>None   |                |                                       |                                  |   |
| 6  | <b>Assessment</b><br>Written examination, oral presentation, term paper  |                |                                       |                                  |   |
| 7  | <b>Prerequisites for allocation of credit points</b><br>Passed written examination, oral presentation, or term paper   |                |                                       |                                  |   |
| 8  | <b>Availability of module in other degree courses:</b><br>This module is not currently open to other students.   |                |                                       |                                  |   |
| 9  | <b>Weight of module in final grade</b><br>On a percentage basis according to the amount of credit points allocated in module; proportionately: 9/180   |                |                                       |                                  |   |
| 10   | <b>Module administrators and full-time faculty teaching this module</b><br>Prof. Dr. Haike Meinhardt; Prof. Dr. Hermann Rösch  |                |                                       |                                  |   |
| 11   | <b>Additional information</b>  |                |                                       |                                  |   |

| <b>BA2: Library, Information, Society (Advanced Module)</b> |  |                |                                       |                                  |   |
|---|--|----------------|---------------------------------------|----------------------------------|---|
| <b>Identification Number</b>                                | <b>Workload</b>  | <b>Credits</b> | <b>Semester of study</b>              | <b>Frequency</b>                 | <b>Duration</b>                                 |
| BA2   | 270 hrs  | 9              | 3 <sup>rd</sup> semester              | Every winter semester            | 1 semester                                      |
| 1   | <b>Courses</b><br>BA 21: Sociology of Librarianship, Information Sociology, Information Ethics<br>BA22: Special Types of Librarianship<br>BA23: Librarianship Abroad   |                | <b>Teaching contact</b><br><br>90 hrs | <b>Self study</b><br><br>180 hrs | <b>Planned class size</b><br><br>70/35 students |
| 2   | <b>Learning outcomes, skills</b><br>Students acquire an advanced and systematic knowledge of German librarianship. They recognise, describe, and conceptualise professional activities and their differences depending on the type of library in which they occur independently. Students apply fundamental sociological skills to concrete requirements of library work (user analysis, environmental analysis) and develop a sense of their responsibilities as librarians by reflecting on ethical questions (e.g. relating to the digital divide). They are introduced to library and information services of other countries and assess strengths and weaknesses of the respective systems. They develop approaches to resolving open questions in government library policy. In addition, students are aware of the “internationality” of library work and of future possibilities for global co-operations.   |                |                                       |                                  |   |
| 3   | <b>Topics</b><br>Students are introduced to special types of libraries (children’s and youth libraries, music libraries, art and picture lending libraries, school libraries, media libraries, prison libraries, parliamentary libraries, government libraries, etc.) and their organisational structures. By carrying out analyses of the special characteristics of professional activities in these libraries, particularly in the fields of collection, cataloguing and information services, students enhance their knowledge about these institutions. In addition, students acquire basic sociological and ethical knowledge and relate it to different fields of professional activities in libraries. Students are introduced to librarianship and its general conditions in other countries, the EU and U.S. in particular. They are made aware of historically grown structures of collections and the specific requirements on the work of librarians resulting from them. |                |                                       |                                  |   |
| 4   | <b>Teaching methods</b><br>Group seminars, lectures  |                |                                       |                                  |   |
| 5   | <b>Prerequisites</b><br>None   |                |                                       |                                  |   |
| 6   | <b>Assessment</b><br>Written examination, oral presentation, term paper  |                |                                       |                                  |   |
| 7   | <b>Prerequisites for allocation of credit points</b><br>Passed written examination, oral presentation, or term paper   |                |                                       |                                  |   |
| 8   | <b>Availability of module in other degree courses:</b><br>This module is not currently open to other students.   |                |                                       |                                  |   |
| 9   | <b>Weight of module in final grade</b><br>On a percentage basis according to the amount of credit points allocated in module; proportionately: 9/180   |                |                                       |                                  |   |
| 10  | <b>Module administrators and full-time faculty teaching this module</b><br>Prof. Dr. Haike Meinhardt; Prof. Dr. Hermann Rösch  |                |                                       |                                  |   |
| 11  | <b>Additional information</b>  |                |                                       |                                  |   |

| <b>BB1 Management I</b>      |  |                |                                       |                                  |   |
|------------------------------|--|----------------|---------------------------------------|----------------------------------|---|
| <b>Identification Number</b> | <b>Workload</b>  | <b>Credits</b> | <b>Semester of study</b>              | <b>Frequency</b>                 | <b>Duration</b>                                 |
| BB1                          | 240 hrs  | 8              | 1 <sup>st</sup> semester              | Every winter semester            | 1 semester                                      |
| 1                            | <b>Courses</b><br>BB11 Library Business Operations<br>BB12 User Research / CRM in Libraries<br>BB13 Marketing and Media Display  |                | <b>Teaching contact</b><br><br>90 hrs | <b>Self study</b><br><br>150 hrs | <b>Planned class size</b><br><br>70/35 students |
| 2                            | <b>Learning outcomes, skills</b><br>Students acquire an understanding of management as a cycle (planning, execution, review). They know how to define business objectives and are familiar with operational processes in libraries and related fields of professional activity. They can define and delimit products and services offered by libraries. Students are capable of employing empirical methods of social research purposefully in order to analyse user satisfaction. Students can address tasks from the area of acquisitions both theoretically and practically. They are aware of instruments for market review and know how to use these instruments independently. Students are familiar with collection development policies and budgeting models, and are capable of analysing and defining them with regard to different types of libraries. Priority is given to creating an understanding of the entirety of library business operations and their relations to user benefit. |                |                                       |                                  |   |
| 3                            | <b>Topics</b><br>In Management I students acquire a basic knowledge of library management and its options for shaping and controlling library operations and for implementing organisational change. The module centres on the basic fields of professional activity and fundamental processes of library work. Students are familiarised with the structure, organisation and business models of different types of libraries as well as their position in the service sector. Customer orientation and definition of library products as central themes of library work and the paradigm shift in the (self-)conception of public enterprises/institutions are a main focus of this module. In this context, the most important methods of empirical social research in the field of user analysis will be introduced.   |                |                                       |                                  |   |
| 4                            | <b>Teaching methods</b><br>Group seminars, lectures, lab practice  |                |                                       |                                  |   |
| 5                            | <b>Prerequisites</b><br>None   |                |                                       |                                  |   |
| 6                            | <b>Assessment</b><br>Written examination, term paper   |                |                                       |                                  |   |
| 7                            | <b>Prerequisites for allocation of credit points</b><br>Passed written examination or term paper   |                |                                       |                                  |   |
| 8                            | <b>Availability of module in other degree courses:</b><br>This module is not currently open to other students.   |                |                                       |                                  |   |
| 9                            | <b>Weight of module in final grade</b><br>On a percentage basis according to the amount of credit points allocated in module; proportionately: 8/180   |                |                                       |                                  |   |
| 10                           | <b>Module administrators and full-time faculty teaching this module</b><br>Prof. Dr. Simone Fühles-Ubach; Prof. Ragna Seidler-de Alwis MBA; Prof. Dr. Frank Linde; Prof. Dr. Matthias Fank; Prof. Klaus Peters   |                |                                       |                                  |   |
| 11                           | <b>Additional information</b>  |                |                                       |                                  |   |

| <b>BB2 Management II</b>     |  |                |                                       |                                  |   |
|------------------------------|--|----------------|---------------------------------------|----------------------------------|---|
| <b>Identification Number</b> | <b>Workload</b>  | <b>Credits</b> | <b>Semester of study</b>              | <b>Frequency</b>                 | <b>Duration</b>                                 |
| BB2                          | 210 hrs  | 7              | 2 <sup>nd</sup> semester              | Every summer semester            | 1 semester                                      |
| 1                            | <b>Courses</b><br>BB21 Introduction to Applied Statistics<br>BB22 Quantitative and Qualitative Data Analysis<br>BB23 Business Administration / Accounting for Libraries<br>BB24 Collection Building and Collection Development   |                | <b>Teaching contact</b><br><br>90 hrs | <b>Self study</b><br><br>120 hrs | <b>Planned class size</b><br><br>70/18 students |
| 2                            | <b>Learning outcomes, skills</b><br>On completion of this module, students are capable of carrying out methodically statistical analyses and evaluations of in-house data as well as of data relating to aspects of customer orientation. Students understand, describe and analyse the structure and performance of a library by means of indices of cost and performance accounting. They understand traditional public accounting and the new accrual accounting and know how to evaluate them; they are familiar with the application of cost accounting, account balancing, and budget planning in libraries. Students are aware that marketing activities are a central aspect of external corporate communication and have learned to conceptualise and implement them in a library environment. Students are able to analyse and optimise information services with the help of quality management techniques. The courses in this module prepare students for Management III.   |                |                                       |                                  |   |
| 3                            | <b>Topics</b><br>Students are introduced to the basic statistical techniques needed in describing and analysing quantitative and qualitative phenomena pertaining to user analysis in the library environment and in external contexts. With the help examples from libraries, students develop procedures of cost accounting and public sector accounting as constituents of the in-house reporting system. In this context, students are introduced to New Public Management and New Public Budget Management as well as to cost-benefit considerations. Selected techniques of quality management are introduced.<br>BB24 deals with collection building and collection development. In the first part of this class, students are introduced to acquisition objectives, collection development policies, coordination, cooperation, and outsourcing. The second part will be concerned with acquisition practice (selection, ordering, acquisition of licenses, invoice processing etc.). In this context, students are also introduced to basic legal aspects of the acquisition process (sales law, license agreements, legal deposit regulations). Adequate attention is given to the particularities of academic and research librarianship (e.g. acquisition of foreign materials) as well as of public librarianship (e.g. ekz-products). The management of online media is considered in particular detail. |                |                                       |                                  |   |
| 4                            | <b>Teaching methods</b><br>Group seminars, lectures, lab practice  |                |                                       |                                  |   |
| 5                            | <b>Prerequisites</b><br>None   |                |                                       |                                  |   |
| 6                            | <b>Assessment</b><br>Written examination, term paper, lab practice   |                |                                       |                                  |   |
| 7                            | <b>Prerequisites for allocation of credit points</b><br>Passed written examination or term paper   |                |                                       |                                  |   |
| 8                            | <b>Availability of module in other degree courses:</b><br>This module is not currently open to other students.   |                |                                       |                                  |   |
| 9                            | <b>Weight of module in final grade</b><br>On a percentage basis according to the amount of credit points allocated in module; proportionately: 7/180   |                |                                       |                                  |   |
| 10                           | <b>Module administrators and full-time faculty teaching this module</b><br>Prof. Dr. Simone Fühles-Ubach; Prof. Ragna Seidler-de Alwis MBA; Prof. Dr. Frank Linde; Prof. Dr. Matthias Fank; Prof. Klaus Peters   |                |                                       |                                  |   |
| 11                           | <b>Additional information</b>  |                |                                       |                                  |   |

| <b>BB3 Management III</b>    |  |                |                                       |                                  |  |
|------------------------------|--|----------------|---------------------------------------|----------------------------------|--|
| <b>Identification Number</b> | <b>Workload</b>  | <b>Credits</b> | <b>Semester of study</b>              | <b>Frequency</b>                 | <b>Duration</b>                                    |
| BB3                          | 270 hrs  | 9              | 5 <sup>th</sup> semester              | Every winter semester            | 1 semester   |
| 1                            | <b>Courses</b><br>BB31 Library Management<br>BB32 Library Law<br>BB33 Marketing of Information Services  |                | <b>Teaching contact</b><br><br>90 hrs | <b>Self study</b><br><br>180 hrs | <b>Planned class size</b><br><br>70/35/18 students |
| 2                            | <b>Learning outcomes, skills</b><br>Students acquire an understanding of central business operations and are capable of defining business objectives in relation to these operations independently. They acquire knowledge and skills in managing libraries and their staff on the different organisational levels. Students know selected controlling instruments and methods of performance measurement. All students are familiar with basic principles of library law and their relevance to library practice. Students know how to conceptualise and put into practice various activities in public relations and market research in the field of information services with the purpose of strengthening customer loyalty.  |                |                                       |                                  |  |
| 3                            | <b>Topics</b><br>This module's focus is on the management of libraries as businesses. Different areas of management and their current trends and developments will be introduced with regard to different library types and sizes. This includes strategic management (MbO) as an important current approach, controlling methods as well as new approaches to human resources management in public institutions. In addition, students will be made familiar with basic legal principles relevant for library services, library operations, and the library staff. This includes relevant aspects of employment law, civil law, as well as current issues in copyright law. The importance of public relations concepts and activities for libraries and the entirety of their products and services is a central focus of this module. |                |                                       |                                  |  |
| 4                            | <b>Teaching methods</b><br>Group seminars, lectures, lab practice  |                |                                       |                                  |  |
| 5                            | <b>Prerequisites</b><br>None   |                |                                       |                                  |  |
| 6                            | <b>Assessment</b><br>Written examination, term paper, lab practice, oral presentation  |                |                                       |                                  |  |
| 7                            | <b>Prerequisites for allocation of credit points</b><br>Passed written examination, term paper or oral presentation  |                |                                       |                                  |  |
| 8                            | <b>Availability of module in other degree courses:</b><br>This module is not currently open to other students.   |                |                                       |                                  |  |
| 9                            | <b>Weight of module in final grade</b><br>On a percentage basis according to the amount of credit points allocated in module; proportionately: 9/180   |                |                                       |                                  |  |
| 10                           | <b>Module administrators and full-time faculty teaching this module</b><br>Prof. Dr. Simone Fühles-Ubach; Prof. Ragna Seidler-de Alwis MBA; Prof. Dr. Frank Linde; Prof. Dr. Matthias Fank; Prof. Klaus Peters   |                |                                       |                                  |  |
| 11                           | <b>Additional information</b>  |                |                                       |                                  |  |

| <b>BC1 Structured Document Description, Metadata</b> |  |                |  |                                  |   |
|--|--|----------------|--|----------------------------------|---|
| <b>Identification Number</b>                         | <b>Workload</b>  | <b>Credits</b> | <b>Semester of study</b>                     | <b>Frequency</b>                 | <b>Duration</b>                                 |
| BC1  | 240 hrs  | 8              | 1 <sup>st</sup> and 2 <sup>nd</sup> semester | Every winter and summer semester | 2 semesters                                     |
| 1  | <b>Courses</b><br>BC11 Principles of Structured Document Description, Metadata<br>BC12 Descriptive Cataloguing I<br>BC13 Descriptive Cataloguing II  |                | <b>Teaching contact</b><br><br>90 hrs        | <b>Self study</b><br><br>150 hrs | <b>Planned class size</b><br><br>70/18 students |
| 2  | <b>Learning outcomes, skills</b><br>On completing this module, students are capable of entering formal descriptions for the types of resources held most frequently by libraries into bibliographic databases. They are familiar with content-related and ergonomic criteria for the evaluation of library databases and standard cataloguing software. Students are familiar with the specificities of standard data formats used in libraries in Germany and other countries and have acquired the ability to organise the exchange of bibliographic data.   |                |  |                                  |   |
| 3  | <b>Topics</b><br>Students acquire a knowledge of current rules and standards of descriptive cataloguing in German cataloguing practice. Students are made aware of the structure and philosophy underlying the descriptive cataloguing standard and are thus enabled to work with the rules independently. Acquisition of these skills will be software-assisted.<br>In order to save documents in databases in a structured form, suitable data models are necessary. These models are derived from the principles of bibliographic description. The procedure is demonstrated for selected types of resources. In addition, students are familiarised with different types of catalogues.<br>Furthermore, students acquire knowledge about the editing, formatting, and processing of bibliographic data for/in library databases. Particular attention will be paid to standard data formats in Germany and foreign countries, as well as to questions of data exchange between different systems.<br>Both in libraries and other contexts, databases for indexing and managing documents are increasingly maintained with the help of standard software. On the basis of selected examples, the characteristics of this type of software will be analysed and evaluated during lab practice. In addition to retrieval features, particular emphasis will be placed on the examination of ergonomic requirements for online public access catalogues. |                |  |                                  |   |
| 4  | <b>Teaching methods</b><br>Lectures, lab practice  |                |  |                                  |   |
| 5  | <b>Prerequisites</b><br>None   |                |  |                                  |   |
| 6  | <b>Assessment</b><br>Written examination   |                |  |                                  |   |
| 7  | <b>Prerequisites for allocation of credit points</b><br>Passed written examination   |                |  |                                  |   |
| 8  | <b>Availability of module in other degree courses:</b><br>This module is not currently open to other students.   |                |  |                                  |   |
| 9  | <b>Weight of module in final grade</b><br>On a percentage basis according to the amount of credit points allocated in module; proportionately: 8/180   |                |  |                                  |   |
| 10   | <b>Module administrators and full-time faculty teaching this module</b><br>Dipl.-Bibl. Irena de Reus   |                |  |                                  |   |
| 11   | <b>Additional information</b>  |                |  |                                  |   |

| <b>BC2 Information Indexing, Knowledge Organisation</b> |   |                |                                       |                                  |   |
|---|---|----------------|---------------------------------------|----------------------------------|---|
| <b>Identification Number</b>                            | <b>Workload</b>   | <b>Credits</b> | <b>Semester of study</b>              | <b>Frequency</b>                 | <b>Duration</b>                                 |
| BC2   | 240 hrs   | 8              | 2 <sup>nd</sup> semester              | Every summer semester            | 1 semester                                      |
| 1   | <b>Courses</b><br>BC21 Introduction to Knowledge Organisation and Knowledge Representation<br>BC22 Subject Cataloguing I<br>BC23 Special Software for Information Indexing and Knowledge Organisation   |                | <b>Teaching contact</b><br><br>90 hrs | <b>Self study</b><br><br>150 hrs | <b>Planned class size</b><br><br>70/18 students |
| 2   | <b>Learning outcomes, skills</b><br>Students acquire skills in content analysis and learn how to analyse different types of media. They are familiar with methods, forms, and techniques of subject cataloguing and apply these techniques in the solution of concrete problems. Students are introduced to the theory of documentary languages (classification systems, thesauri, subject indexing schemes) and the representation of content in classification systems and/or verbal indexing languages. Students are given the opportunity to enhance their skills by solving practical problems. In addition, they are enabled to analyse and evaluate documentary languages with regard to their suitability for information retrieval processes. They develop a set of criteria for the analysis and evaluation of software for the maintenance and updating of documentary languages as well as for the setting up of information systems. |                |                                       |                                  |   |
| 3   | <b>Topics</b><br>The module allows students to acquire specialised knowledge and skills in methods, forms, and techniques of subject cataloguing. Methods and principles of subject analysis and classification using classification systems or verbal indexing languages receive particular attention. In addition, questions pertaining to the suitability of the respective documentary languages for information retrieval processes are considered. Special emphasis is placed on the theory of documentary languages (classification systems, thesauri, subject indexing schemes), the introduction to documentary languages by way of selected examples, and on developing a set of criteria for the qualitative assessment of indexing techniques.  |                |                                       |                                  |   |
| 4   | <b>Teaching methods</b><br>Lectures, lab practice   |                |                                       |                                  |   |
| 5   | <b>Prerequisites</b><br>None  |                |                                       |                                  |   |
| 6   | <b>Assessment</b><br>Lab practice   |                |                                       |                                  |   |
| 7   | <b>Prerequisites for allocation of credit points</b><br>Passed lab practice   |                |                                       |                                  |   |
| 8   | <b>Availability of module in other degree courses:</b><br>This module is not currently open to other students.  |                |                                       |                                  |   |
| 9   | <b>Weight of module in final grade</b><br>On a percentage basis according to the amount of credit points allocated in module; proportionately: 8/180  |                |                                       |                                  |   |
| 10  | <b>Module administrators and full-time faculty teaching this module</b><br>Prof. Dr. Klaus Lepsky, Prof. Winfried Gödert  |                |                                       |                                  |   |
| 11  | <b>Additional information</b>   |                |                                       |                                  |   |

| <b>BC3 Information Retrieval</b> |   |                |                                   |                              |   |
|----------------------------------|---|----------------|-----------------------------------|------------------------------|---|
| <b>Identification Number</b>     | <b>Workload</b>   | <b>Credits</b> | <b>Semester of study</b>          | <b>Frequency</b>             | <b>Duration</b>                             |
| BC3                              | 240 hrs   | 8              | 3 <sup>rd</sup> semester          | Every winter semester        | 1 semester                                  |
| 1                                | <b>Courses</b><br>BC31 Methods and Procedures of Information Retrieval<br>BC32 Practice of Information Retrieval<br>BC33 Automatic Indexing   |                | <b>Teaching contact</b><br>90 hrs | <b>Self study</b><br>150 hrs | <b>Planned class size</b><br>70/18 students |
| 2                                | <b>Learning outcomes, skills</b><br>Students are introduced to the most important methods, procedures and tools of information retrieval. During lab practice students are given the opportunity to enhance their skills by working with retrieval systems, retrieval languages and techniques.   |                |                                   |                              |   |
| 3                                | <b>Topics</b><br>In this module, students acquire a specialised knowledge of methods and techniques of information retrieval. Among others, the focus is on the theoretical basis of information retrieval and search engine technology as well as the functionality of retrieval systems and their tools. Special emphasis is placed on teaching students to use effective search strategies and techniques as well as on enabling them to devise a set of criteria for the evaluation and comparison of retrieval systems. In addition, the most important methods and procedures of automatic indexing are introduced along with their computer-linguistic and statistical basics. |                |                                   |                              |   |
| 4                                | <b>Teaching methods</b><br>Lectures, lab practice   |                |                                   |                              |   |
| 5                                | <b>Prerequisites</b><br>None  |                |                                   |                              |   |
| 6                                | <b>Assessment</b><br>Written examination, lab practice  |                |                                   |                              |   |
| 7                                | <b>Prerequisites for allocation of credit points</b><br>Passed written examination and lab practice   |                |                                   |                              |   |
| 8                                | <b>Availability of module in other degree courses:</b><br>This module is not currently open to other students.  |                |                                   |                              |   |
| 9                                | <b>Weight of module in final grade</b><br>On a percentage basis according to the amount of credit points allocated in module; proportionately: 8/180  |                |                                   |                              |   |
| 10                               | <b>Module administrators and full-time faculty teaching this module</b><br>Prof. Dipl.-Ing. Helmut Jüngling; Prof. Dr. Klaus Lepsky; Prof. Winfried Gödert  |                |                                   |                              |   |
| 11                               | <b>Additional information</b>   |                |                                   |                              |   |

| <b>BD1 General Reference Materials</b> |  |                |  |                                  |   |
|--|--|----------------|--|----------------------------------|---|
| <b>Identification Number</b>           | <b>Workload</b>  | <b>Credits</b> | <b>Semester of study</b>                     | <b>Frequency</b>                 | <b>Duration</b>                                 |
| BD1                                    | 240 hrs  | 8              | 1 <sup>st</sup> and 2 <sup>nd</sup> semester | Every winter and summer semester | 2 semesters                                     |
| 1                                      | <b>Courses</b><br>BD11 Catalogues and Bibliographies<br>BD13 Encyclopaedias, Biographical and other Reference Works  |                | <b>Teaching contact</b><br><br>90 hrs        | <b>Self study</b><br><br>150 hrs | <b>Planned class size</b><br><br>70/18 students |
| 2                                      | <b>Learning outcomes, skills</b><br>In this module, students are introduced to important general reference and bibliographic materials and their use. They are familiarised with the most important general Internet navigation and orientation tools. The resource awareness students thus acquire forms the basis for module BD2, which deals with reference and information services in libraries. Module BD3 deals with subject-specific reference materials as well as hosts and databases. Prerequisite for this is the knowledge of general reference materials provided in BD1.  |                |  |                                  |   |
| 3                                      | <b>Topics</b><br>A profound resource awareness is requisite for the development of library-based information services. The courses taught in this module introduce students to the most important types of reference and bibliographic resources and tools in current library practice. These include catalogues and bibliographies, whose typological specificities are illustrated by the example of library and union catalogues as well as national bibliographies. In addition, this module gives students an overview of the most important Internet navigation and orientation tools. In the second semester, periodicals catalogues, encyclopaedias, biographical dictionaries, address directories, lists of abbreviations, etc. are dealt with.<br>During accompanying lab practice, carried out in small groups in the first and second semester, students study characteristics as well as advantages and disadvantages of particular products and types of tools with the help of exercises. They are thus given the opportunity to enhance knowledge and skills relevant to the examination. |                |  |                                  |   |
| 4                                      | <b>Teaching methods</b><br>Lectures, lab practice  |                |  |                                  |   |
| 5                                      | <b>Prerequisites</b><br>None   |                |  |                                  |   |
| 6                                      | <b>Assessment</b><br>Written examination, oral presentation, oral examination  |                |  |                                  |   |
| 7                                      | <b>Prerequisites for allocation of credit points</b><br>Passed examination, successful presentation  |                |  |                                  |   |
| 8                                      | <b>Availability of module in other degree courses:</b><br>This module is not currently open to other students.   |                |  |                                  |   |
| 9                                      | <b>Weight of module in final grade</b><br>On a percentage basis according to the amount of credit points allocated in module; proportionately: 8/180   |                |  |                                  |   |
| 10                                     | <b>Module administrators and full-time faculty teaching this module</b><br>Prof. Dr. Hermann Rösch, Prof. Dr. Inka Tappenbeck  |                |  |                                  |   |
| 11                                     | <b>Additional information</b>  |                |  |                                  |   |

| <b>BD2 Reference and Instructional Services</b> |  |                |  |                                  |   |
|---|--|----------------|--|----------------------------------|---|
| <b>Identification Number</b>                    | <b>Workload</b>  | <b>Credits</b> | <b>Semester of study</b>                     | <b>Frequency</b>                 | <b>Duration</b>                                 |
| BD2   | 210 hrs  | 7              | 2 <sup>nd</sup> and 3 <sup>rd</sup> semester | Every summer and winter semester | 2 semesters                                     |
| 1   | <b>Courses</b><br>BD21 Services in Libraries, Reference and Instructional Services<br>BD22 Digital Reference and Instructional Services<br>BD23 Reference and Instructional Services   |                | <b>Teaching contact</b><br><br>90 hrs        | <b>Self study</b><br><br>120 hrs | <b>Planned class size</b><br><br>70/18 students |
| 2   | <p><b>Learning outcomes, skills</b><br/>Students are introduced to the conceptual foundations and forms of the range of services offered by libraries and other institutions providing access to information. They understand the changes in the demand for services and information that occur in a constantly evolving information society. Based on this knowledge, students identify potentials for the improvement of information services and develop corresponding offers.</p> <p>Courses BD22 and BD23 draw on the expertise in the use of reference and bibliographic resources acquired in BD1. In module BD3, students enhance the knowledge and skills acquired in BD2.</p>  |                |  |                                  |   |
| 3   | <p><b>Topics</b><br/>Modern, customer-oriented libraries understand themselves as providers of services to their patrons. Therefore, this module considers the entire range of professional activities – collecting, preserving, and resource description as well as providing access to information – under the aspect of service-orientation. A particular focus is placed on reference and instructional services. In addition, the question of how to raise the services profile of libraries and comparable information providers dynamically plays an important role in this module. Thus the current state of information services provided by libraries and the need for further development will be assessed and compared to the considerable progress made in this field particularly in Anglo-American countries. Services offered by commercial information providers are also considered.</p> |                |  |                                  |   |
| 4   | <p><b>Teaching methods</b><br/>Group seminars, lectures, lab practice</p>  |                |  |                                  |   |
| 5   | <p><b>Prerequisites</b><br/>None</p>   |                |  |                                  |   |
| 6   | <p><b>Assessment</b><br/>Written examination, oral examination, oral presentation</p>  |                |  |                                  |   |
| 7   | <p><b>Prerequisites for allocation of credit points</b><br/>Passed written or oral examination, successful presentation</p>  |                |  |                                  |   |
| 8   | <p><b>Availability of module in other degree courses:</b><br/>This module is not currently open to other students.</p>   |                |  |                                  |   |
| 9   | <p><b>Weight of module in final grade</b><br/>On a percentage basis according to the amount of credit points allocated in module; proportionately: 7/180</p>   |                |  |                                  |   |
| 10  | <p><b>Module administrators and full-time faculty teaching this module</b><br/>Prof. Dr. Hermann Rösch, Prof. Dr. Inka Tappenbeck</p>  |                |  |                                  |   |
| 11  | <p><b>Additional information</b></p>   |                |  |                                  |   |

| <b>BD3 Special Reference Materials and Services</b> |  |                |                                   |                              |  |
|---|--|----------------|-----------------------------------|------------------------------|--|
| <b>Identification Number</b>                        | <b>Workload</b>  | <b>Credits</b> | <b>Semester of study</b>          | <b>Frequency</b>             | <b>Duration</b>                                |
| BD3   | 270 hrs  | 9              | 5 <sup>th</sup> semester          | Every winter semester        | 1 semester                                     |
| 1   | <b>Courses</b><br>BD31 Hosts and Databases: Technology, Patents, Standards<br>BD32 Hosts and Databases: Economics and Social Sciences<br>BD33 Virtual Libraries, Information Portals<br>BD34 Teaching Information Literacy   |                | <b>Teaching contact</b><br>90 hrs | <b>Self study</b><br>180 hrs | <b>Planned class size</b><br>70/35/18 students |
| 2   | <b>Learning outcomes, skills</b><br>Students are introduced to a selection of current subject-specific information resources and their use. They are capable of assessing and evaluating the potential of digital media and worldwide networking for the development of innovative, user-oriented information services critically. Students are aware of the potential for development of virtual libraries and library-based information portals. They acquired methods and techniques for teaching information literacy and put them into practice.<br>The module is offered in the fifth semester. At this point, students already have a broad knowledge of all aspects of librarianship and sufficient practical experience so that the major part of the courses in this module can be taught in the form of group seminars. In these seminars, students are given the opportunity to practice identifying relevant scholarly literature independently, and editing and presenting target information on their own or in small groups. These activities are also of importance as a preparation for the practical project and the bachelor's thesis.   |                |                                   |                              |  |
| 3   | <b>Topics</b><br>In the courses taught in this module, selected subject-specific information resources will be introduced if they are available as databases and are distributed by hosts. The implementation of (usually commercial) products in innovative products and services such as subject gateways and information portals will be addressed. Thus, particularly in the context of virtual libraries and library-based information portals information services have emerged which answer to the changing information needs of patrons with content syndication and personalization, or collaborative and validation tools.<br>In our increasingly complex global information landscape, competency in information literacy instruction is of particular importance. Students are therefore be introduced to methods and techniques of information literacy instruction and trained in their application. By relating the need for information literacy instruction apparent in society to existing projects, initiatives and actual services offered, students are made aware of the important role libraries play in this context. They consider how to advance and shape this development in the future. |                |                                   |                              |  |
| 4   | <b>Teaching methods</b><br>Group seminars, lectures, lab practice  |                |                                   |                              |  |
| 5   | <b>Prerequisites</b><br>None   |                |                                   |                              |  |
| 6   | <b>Assessment</b><br>Written examination, oral examination, oral presentation  |                |                                   |                              |  |
| 7   | <b>Prerequisites for allocation of credit points</b><br>Passed written or oral examination, successful presentation  |                |                                   |                              |  |
| 8   | <b>Availability of module in other degree courses:</b><br>This module is not currently open to other students.   |                |                                   |                              |  |
| 9   | <b>Weight of module in final grade</b><br>On a percentage basis according to the amount of credit points allocated in module; proportionately: 9/180   |                |                                   |                              |  |
| 10  | <b>Module administrators and full-time faculty teaching this module</b><br>Prof. Dr. Hermann Rösch; Prof. Dr. Inka Tappenbeck; Prof. Dipl.-Ing. Helmut Jüngling; Prof. Ragna Seidler-de Alwis MBA  |                |                                   |                              |  |
| 11  | <b>Additional information</b>  |                |                                   |                              |  |

| <b>BE1 Literature and Media: Contents, Forms and Typologies</b> |   |                |                                       |                                  |   |
|---|---|----------------|---------------------------------------|----------------------------------|---|
| <b>Identification Number</b>                                    | <b>Workload</b>   | <b>Credits</b> | <b>Semester of study</b>              | <b>Frequency</b>                 | <b>Duration</b>                                 |
| BE1   | 180 hrs   | 6              | 1 <sup>st</sup> semester              | Every winter semester            | 1 semester                                      |
| 1   | <b>Courses</b><br>BE11 Media and Communication<br>BE12 Fiction: Periods and Genres<br>BE13 Fiction: Children's and Juvenile Literature / Forms of Presentation / The Literary Market  |                | <b>Teaching contact</b><br><br>60 hrs | <b>Self study</b><br><br>120 hrs | <b>Planned class size</b><br><br>70/35 students |
| 2   | <p><b>Learning outcomes, skills</b></p> <p>In all three courses comprising this module, students acquire not only factual knowledge but learn the constructive and critical use of pertinent scholarly literature. Students take a reflexive and argumentative approach to the study of German literature, which is ideally covered from its beginnings to the present. Students acquire a basic knowledge of literary genres and periods on the one hand, and of communication and media science – especially with regard to questions of media-based communication – on the other. In addition, they are introduced to operations of the literary market. The knowledge of these issues is indispensable for future librarians and increasingly forms part of their occupational profile. Thus, librarians are required to deal with literature (in the many forms that it has taken historically) in their everyday work.</p> <p>A good knowledge of the role and modes of operation of the mass media is requisite to understanding the relation between the medium and the way in which it determines how information is or can be accessed, not only in the field of fiction. Such knowledge enables students to approach different forms of literature and information sources on literature reflexively, critically, and professionally.</p>  |                |                                       |                                  |   |
| 3   | <p><b>Topics</b></p> <p>Drawing on relevant scholarly insights, the courses taught in this module introduce students to contents, forms, and typologies of literature and media. The course "Fiction: Period and Genres" gives an overview of literary periods and genres as well as the particular ways in which the literature from these periods and genres is represented in different media such as the book, the press, or in theatre, film and audio books. Literary typologies and their historical development as well as the concepts of literary genre and period will be examined critically. In that children's and juvenile literature is of particular importance in the context of library work, it forms one important topic covered in this module.</p> <p>As every literary period gives rise to specific genres and media, it is crucial that students are made familiar with core concepts of media and communication theory. The description of different "manifestations" of literature requires a detailed investigation of the history, structure, and function of the mass media. The course "Media and Communication" offers an overview of the structures and functions of mass media in Germany. In addition, it will deal with the typology and history of media. Important results of communication research that are of special relevance to librarians, effects of media content and aspects of the sociology of communication in particular, will be discussed.</p> |                |                                       |                                  |   |
| 4   | <b>Teaching methods</b><br>Group seminars, lectures, lab practice   |                |                                       |                                  |   |
| 5   | <b>Prerequisites</b><br>None  |                |                                       |                                  |   |
| 6   | <b>Assessment</b><br>Written examination, oral examination, term paper  |                |                                       |                                  |   |
| 7   | <b>Prerequisites for allocation of credit points</b><br>Passed written or oral examination, passed term paper   |                |                                       |                                  |   |
| 8   | <b>Availability of module in other degree courses:</b><br>This module is not currently open to other students.  |                |                                       |                                  |   |
| 9   | <b>Weight of module in final grade</b><br>On a percentage basis according to the amount of credit points allocated in module; proportionately: 6/180  |                |                                       |                                  |   |
| 10  | <b>Module administrators and full-time faculty teaching this module</b><br>Prof, Dr. Ingrid Scheffler   |                |                                       |                                  |   |
| 11  | <b>Additional information</b>   |                |                                       |                                  |   |

| <b>BE2 Fiction and Non-Fiction</b> |  |                |                                       |                                  |   |
|------------------------------------|--|----------------|---------------------------------------|----------------------------------|---|
| <b>Identification Number</b>       | <b>Workload</b>  | <b>Credits</b> | <b>Semester of study</b>              | <b>Frequency</b>                 | <b>Duration</b>                                 |
| BE2                                | 180 hrs  | 6              | 5 <sup>th</sup> semester              | Every winter semester            | 1 semester                                      |
| 1                                  | <b>Courses</b><br>BE21 Literature and Film Adaptations<br>BE22 Non-Fiction and the Book Trade  |                | <b>Teaching contact</b><br><br>60 hrs | <b>Self study</b><br><br>120 hrs | <b>Planned class size</b><br><br>70/35 students |
| 2                                  | <p><b>Learning outcomes, skills</b></p> <p>The courses in this module require a considerable amount of reading and pursue several objectives: Create an awareness that users' habits of reception have changed fundamentally, yet that this does not mean that (printed) fiction has become obsolete; students understand that a combination of various multimedia representations of the same subject matter creates opportunities for reading promotion: readers of books become interested in film and vice versa.</p> <p>Students are familiarised with literary and film theory as well as methods and techniques for the analysis of literature and film. In in-depth analysis of literary and filmic examples, students identify genuine features of these media. They understand that ultimately these features do not compete but must be examined and evaluated by means of criteria specifically designed for them and the medium to which they belong. Thus students are enabled to evaluate the discourses of the literary market and of literary criticism, and to arrive independently at reasoned and substantiated conclusions about these discourses. They acquire the skills necessary to give professional advice to library patrons and to develop sets of evaluation criteria for the purpose of collection building in their later careers. In addition, the future librarians are familiarised with the logistical/economical structures and conditions of book manufacturing and distribution. The courses comprising this module also give students an overview of the highly diversified publishing landscape and German book manufacturing.</p>  |                |                                       |                                  |   |
| 3                                  | <p><b>Topics</b></p> <p>Building on the knowledge and skills acquired in "BE1: Literature and Media: Contents, Forms, Typologies," this module offers an in-depth consideration of aspects which are of utmost importance in the contemporary examination, evaluation, and criticism of literature: an extended concept of literature has long been put into practice in the literary market and is becoming increasingly established in contemporary literary criticism. This concept requires that the adaptation of themes and subjects in and across a variety of media, for example in print, audio, AV or in online contexts, is taken into consideration both with regard to the artistic domain and the domain of political and historical studies or the sciences – that is, for both fiction and non-fiction. These multimedia forms of presentation are becoming increasingly important in and for librarianship.</p> <p>The course "Literature and Film Adaptations" addresses the genuine characteristics of literature as an art form and their adaptation for film and its specific language. Thus the extended concept of literature will be conveyed to students through its visual realizations in film, cinema, or television – that is, in media for artistic, informational and entertainment use which have long secured for themselves a place both in everyday life and – in the form of videos or DVDs – in libraries' holdings. A professional evaluation of such media increasingly belongs to the professional tasks of librarians.</p> <p>The course "Non-Fiction and the Book Trade" considers two aspects: First, it focuses on different types of non-fiction books and their respective roles on/in the market. The most common non-fiction genres, e.g. biography, and their emergence are examined. Here, too, multimedia adaptations of subjects, e.g. in the form of TV portraits or science programs, will be considered. The second focus of this course is the retail book trade, in particular the structure and organisation of the German book trade in its three central fields: book manufacturers, intermediate book trade, and wholesale booksellers. Students will be introduced to the manufacturing and distribution of books, the German Book Trade Regulations ("Buchhändlerische Verkehrsordnung"), pricing, and the particularities of the system of the German retail book trade, which has evolved over the centuries.</p> |                |                                       |                                  |   |
| 4                                  | <b>Teaching methods</b><br>Group seminars, lectures  |                |                                       |                                  |   |
| 5                                  | <b>Prerequisites</b><br>None   |                |                                       |                                  |   |
| 6                                  | <b>Assessment</b><br>Written examination, oral examination, term paper   |                |                                       |                                  |   |
| 7                                  | <b>Prerequisites for allocation of credit points</b><br>Passed written or oral examination, passed term paper  |                |                                       |                                  |   |

|    |   |
|----|---|
| 8  | <b>Availability of module in other degree courses:</b><br>This module is not currently open to other students.  |
| 9  | <b>Weight of module in final grade</b><br>On a percentage basis according to the amount of credit points allocated in module;<br>proportionately: 6/180 |
| 10 | <b>Module administrators and full-time faculty teaching this module</b><br>Prof. Dr. Ingrid Scheffler   |
| 11 | <b>Additional information</b>   |

| <b>BF1 Introduction to IT in Libraries</b> |  |                |  |                                  |   |
|--|--|----------------|--|----------------------------------|---|
| <b>Identification Number</b>               | <b>Workload</b>  | <b>Credits</b> | <b>Semester of study</b>                     | <b>Frequency</b>                 | <b>Duration</b>                                 |
| BF1  | 270 hrs  | 6              | 1 <sup>st</sup> and 2 <sup>nd</sup> semester | Every winter and summer semester | 2 semesters                                     |
| 1  | <b>Courses</b><br>BF11 Basic Principles of IT<br>BF12 Integrated Library Systems<br>BF13 Integrated Library Systems – Practice<br>BF14 Telecommunications (incl. Encoding)   |                | <b>Teaching contact</b><br><br>75 hrs        | <b>Self study</b><br><br>195 hrs | <b>Planned class size</b><br><br>70/18 students |
| 2  | <b>Learning outcomes, skills</b><br>In addition to acquiring professional knowledge and skills, students develop competency in problem-solving. They learn how to select relevant knowledge, develop new skills, and how to apply these in problem-solving processes independently. This includes the following key qualifications:<br>- a structured approach to problems<br>- making qualified judgments, in particular concerning technical issues<br>- communicating with specialists<br>- teamwork<br>- reading, understanding and working with technical specialised literature (also in English). |                |  |                                  |   |
| 3  | <b>Topics</b><br>On completion of this module, students will have acquired a basic IT-knowledge, on which the modules BF2 and BF3 will then draw. They are familiar with basics of telecommunication and IT-security (e.g. viruses, firewalls, signatures and cryptography, telematics, data storage and backup). In addition, students are introduced to integrated library systems and are enabled to determine functional requirements of such systems.   |                |  |                                  |   |
| 4  | <b>Teaching methods</b><br>Lectures, lab practice  |                |  |                                  |   |
| 5  | <b>Prerequisites</b><br>None   |                |  |                                  |   |
| 6  | <b>Assessment</b><br>Lab practice, written examination, oral examination   |                |  |                                  |   |
| 7  | <b>Prerequisites for allocation of credit points</b><br>Successful completion of lab practice, passed written examination  |                |  |                                  |   |
| 8  | <b>Availability of module in other degree courses:</b><br>This module is not currently open to other students.   |                |  |                                  |   |
| 9  | <b>Weight of module in final grade</b><br>On a percentage basis according to the amount of credit points allocated in module; proportionately: 6/180   |                |  |                                  |   |
| 10   | <b>Module administrators and full-time faculty teaching this module</b><br>Prof. Dr. Selma Strahringer; Prof. Dr. Tobias Galliat; Prof. Dr. Matthias Groß; Dipl.-Ing. Isabella Nagy; Prof. Dr. Achim Oßwald  |                |  |                                  |   |
| 11   | <b>Additional information</b>  |                |  |                                  |   |

| <b>BF2 Databases and Data Exchange Technologies</b> |   |                |  |                                  |   |
|---|---|----------------|--|----------------------------------|---|
| <b>Identification Number</b>                        | <b>Workload</b>   | <b>Credits</b> | <b>Semester of study</b>                     | <b>Frequency</b>                 | <b>Duration</b>                                 |
| BF2   | 180 hrs   | 6              | 2 <sup>nd</sup> and 3 <sup>rd</sup> semester | Every winter and summer semester | 2 semesters                                     |
| 1   | <b>Courses</b><br>BF21 Databases / SQL<br>BF22 Databases / SQL – Practice<br>BF23 Electronic Publishing, XML<br>BF24 HTML / XML / Electronic Publishing – Practice<br>BF25 IT-Applications in Libraries   |                | <b>Teaching contact</b><br><br>75 hrs        | <b>Self study</b><br><br>105 hrs | <b>Planned class size</b><br><br>70/18 students |
| 2   | <b>Learning outcomes, skills</b><br>The courses offered in this module comprise a theoretical introduction and a practical part meant to enhance already acquired knowledge and skills. This teaching concept, followed consistently throughout, enables students to judge professionally and prepares them for the practical application of the knowledge and skills acquired in their future careers.   |                |  |                                  |   |
| 3   | <b>Topics</b><br>In this module, students are introduced to basic theoretical and practical principles of databases. They learn how to build and join database tables as well as how to retrieve information from databases via SQL. Students are introduced to special characteristics of electronic publishing and will assess and evaluate them. The topics covered include the creation of electronic publications, design of products and services, pricing, cost models, archiving concepts, long-term availability as well as selected legal aspects of digital publishing. Students learn how to create HTML- and XML-documents with the help of appropriate tools. |                |  |                                  |   |
| 4   | <b>Teaching methods</b><br>Lectures, lab practice, group seminars   |                |  |                                  |   |
| 5   | <b>Prerequisites</b><br>None  |                |  |                                  |   |
| 6   | <b>Assessment</b><br>Lab practice, written examination  |                |  |                                  |   |
| 7   | <b>Prerequisites for allocation of credit points</b><br>Successful completion of lab practice, passed written examination   |                |  |                                  |   |
| 8   | <b>Availability of module in other degree courses:</b><br>This module is not currently open to other students.  |                |  |                                  |   |
| 9   | <b>Weight of module in final grade</b><br>On a percentage basis according to the amount of credit points allocated in module; proportionately: 6/180  |                |  |                                  |   |
| 10  | <b>Module administrators and full-time faculty teaching this module</b><br>Prof. Dr. Matthias Groß; Prof. Dr. Selma Strahinger; Prof. Dr. Tobias Galliat; Prof. Dr. Achim Oßwald; Dipl.-Ing. Isabella Nagy  |                |  |                                  |   |
| 11  | <b>Additional information</b>   |                |  |                                  |   |

| <b>BF3 IT-Applications in Practice</b> |   |                |                                       |                                  |   |
|--|---|----------------|---------------------------------------|----------------------------------|---|
| <b>Identification Number</b>           | <b>Workload</b>   | <b>Credits</b> | <b>Semester of study</b>              | <b>Frequency</b>                 | <b>Duration</b>                                 |
| BF3                                    | 180 hrs   | 6              | 5 <sup>th</sup> semester              | Every winter semester            | 1 semester                                      |
| 1                                      | <b>Courses</b><br>BF31 Software Selection / GUI<br>BF32 Software Selection / GUI – Practice<br>BF33 Multimedia / MMDB / CMS<br>BF34 Multimedia / MMDB / CMS – Practice  |                | <b>Teaching contact</b><br><br>60 hrs | <b>Self study</b><br><br>120 hrs | <b>Planned class size</b><br><br>35/18 students |
| 2                                      | <p><b>Learning outcomes, skills</b></p> <p>Students are introduced to current methods in the creation of functional specifications documents (FSD) for software and acquire a knowledge of evaluation procedures for software products on the basis of the FSD. In addition, students are familiarised with the functionality, fields of application, analysis and assessment of multimedia applications and content management systems and learn how to evaluate them on this basis. These learning objectives will be accomplished by means of theoretical instruction and the completion of practical tasks.</p> <p>The module comprises two pairs of courses corresponding in content. While the group seminars will put an emphasis on theoretical-conceptual questions, the respective lab practice sessions will give students the opportunity to enhance their knowledge of the subject matter practically and experimentally. In this process, remaining problems in understanding the subject matter can be resolved and the practical relevance of course contents becomes apparent.</p> |                |                                       |                                  |   |
| 3                                      | <p><b>Topics</b></p> <p>Through theoretical instruction and practical application, students acquire methods for the creation of functional specifications documents (FSD) for software, evaluation procedures for software products, the functionality of and fields of application for multimedia applications and content management systems. The relevance of such applications and systems for library services will be demonstrated in practical use.</p>  |                |                                       |                                  |   |
| 4                                      | <p><b>Teaching methods</b></p> <p>Group seminars, lab practice</p>  |                |                                       |                                  |   |
| 5                                      | <p><b>Prerequisites</b></p> <p>None</p>   |                |                                       |                                  |   |
| 6                                      | <p><b>Assessment</b></p> <p>Lab practice, written examination</p>   |                |                                       |                                  |   |
| 7                                      | <p><b>Prerequisites for allocation of credit points</b></p> <p>Successful completion of lab practice, passed written examination</p>  |                |                                       |                                  |   |
| 8                                      | <p><b>Availability of module in other degree courses:</b></p> <p>This module is not currently open to other students.</p>   |                |                                       |                                  |   |
| 9                                      | <p><b>Weight of module in final grade</b></p> <p>On a percentage basis according to the amount of credit points allocated in module; proportionately: 6/180</p>   |                |                                       |                                  |   |
| 10                                     | <p><b>Module administrators and full-time faculty teaching this module</b></p> <p>Prof. Dr. Achim Oßwald; Prof. Dr. Selma Strahinger; Prof. Dr. Tobias Galliat; Prof. Dr. Matthias Groß; Dipl.-Ing. Isabella Nagy</p>   |                |                                       |                                  |   |
| 11                                     | <p><b>Additional information</b></p>  |                |                                       |                                  |   |

| <b>BPA Project Work: Current Issues in Librarianship and Information Management</b> |  |                |  |                                  |  |
|---|--|----------------|--|----------------------------------|--|
| <b>Identification Number</b>  | <b>Workload</b>  | <b>Credits</b> | <b>Semester of study</b>                     | <b>Frequency</b>                 | <b>Duration</b>                                |
| BPA   | 360 hrs  | 12             | 5 <sup>th</sup> and 6 <sup>th</sup> semester | Every winter and summer semester | 2 semesters                                    |
| 1   | <b>Courses</b><br>BPAP Project Work: Current Issues in Librarianship and Information Management<br>BPAK Project Colloquium   |                | <b>Teaching contact</b><br><br>90 hrs        | <b>Self study</b><br><br>300 hrs | <b>Planned class size</b><br><br>6-10 students |
| 2   | <b>Learning outcomes, skills</b><br>Students are given the opportunity to enhance and put into practice the theoretical knowledge and practical skills (internship) acquired thus far. In this process, students also activate knowledge and skills acquired in other modules. Students predominantly work on their own and collaboratively. In addition to establishing new connections between previously acquired, independent pieces of knowledge and skills, and enhancing both in the process, students' problem solving skills, social and communication skills will be strengthened. |                |  |                                  |  |
| 3   | <b>Topics</b><br>Skills and knowledge acquired throughout the degree course, in particular in modules BA1 and BA2, will be combined and put into practice during the completion of a complex assignment, such as the development of a Library Strategic Plan, updating and amending the occupational image of librarians in the public perception, or the setting up of exchanges and co-operations within the EU.<br>In the project colloquium, students present current issues and problems of practical library work in relation to their own projects.                                   |                |  |                                  |  |
| 4   | <b>Teaching methods</b><br>Project, colloquium   |                |  |                                  |  |
| 5   | <b>Prerequisites</b><br>90 ECTS  |                |  |                                  |  |
| 6   | <b>Assessment</b><br>Written project report, oral presentation   |                |  |                                  |  |
| 7   | <b>Prerequisites for allocation of credit points</b><br>Successful completion of project report and of oral presentation   |                |  |                                  |  |
| 8   | <b>Availability of module in other degree courses:</b><br>This module is not currently open to other students.   |                |  |                                  |  |
| 9   | <b>Weight of module in final grade</b><br>On a percentage basis according to the amount of credit points allocated in module; proportionately: 12/180  |                |  |                                  |  |
| 10  | <b>Module administrators and full-time faculty teaching this module</b><br>Prof. Dr. Haike Meinhardt   |                |  |                                  |  |
| 11  | <b>Additional information</b>  |                |  |                                  |  |

| <b>BPB Project Work: Management, Organisation</b> |  |                |  |                                  |  |
|---|--|----------------|--|----------------------------------|--|
| <b>Identification Number</b>                      | <b>Workload</b>  | <b>Credits</b> | <b>Semester of study</b>                     | <b>Frequency</b>                 | <b>Duration</b>                                |
| BPB   | 360 hrs  | 12             | 5 <sup>th</sup> and 6 <sup>th</sup> semester | Every winter and summer semester | 2 semesters                                    |
| 1   | <b>Courses</b><br>BPBP Project Work: Management, Organisation<br>BPBK Project Colloquium   |                | <b>Teaching contact</b><br><br>90 hrs        | <b>Self study</b><br><br>300 hrs | <b>Planned class size</b><br><br>6-10 students |
| 2   | <b>Learning outcomes, skills</b><br>In the course of their practical project students solve a typical problem from everyday library work. They are capable of assessing the facts of the situation, of projecting content-related and temporal steps in the completion of the task, and of solving the task by applying methods of library management acquired before. Students demonstrate the ability to document the results of their project work in writing and to present them orally. |                |  |                                  |  |
| 3   | <b>Topics</b><br>In this module, students are given the opportunity to train the application of methods of library management in the context of practical library work. Both internal and external, i.e. customer-related, processes and issues will be addressed.<br>In the project colloquium, students present current issues and problems of practical library work in relation to their own projects.   |                |  |                                  |  |
| 4   | <b>Teaching methods</b><br>Project, colloquium   |                |  |                                  |  |
| 5   | <b>Prerequisites</b><br>90 ECTS  |                |  |                                  |  |
| 6   | <b>Assessment</b><br>Written project report, oral presentation   |                |  |                                  |  |
| 7   | <b>Prerequisites for allocation of credit points</b><br>Successful completion of project report and of oral presentation   |                |  |                                  |  |
| 8   | <b>Availability of module in other degree courses:</b><br>This module is not currently open to other students.   |                |  |                                  |  |
| 9   | <b>Weight of module in final grade</b><br>On a percentage basis according to the amount of credit points allocated in module; proportionately: 12/180  |                |  |                                  |  |
| 10  | <b>Module administrators and full-time faculty teaching this module</b><br>Prof. Dr. Simone Fühles-Ubach, Prof. Dr. Matthias Fank; Prof. Dr. Frank Linde; Prof. Ragna Seidler-de Alwis MBA   |                |  |                                  |  |
| 11  | <b>Additional information</b>  |                |  |                                  |  |

| <b>BPC Project Work: Practice of Structured Document Description, Data Formats, Data Exchange</b> |  |                |  |                                  |  |
|---|--|----------------|--|----------------------------------|--|
| <b>Identification Number</b>  | <b>Workload</b>  | <b>Credits</b> | <b>Semester of study</b>                     | <b>Frequency</b>                 | <b>Duration</b>                                |
| BPC   | 360 hrs  | 12             | 5 <sup>th</sup> and 6 <sup>th</sup> semester | Every winter and summer semester | 2 semesters                                    |
| 1   | <b>Courses</b><br>BPCP Project Work: Practice of Structured Document Description, Data Formats, Data Exchange<br>BPCK Project Colloquium   |                | <b>Teaching contact</b><br><br>90 hrs        | <b>Self study</b><br><br>300 hrs | <b>Planned class size</b><br><br>6-10 students |
| 2   | <p><b>Learning outcomes, skills</b><br/>Students acquire skills pertaining to the use of bibliographic software in the context of solving a complex task which combines several elements, e.g. data import from external sources, creating output styles for on-screen display or bibliographies, basic principles of compiling bibliographies. They enhance their knowledge about current data formats and authority files and about formatting bibliographic data in (national and international) standard data formats for bibliographic description with the purpose of exchanging data between different systems.<br/>Students learn to analyse and assess bibliographic software and online public access catalogues by means of a set of specific criteria.</p> |                |  |                                  |  |
| 3   | <p><b>Topics</b><br/>In their project work, students combine and put into practice the knowledge and skills relating to information indexing and information retrieval acquired in modules BC1-BC3 in solving a complex practical task. Students independently build an information system in the computer lab, index the data entered into the system, and import data from external sources; they determine output formats for different information needs and create a retrieval interface. The task underlying this project emulates typical requirements from library work.<br/>In the project colloquium, students present current issues and problems of practical library work in relation to their own projects.</p>  |                |  |                                  |  |
| 4   | <b>Teaching methods</b><br>Lab practice  |                |  |                                  |  |
| 5   | <b>Prerequisites</b><br>90 ECTS  |                |  |                                  |  |
| 6   | <b>Assessment</b><br>Lab practice, oral presentation   |                |  |                                  |  |
| 7   | <b>Prerequisites for allocation of credit points</b><br>Successful completion of lab practice and oral presentation  |                |  |                                  |  |
| 8   | <b>Availability of module in other degree courses:</b><br>This module is not currently open to other students.   |                |  |                                  |  |
| 9   | <b>Weight of module in final grade</b><br>On a percentage basis according to the amount of credit points allocated in module; proportionately: 12/180  |                |  |                                  |  |
| 10  | <b>Module administrators and full-time faculty teaching this module</b><br>Prof. Dr. Klaus Lepsky; Prof. Winfried Gödert   |                |  |                                  |  |
| 11  | <b>Additional information</b>  |                |  |                                  |  |

| <b>BPD Project Work: Information and Instructional Services: Methods and Practice</b> |  |                |  |                                  |   |
|---|--|----------------|--|----------------------------------|---|
| <b>Identification Number</b>  | <b>Workload</b>  | <b>Credits</b> | <b>Semester of study</b>                     | <b>Frequency</b>                 | <b>Duration</b>                                     |
| BPD   | 360 hrs  | 12             | 5 <sup>th</sup> and 6 <sup>th</sup> semester | Every winter and summer semester | 2 semesters   |
| 1   | <b>Courses</b><br>BPDP Project Work: Information and Instructional Services: Methods and Practice<br>BPKD Project Colloquium   |                | <b>Teaching contact</b><br><br>90 hrs        | <b>Self study</b><br><br>300 hrs | <b>Planned class size</b><br><br>6-10 / 70 students |
| 2   | <b>Learning outcomes, skills</b><br>Drawing on knowledge acquired in other modules, students expand and enhance their skills in the development and evaluation of information resources and services. Among the educational objectives of this module is to enable students to combine existing, independent pieces of knowledge and skills into a consistent whole in the context of the project. In addition, students are given the opportunity to test and optimise their capacity for teamwork.       |                |  |                                  |   |
| 3   | <b>Topics</b><br>In their project work, students combine and put into practice knowledge and skills acquired, in particular, in modules BD1-BD3, while solving a complex practical task. This task may consist in creating an information resource, planning and developing a particular information service, or the evaluation of existing products and projects.<br>In the project colloquium, students present current issues and problems of practical library work in relation to their own projects. |                |  |                                  |   |
| 4   | <b>Teaching methods</b><br>Lab practice, project   |                |  |                                  |   |
| 5   | <b>Prerequisites</b><br>90 ECTS  |                |  |                                  |   |
| 6   | <b>Assessment</b><br>Lab practice, oral presentation, term paper   |                |  |                                  |   |
| 7   | <b>Prerequisites for allocation of credit points</b><br>Successful completion of lab practice, oral presentation, and passed term paper  |                |  |                                  |   |
| 8   | <b>Availability of module in other degree courses:</b><br>This module is not currently open to other students.   |                |  |                                  |   |
| 9   | <b>Weight of module in final grade</b><br>On a percentage basis according to the amount of credit points allocated in module; proportionately: 12/180  |                |  |                                  |   |
| 10  | <b>Module administrators and full-time faculty teaching this module</b><br>Prof. Dr. Hermann Rösch, Prof. Dr. Inka Tappenbeck  |                |  |                                  |   |
| 11  | <b>Additional information</b>  |                |  |                                  |   |

| <b>BPE Project Work: Literature and Culture in Media Practice</b> |  |                |  |                                  |  |
|---|--|----------------|--|----------------------------------|--|
| <b>Identification Number</b>                                      | <b>Workload</b>  | <b>Credits</b> | <b>Semester of study</b>                     | <b>Frequency</b>                 | <b>Duration</b>                            |
| BPE   | 360 hrs  | 12             | 5 <sup>th</sup> and 6 <sup>th</sup> semester | Every winter and summer semester | 2 semesters                                |
| 1   | <b>Courses</b><br>BPEP Project Work: Literature and Culture in Media Practice<br>BPEK Project Colloquium   |                | <b>Teaching contact</b><br>90 hrs            | <b>Self study</b><br>300 hrs     | <b>Planned class size</b><br>6-10 students |
| 2   | <b>Learning outcomes, skills</b><br>Students enhance their knowledge about the literary scene, particularly with regard to its media-related conditions. They expand their theoretical knowledge about literature, film, and culture in the completion of practical tasks. By practicing journalistic writing about literature and culture, students enhance both their writings skills and their competency to evaluate literature; they are given the opportunity to practice the composition of texts, also with an eye to PR criteria, to prepare them for future professional tasks (e.g. writing announcements for readings or exhibitions taking place in the library).   |                |  |                                  |  |
| 3   | <b>Topics</b><br>In their project work, students apply their theoretical knowledge about "literature in the media" in media practice. In the course of their work, they are introduced to determining, media-related conditions of the literary scene. For librarians it is essential to understand that literature and culture form part of the media market and to be aware of its basic processes and modes of operation. Hence projects will deal with the contemporary literary and cultural scene, e.g. film festivals, book fairs, etc. Practical projects might consist in writing book or film reviews, in composing press texts, or other media contributions.<br>In the project colloquium, students present current issues and problems of practical library work in relation to their own projects. |                |  |                                  |  |
| 4   | <b>Teaching methods</b><br>Project, colloquium   |                |  |                                  |  |
| 5   | <b>Prerequisites</b><br>90 ECTS  |                |  |                                  |  |
| 6   | <b>Assessment</b><br>Written project report, oral presentation   |                |  |                                  |  |
| 7   | <b>Prerequisites for allocation of credit points</b><br>Successful completion of project report and oral presentation  |                |  |                                  |  |
| 8   | <b>Availability of module in other degree courses:</b><br>This module is not currently open to other students.   |                |  |                                  |  |
| 9   | <b>Weight of module in final grade</b><br>On a percentage basis according to the amount of credit points allocated in module; proportionately: 12/180  |                |  |                                  |  |
| 10  | <b>Module administrators and full-time faculty teaching this module</b><br>Prof. Dr. Ingrid Scheffler  |                |  |                                  |  |
| 11  | <b>Additional information</b>  |                |  |                                  |  |

| <b>BPF Project Work: IT-Applications in Library Practice</b> |   |                |  |                                  |  |
|--|---|----------------|--|----------------------------------|--|
| <b>Identification Number</b>                                 | <b>Workload</b>   | <b>Credits</b> | <b>Semester of study</b>                     | <b>Frequency</b>                 | <b>Duration</b>                                |
| BPF  | 360 hrs   | 12             | 5 <sup>th</sup> and 6 <sup>th</sup> semester | Every winter and summer semester | 2 semesters                                    |
| 1  | <b>Courses</b><br>BPF Project Work: IT-Applications in Library Practice<br>BPFK Project Colloquium  |                | <b>Teaching contact</b><br><br>90 hrs        | <b>Self study</b><br><br>300 hrs | <b>Planned class size</b><br><br>6-10 students |
| 2  | <b>Learning outcomes, skills</b><br>In a practice-oriented set up, students select and apply knowledge acquired over the entire degree course appropriate to solving a specific practical task. They learn how to include knowledge from other modules and to apply it actively while working in a team. Educational objective of this course is the successful combination of existing, independent pieces of knowledge and skills into a consistent whole. Giving students the opportunity to apply what they have learned in the context of a project will motivate them to participate in further practical activities. |                |  |                                  |  |
| 3  | <b>Topics</b><br>In this module, students apply knowledge and skills acquired in the course of their studies, in particular those relating to the field of IT, in a practical project.<br>In the project colloquium, students present current issues and problems of practical library work in relation to their own projects.  |                |  |                                  |  |
| 4  | <b>Teaching methods</b><br>Project  |                |  |                                  |  |
| 5  | <b>Prerequisites</b><br>90 ECTS   |                |  |                                  |  |
| 6  | <b>Assessment</b><br>Lab practice, oral presentation  |                |  |                                  |  |
| 7  | <b>Prerequisites for allocation of credit points</b><br>Successful completion of lab practice and oral presentation   |                |  |                                  |  |
| 8  | <b>Availability of module in other degree courses:</b><br>This module is not currently open to other students.  |                |  |                                  |  |
| 9  | <b>Weight of module in final grade</b><br>On a percentage basis according to the amount of credit points allocated in module; proportionately: 12/180   |                |  |                                  |  |
| 10   | <b>Module administrators and full-time faculty teaching this module</b><br>Prof. Dr. Achim Oßwald, Prof. Dr. Selma Strahinger, Prof. Dr. Tobias Galliat, Prof. Dr. Matthias Groß  |                |  |                                  |  |
| 11   | <b>Additional information</b>   |                |  |                                  |  |

| <b>BPM Professional Practice Module</b> |   |                |  |                                  |   |
|---|---|----------------|--|----------------------------------|---|
| <b>Identification Number</b>            | <b>Workload</b>   | <b>Credits</b> | <b>Semester of study</b>                     | <b>Frequency</b>                 | <b>Duration</b>                                 |
| BPM                                     | 900 hrs   | 30             | 3 <sup>rd</sup> and 4 <sup>th</sup> semester | Every winter and summer semester | 2 semesters                                     |
| 1                                       | <b>Courses</b><br>BPM1 Project Management<br>BPM2 Seminar Accompanying Internship: Planning and Organisation<br>BPM3 Internship Report / Project Report<br>BPM4 Seminar Accompanying Internship: Presentation and Joint Evaluation  |                | <b>Teaching contact</b><br><br>120 hrs       | <b>Self study</b><br><br>180 hrs | <b>Planned class size</b><br><br>45/35 students |
| 2                                       | <b>Learning outcomes, skills</b><br>The internship serves the purpose of career orientation. Its objective is to put students in touch with practical library work. Assisted by their faculty supervisors, in their internship students are introduced to the entire field of professional activities performed in libraries. The insights students thus gain into day-to-day library work and working life will enable them to decide on an area of concentration during their further studies.<br>In an orientation session, students are introduced to the various options available in selecting an internship site (type of library, in Germany or abroad) and receive information about the (formal and other) requirements to be fulfilled by the internship site.<br>After completing their internship, students participate in a colloquium in which they share their experiences and reflect upon the insights gained during the internship. Students document these insights in a written report and in oral presentations.  |                |  |                                  |   |
| 3                                       | <b>Topics</b><br>This series of classes spans the time period dedicated to planning the internship, the supervision during the internship, and the presentation, reflection and analysis of experiences and insights gained. Students receive information about different possible arrangements which can be made for the internship. External partners from libraries and other institutions give an overview of internships available in different areas. Students are introduced to the possibility of completing the internship abroad and are alerted to special conditions that might apply in this case. They are made aware of how an internship abroad gives them an opportunity to acquire and enhance intercultural, professional, and language skills indispensable in their later careers.<br>In order to enable students to carry out their respective projects independently and professionally, they are introduced to the basic principles of project management. In addition they learn presentation techniques. Selected learning units will be offered as e-learning modules. |                |  |                                  |   |
| 4                                       | <b>Teaching methods</b><br>Group seminar, lab practice, Project, Web-based training (WBT)   |                |  |                                  |   |
| 5                                       | <b>Prerequisites</b><br>40 ECTS before the start of the internship/practical project in the 4 <sup>th</sup> semester.   |                |  |                                  |   |
| 6                                       | <b>Assessment</b><br>Written internship and project report, oral presentation   |                |  |                                  |   |
| 7                                       | <b>Prerequisites for allocation of credit points</b><br>Successful completion of internship; successful completion of internship and project report; presentation; participation in web-based training  |                |  |                                  |   |
| 8                                       | <b>Availability of module in other degree courses:</b><br>This module is not currently open to other students.  |                |  |                                  |   |
| 9                                       | <b>Weight of module in final grade</b><br>On a percentage basis according to the amount of credit points allocated in module; proportionately: 30/180   |                |  |                                  |   |
| 10                                      | <b>Module administrators and full-time faculty teaching this module</b><br>Prof. Dr. Simone Fühles-Ubach, all full-time faculty   |                |  |                                  |   |
| 11                                      | <b>Additional information</b>   |                |  |                                  |   |

| <b>BBA Bachelor's Thesis</b> |   |                |                                   |                              |   |
|------------------------------|---|----------------|-----------------------------------|------------------------------|---|
| <b>Identification Number</b> | <b>Workload</b>   | <b>Credits</b> | <b>Semester of study</b>          | <b>Frequency</b>             | <b>Duration</b>                             |
| BBA                          | 450 hrs   | 18             | 6 <sup>th</sup> semester          | Every summer semester        | 1 semester                                  |
| 1                            | <b>Courses</b><br>BBA1 Advanced Methods and Techniques of Academic Research and Writing   |                | <b>Teaching contact</b><br>60 hrs | <b>Self study</b><br>390 hrs | <b>Planned class size</b><br>35/18 students |
| 2                            | <b>Learning outcomes, skills</b><br>Students apply the methodical and subject-related knowledge and skills acquired over the entire degree course in completing a complex assignment of practice-oriented tasks in a limited amount of time. In addition to being introduced to basic principles of academic research and writing, including issues such as academic ethical conduct and plagiarism awareness, students learn to apply advanced methods and techniques of scholarly research.   |                |                                   |                              |   |
| 3                            | <b>Topics</b><br>With the bachelor's thesis, students demonstrate their ability to complete an assignment from a particular subject area independently and within a specific time frame, taking into consideration both the subject-specific and the transdisciplinary context. In completing the task, students employ the scholarly methods specific to the field acquired over the entire course of their studies. The bachelor's thesis is a research project carried out independently and investigating an issue from the field of librarianship or the information sciences. It consists in a problem analysis, a proposed solution to the problem, and in addition gives an account of the methods and auxiliary tools employed. Where such an approach is suitable, the bachelor's thesis can put its focus on the discussion of problem solutions proposed in pertinent scholarly literature.<br>The completion of the bachelor's thesis will be accompanied by a methods course. |                |                                   |                              |   |
| 4                            | <b>Teaching methods</b><br>Group seminar  |                |                                   |                              |   |
| 5                            | <b>Prerequisites</b><br>132 credit points   |                |                                   |                              |   |
| 6                            | <b>Assessment</b><br>Dissertation   |                |                                   |                              |   |
| 7                            | <b>Prerequisites for allocation of credit points</b><br>Successful completion of dissertation   |                |                                   |                              |   |
| 8                            | <b>Availability of module in other degree courses:</b><br>This module is not currently open to other students.  |                |                                   |                              |   |
| 9                            | <b>Weight of module in final grade</b><br>On a percentage basis according to the amount of credit points allocated in module; proportionately: 18/180   |                |                                   |                              |   |
| 10                           | <b>Module administrators and full-time faculty teaching this module</b><br>Prof. Dr. Haike Meinhardt, all full-time faculty   |                |                                   |                              |   |
| 11                           | <b>Additional information</b>   |                |                                   |                              |   |