Data Collection on Digital Preservation Courses

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Course Information	
Classification	continuing professional education (cpe17)
Title of Training/Degree Course	EK 50-1 Grundlagen der Archivierung digitaler Unterlagen
Organiser (University/ Institution/ Project/ Initiative)	Archivschule Marburg
Country	Germany
Language of Delivery	German
Date (*if applicable)	March 2012
URL	http://www.archivschule.de/uploads/Fortbildung/fobi2012.pdf
Basic Course Description	Konzeptionelle Grundlagen: Was bedeutet „Archivierung von Informationen“? Welche Begriffe (z. B. Migration, Emulation) benötigen Archivare, um in dem Bereich tätig werden zu können und in welchen Bezugsrahmen können diese Begriffe eingeordnet werden? • Auffinden und Bewertung: Welche Typen digitaler Unterlagen gibt es, wo sind sie zu finden und wie können sie bewertet werden? Was ist unter komplementärer Überlieferungsbildung zu verstehen? • Metadaten und Formate: Welche Metadaten und Formate sind zur digitalen Archivierung einsetzbar, welche sind erforderlich? • Übernahme und Archivierung: Wie können digitale Unterlagen übernommen und archiviert werden? Nach einer praktischen Übung wird das Digitale Magazin DIMAG des Landearchivs Baden-Württemberg als ein Beispiel für eine mögliche Umsetzung vorgestellt.
Format (Definitions from D43.1 included below)	Training Course
Credits/Qualification Earned	None formal qualifications
Sector (Libraries, Archives, Engineering, Higher Education…)	Advanced education for archivists
Target Audience (practitioners, researchers, developers…)	Practitioners from archives in companies and administrations
Requirements (prior knowledge or experience)	None

Key topics covered (keywords)	Archives, digital data, digital preservation, OAIS, digital assets
Reference standards/guidelines	OAIS-model
Learning objectives	OAIS-model
Additional Remarks	gehört zu: Dedicated advanced training courses for professionals, Archivschule Marburg

Course Information	
Classification	continuing professional education (cpe18)
Title of Training/Degree Course	EK 50-2 Grundlagen der Archivierung digitaler Unterlagen
Organiser (University/ Institution/ Project/ Initiative)	Archivschule Marburg
Country	Germany
Language of Delivery	German
Date (*if applicable)	May 2012
URL	http://www.archivschule.de/uploads/Fortbildung/fobi2012.pdf
Basic Course Description	Terminologische Grundlagen: Was heißt Archivierung digitaler Informationen? Was sind Metadaten? Was verstehen Archivare und Informatiker unter Archivierung? • Welche Erhaltungsstrategien (Migration, Emulation) gibt es? • Erfassung und Bewertung u. a. mit dem Schwerpunkt Beratung zur Schriftgutverwaltung und DMS/VBS-Einführung (DOMEA). • Übernahme: Welche Formate sind für die Archivierung geeignet, welche Metadaten sind für die Archivierung notwendig? Wie können digitale Unterlagen übernommen und archiviert werden? • Aufgabenträgerschaft und Verantwortungsträgerschaft der Archive bei der Archivierung digitaler Unterlagen: Diskussion möglicher „Geschäftsmodelle“ und Vorstellung des digitalen Archivs des Brandenburgischen Landeshauptarchivs. Was ist bei der Bearbeitung und Bereitstellung im Archiv zu beachten?
Format (Definitions from D43.1 included below)	Training Course
Credits/Qualification Earned	None formal qualifications
Sector (Libraries, Archives, Engineering, Higher Education…)	Advanced education for archivists
Target Audience (practitioners, researchers, developers…)	Practitioners from archives in companies and administrations
Requirements (prior knowledge or experience)	None
Key topics covered (keywords)	Archives, digital data, digital preservation, OAIS, digital assets
Reference standards/guidelines	OAIS-model
Learning objectives	OAIS-model

Additional Remarks	gehört zu: Dedicated advanced training courses for professionals, Archivschule Marburg

Course Information	
Classification	continuing professional education (cpe19)
Title of Training/Degree Course	EK 53 Elektronische Unterlagen II: Aufbau eines digitalen Archivs
Organiser (University/ Institution/ Project/ Initiative)	Archivschule Marburg
Country	Germany
Language of Delivery	German
Date (*if applicable)	Nov.12
URL	http://www.archivschule.de/uploads/Fortbildung/fobi2012.pdf
Basic Course Description	• Übernahmeprozesse und Eingangsbearbeitung • Auswahl des Speichersystems • Formate und Metadaten • Anbindung an Erschließungssysteme • Beschaffung oder „Outsourcing“? • Arbeitsabläufe neu gestalten, Akzeptanz schaffen Die Archivierung digitaler Aufzeichnungen aus unterschiedlichsten Systemen wird für viele Archive langsam von der Ausnahme zur Regel. Was bisher oft manuell und für den Einzelfall gelöst werden kann, muss in geregelte, automatisierte Prozesse überführt werden. Dazu gehört nicht nur der Auf- und Ausbau der eigenen IT-Infrastruktur oder die Auswahl eines anderen Betreibermodells, sondern auch die Neugestaltung interner Arbeitsprozesse. Die Fortbildung bietet eine Einführung in die technischen und organisatorischen Fragestellungen, die beim Aufbau einer Infrastruktur zur digitalen Archivierung beachtet werden müssen.
Format (Definitions from D43.1 included below)	Training Course
Credits/Qualification Earned	None formal qualifications
Sector (Libraries, Archives, Engineering, Higher Education…)	Advanced education for archivists
Target Audience (practitioners, researchers, developers…)	Archivarinnen und Archivare, die mit der Übernahme digitaler Aufzeichnungen beginnen wollen oder bereits begonnen haben.
Requirements (prior knowledge or experience)	EK 50
Key topics covered (keywords)	
Reference standards/guidelines	
Learning objectives	

Additional Remarks	gehört zu: Dedicated advanced training courses for professionals, Archivschule Marburg

Course Information	
Classification	continuing professional education (cpe20)
Title of Training/Degree Course	EK 54 Elektronische Unterlagen II: Grundlagen des Open Archival Information Systems (OAIS) - Informationsmodell und Prozesse
Organiser (University/ Institution/ Project/ Initiative)	Archivschule Marburg
Country	Germany
Language of Delivery	German
Date (*if applicable)	March 2012
URL	http://www.archivschule.de/uploads/Fortbildung/fobi2012.pdf
Basic Course Description	• Anwendungsbereich des OAIS • Wann ist ein Archiv konform zum OAIS? • Der OAIS-Informationsbegriff (vom SIP über das AIP zum DIP) • Die Architektur und die Prozesse eines OAIS • Das Umsetzen des Informationsmodells mit aktuellen Metadatenstandards Das Open Archival Information System (ISO 14721:2003) bildet das theoretische Fundament für beinahe alle elektronischen Archive, die bereits in Betrieb sind oder als Konzept vorliegen. Zudem hat das OAIS die Terminologie zur Archivierung elektronischer Unterlagen grundlegend geprägt. Der Kurs gibt einen Überblick über die wichtigsten Inhalte des Standards. Eine praktische Übung zur Umsetzung des Informationsmodells mit aktuellen Metadaten soll Anreize schaffen, das Modell auch in der eigenen Praxis einzusetzen.
Format (Definitions from D43.1 included below)	Training Course
Credits/Qualification Earned	None formal qualifications
Sector (Libraries, Archives, Engineering, Higher Education…)	Advanced education for archivists
Target Audience (practitioners, researchers, developers…)	Archivarinnen und Archivare, die über theoretische Kenntnisse zu grundsätzlichen Strategien der Archivierung von elektronischen Unterlagen verfügen
Requirements (prior knowledge or experience)	EK 50 oder EK 53
Key topics covered (keywords)	
Reference standards/guidelines	OAIS-model

Learning objectives	OAIS-model
Additional Remarks	gehört zu: Dedicated advanced training courses for professionals, Archivschule Marburg

Course Information	
Classification	continuing professional education (cpe21)
Title of Training/Degree Course	EK 55 Normen in der digitalen Langzeitarchivierung
Organiser (University/ Institution/ Project/ Initiative)	Archivschule Marburg
Country	Germany
Language of Delivery	German
Date (*if applicable)	June 2013
URL	http://www.archivschule.de/uploads/Fortbildung/Fobi-Programm-2013_Internet.pdf
Basic Course Description	Auch auf dem Gebiet der digitalen Archivierung enthalten die einschlägigen Normen in komprimierter und stark formalisierter Form zahlreiche Hinweise zur Lösung der bei der digitalen Archivierung anstehenden Aufgaben. Allerdings sind diese Normen nicht immer leicht zu verstehen. Im Kurs sollen zentrale Normen eingehend erläutert und auf ihre wesentlichen Aussagen und Anwendungsgebiete hin untersucht werden. Gefragt wird u. a.: • Wie lässt sich die Norm konkret umsetzen? • Welche Verbindlichkeit kommt der Norm zu? • Gibt es Alternativen? Besprochen werden u. a. DIN 31644 (Kriterien für vertrauenswürdige digitale Langzeitarchive) und das sich hierzu in der Entwicklung befindliche Zertifizierungsverfahren bei Nestor, DIN 31645 (Leitfaden zur Informationsübernahme in digitale Langzeitarchive) und DIN 31646 (Anforderungen an die langfristige Handhabung persistenter Identifikatoren (Persistent Identifier).
Format (Definitions from D43.1 included below)	Training Course
Credits/Qualification Earned	None formal qualifications
Sector (Libraries, Archives, Engineering, Higher Education…)	Advanced education for archivists
Target Audience (practitioners, researchers, developers…)	ArchivarInnen, die ein normenkonformes digitales Archiv aufbauen möchten.
Requirements (prior knowledge or experience)	None
Key topics covered (keywords)	Normen, DIN 31646, Nestor
Reference standards/guidelines	Nestor, DIN 31645

Learning objectives	Nestor, DIN 31645
Additional Remarks	

Course Information	
Classification	continuing professional education (cpe2)
Title of Training/Degree Course	nestor School
Organiser (University/ Institution/ Project/ Initiative)	nestor - the German competence network for digital preservation in cooperation with libraries, archives, museums and universities offering professional training and associations, projects and initiatives
Country	Germany
Language of Delivery	German
Date (*if applicable)	Once or twice a year
URL	http://www.nestor.sub.uni-goettingen.de/education/index.php
Basic Course Description	The nestor project has identified an extensive necessity for training and education in digital long term preservation. For this reason nestor is in the process of developing a concept for training, education and instruction in the field of digital preservation together with other existing institutions (library, archives and museum) that offer professional training. The nestor schools last several days and meet the requirements of both education and training and address students as well as practitioners active in the field of digital long-term preservation in archives, libraries, museums and information providers in general. Each summer school features a specific topic, preceded by a general introduction into digital long-term preservation.
Format (Definitions from D43.1 included below)	Workshops
Credits/Qualification Earned	Some nestor schools are accredited with 2 credit points, according to the European Credit Transfer System (ECTS).
Sector (Libraries, Archives, Engineering, Higher Education…)	Libraries, Archives, Museums, Information Provider, Higher Education
Target Audience (practitioners, researchers, developers…)	Practitioners, Students, possible fields of activities for graduates: specialized libraries, media archives, museums, publishing houses and information service provider or information management
Requirements (prior knowledge or experience)	Formally none
Key topics covered (keywords)	digital libraries, collections and collection items, information policy, communication and knowledge management information and media management, long term digital archiving

Reference standards/guidelines	none
Learning objectives	none
Additional Remarks	Nestor Handbuch

Course Information	
Classification	continuing professional education (cpe3)
Title of Training/Degree Course	AccessIT - e-Courses
Organiser (University/ Institution/ Project/ Initiative)	Central Public Library of Veria in corporation with The Laboratory of Digital Libraries and Electronic Publications - Department of Archives and Library Science-Ionian University
Country	Greece
Language of Delivery	Greek
Date (*if applicable)	-
URL	http://accessit.libver.gr/
Basic Course Description	The Central Public Library of Veria in collaboration with the Laboratory on Digital Libraries and Electronic Publishing, Department of Archives - Library Sciences, Ionian University have at accessit.libver.gr online courses with educational material for creating digital collections and their connection with the European Digital library, Europeana. The courses are free to enable all stakeholders, information professionals, to update and complement their knowledge and upgrade their ways to deliver their content. The monitoring and completion of the courses listed and successful candidates in the examination questions can get a certificate of attendance shared by two players. With the Central Public Library of Veria works for the organization of these online courses Dr. Emmanuel Garoufallou, Lecturer in the Department of Library and Information Systems TEI Thessaloniki.
Format (Definitions from D43.1 included below)	Online Course
Credits/Qualification Earned	
Sector (Libraries, Archives, Engineering, Higher Education…)	
Target Audience (practitioners, researchers, developers…)	all stakeholders, information professionals
Requirements (prior knowledge or experience)	None
Key topics covered (keywords)	
Reference standards/guidelines	
Learning objectives	
Additional Remarks	certificate of attendance

Course Information	
Classification	continuing professional education (cpe4)
Title of Training/Degree Course	DPE Digital Preservation Video Training
Organiser (University/ Institution/ Project/ Initiative)	DPE (Digital Preservation Europe)
Country	Scotland (HATII given as contact address on the DPE website)
Language of Delivery	English
Date (*if applicable)	13.-17. October 2008
URL	http://www.digitalpreservationeurope.eu/video-training/
Basic Course Description	The DPE Website offers videos from two different training courses: DPE Digital preservation video training course. Recorded at: Starting out: Preserving Digital Objects – Principles and Practice 13-17 October 2008. (DPE/Planets/CASPAR/nestor Joint Training Event) The different presentations include an introduction to DP, OAIS Model, Preparation and Requirements, File Formats and Metadata, Preservation Planning and Infrastructure, Trusted Repositories and Preservation Descriptive Information. Results from the EU projects DPE, Planets and CASPAR as well as nestor are shown. WePreserve Forum 2008. Recorded at: 17th October 2008, Prague. Videos on the projects Planets, CASPAR, nestor and the initiatives DPE and WePreserve are shown as well as details on the Planets testbed and the preservation of complex digital objects.
Format (Definitions from D43.1 included below)	Online Course
Credits/Qualification Earned	
Sector (Libraries, Archives, Engineering, Higher Education…)	Archives, libraries and museums sector, other institutions such as data archives, government departments, legal and commercial sectors
Target Audience (practitioners, researchers, developers…)	practitioners and researchers
Requirements (prior knowledge or experience)	None
Key topics covered (keywords)	European projects, Digital preservation basics, Preservation Planning, Trusted Repositories, File Formats, Metadata
Reference standards/guidelines	OAIS

Learning objectives	OAIS
Additional Remarks	The videos are still online, but the last news on the website are from 2010, especially the WePreserve presentations are not covering all the European initiatives but only the state of 2008.

Course Information	
Classification	continuing professional education (cpe5)
Title of Training/Degree Course	Digital Futures
Organiser (University/ Institution/ Project/ Initiative)	King's Digital Consultancy Service, King's College London
Country	United Kingdom
Language of Delivery	English
Date (*if applicable)	Semi-regular, last held 19-23 March 2012
URL	http://www.kdcs.kcl.ac.uk/digifutures/london.html
Basic Course Description	Digital Futures focuses on the creation, delivery and preservation of digital resources from cultural and memory institutions. Lasting five days, Digital Futures is aimed at managers and other practitioners from the library, museum, heritage and cultural sectors looking to understand the strategic and management issues of developing digital resources from digitisation to delivery.
Format (Definitions from D43.1 included below)	Training Course
Credits/Qualification Earned	Certificate of Attainment awarded
Sector (Libraries, Archives, Engineering, Higher Education…)	Libraries, Archives, Museums
Target Audience (practitioners, researchers, developers…)	Practitioners, Managers
Requirements (prior knowledge or experience)	None specified
Key topics covered (keywords)	Strategy, Digitisation, Risk Management, Fundraising, Cost/Benefit Analysis, Metadata, IPR, Social Media, Stakeholder Analysis, Preservation, Workflows, Sustainability
Reference standards/guidelines	None specified
Learning objectives	None specified
Additional Remarks	Sister course in Australasia: http://www.kdcs.kcl.ac.uk/digifutures/australasia.html Fees: £975 Course material über Login online

Course Information	
Classification	continuing professional education (cpe6)
Title of Training/Degree Course	D/CPS: Records and Information Management for the Public Sector
Organiser (University/ Institution/ Project/ Initiative)	University of Liverpool
Country	UK
Language of Delivery	English
Date (*if applicable)	
URL	http://www.liv.ac.uk/lucas/d-cps_rim/
Basic Course Description	The programme enables participants to gain or develop knowledge and skills in records and information by registering for the full diploma or certificate in professional studies. The programme, which began in 1999 was developed in consultation with the The National Archives and delivered as the 'rm3 partnership'. A revised programme was launched in 2005. It is suitable for anyone working with records and information at any level who would like to: • gain an introduction to one or more records or information management topics • enhance and deepen existing skills or knowledge in the field • acquire a university accredited qualification While primarily aimed at central government records staff, the programme is suitable for most people working within a public sector records management environment. Programme Content and Structure The D/CPS RIM is a flexible credit-based module programme. Each module offered is worth 15 credits and takes 10 weeks to complete by distance learning. The programme is pitched at Level 3: equivalent to the final year of an undergraduate degree course. The programme usually begins in September. Following attendance at a short course which forms an introduction to each Module there is independent study by open/distance learning based around a workbook and work-based projects, after which an assignment must be successfully completed. Certificate in Professional Studies (60 credits) • Awarded on completion of 4 core modules each worth 15 credits • Can be completed within one year (or a maximum of two years) Core modules are designed to cover the broad principles of records and information management in a government context.

	Each core module carries 15 academic credits (CATS credits), and comprises 150 learning hours, including the face to face short course and further independent study. • RIMB001 An introduction to records and information management • RIMB002 Principles and tools for managing records and information • RIMB014 Compliance and the regulatory environment • RIMB015 Principles and practice of appraisal
Format (Definitions from D43.1 included below)	Training Course
Credits/Qualification Earned	
Sector (Libraries, Archives, Engineering, Higher Education…)	Libraries, Archives
Target Audience (practitioners, researchers, developers…)	local authority archives museums libraries special collections business archives charitable archives specialist archives
Requirements (prior knowledge or experience)	
Key topics covered (keywords)	
Reference standards/guidelines	
Learning objectives	
Additional Remarks	

Course Information	
Classification	continuing professional education (cpe7)
Title of Training/Degree Course	Digital Preservation Training Programme
Organiser (University/ Institution/ Project/ Initiative)	University of London Computer Centre
Country	United Kingdom
Language of Delivery	English
Date (*if applicable)	Usually delivered binanually. Previous 4 instances: 28-30 May 2012, 14-16 Nov 2011, 16-18 May 2011, 4-6 Oct 2010
URL	http://www.dptp.org/
Basic Course Description	The DPTP is a modular training programme, built around themed sessions that have been developed to assist participants in designing and implementing an approach to preservation that will work for their institution. Through a wide range of modules, the DPTP examines the need for policies, planning, strategies, standards and procedures in digital preservation, and teaches some of the most up-to-date methods, tools and concepts in the area. It covers these topics via a mixture of lectures, discussions, practical tasks and exercises, and a class project. (The course does not, however, offer hands-on training with any of these tools, and is not an 'enabling' course).
Format (Definitions from D43.1 included below)	Training Course
Credits/Qualification Earned	None
Sector (Libraries, Archives, Engineering, Higher Education…)	No particular target sector, open to all wishing to gain an introduction to digital preservation. Previous attendees have included representatives from Archives, Libraries, Government, Researchers, Museums, Secondary and Higher Education, Commercial compa
Target Audience (practitioners, researchers, developers…)	All with an interest in digital preservation. Majority of attendees are either Managers, Practitioners or Developers
Requirements (prior knowledge or experience)	No prior knowledge of experience required. Attendees are expected to read Brian Lavoie's introduction to OAIS and TRAC before undertaking the course.
Key topics covered (keywords)	Organisational Stages, OAIS Functions, Digital Rights Management, Preservation (Approaches and Systems), File Formats, Digitisation, Preservation Metadata, Trust and Certification, Costs, Risk Management, Discovery Metadata, Tools
Reference standards/guidelines	OAIS, TRAC, PREMIS, METS

Learning objectives	OAIS, TRAC, PREMIS, METS
Additional Remarks	Normally a 3 Day course generally held in London but has also been offered in other locations such as Edinburgh, Glasgow and Dublin. Shorter/tailored versions of the course have been run for individual organisations. Standard course cost: £780 Cost for next course (2 day): £522

Course Information	
Classification	continuing professional education (cpe8)
Title of Training/Degree Course	Module: Preservation Systems
Organiser (University/ Institution/ Project/ Initiative)	University of London Computer Centre
Country	United Kingdom
Language of Delivery	English
Date (*if applicable)	Usually delivered binanually. Previous 4 instances: 28-30 May 2012, 14-16 Nov 2011, 16-18 May 2011, 4-6 Oct 2010
URL	http://www.dptp.org/course/module-institutional-repositories/
Basic Course Description	Module: Preservation Systems The module defines preservation systems and introduces some available tools and services. Descriptions of current systems are given, including Institutional Repository software such as DSpace, Eprints and Drambora; and emerging DP systems such as RODA and Archivematica. The module goes on to discuss some of the issues around managed storage. This session aims to: • Give an overview of preservation systems, with examples of available solutions • Outline a standard ingest procedure, and how systems can deliver this • Describe managed storage requirements By the end of the session students will have: • Understood the strengths and weaknesses of IRs • Seen how IRs fit into the OAIS model
Format (Definitions from D43.1 included below)	Training Course
Credits/Qualification Earned	None
Sector (Libraries, Archives, Engineering, Higher Education…)	No particular target sector, open to all wishing to gain an introduction to digital preservation. Previous attendees have included representatives from Archives, Libraries, Government, Researchers, Museums, Secondary and Higher Education, Commercial compa
Target Audience (practitioners, researchers, developers…)	All with an interest in digital preservation. Majority of attendees are either Managers, Practitioners or Developers
Requirements (prior knowledge or experience)	No prior knowledge of experience required. Attendees are expected to read Brian Lavoie's introduction to OAIS and TRAC before undertaking the course.

Key topics covered (keywords)	Institutional Repository software: Eprints and Drambora; and emerging DP systems: RODA and Archivematica managed storage
Reference standards/guidelines	OAIS, TRAC, PREMIS, METS
Learning objectives	OAIS, TRAC, PREMIS, METS
Additional Remarks	

Course Information	
Classification	continuing professional education (cpe9)
Title of Training/Degree Course	Module: Digital rights management
Organiser (University/ Institution/ Project/ Initiative)	University of London Computer Centre
Country	United Kingdom
Language of Delivery	English
Date (*if applicable)	Usually delivered binanually. Previous 4 instances: 28-30 May 2012, 14-16 Nov 2011, 16-18 May 2011, 4-6 Oct 2011
URL	http://www.dptp.org/course/module-legal-issues-in-digital-preservation/
Basic Course Description	This module aims to: • Explain how copyright and IPR affects digital preservation • Introduce Digital Rights Management • Introduce Creative Commons • Look at rights management in OAIS
Format (Definitions from D43.1 included below)	Training Course
Credits/Qualification Earned	None
Sector (Libraries, Archives, Engineering, Higher Education…)	No particular target sector, open to all wishing to gain an introduction to digital preservation. Previous attendees have included representatives from Archives, Libraries, Government, Researchers, Museums, Secondary and Higher Education, Commercial compa
Target Audience (practitioners, researchers, developers…)	All with an interest in digital preservation. Majority of attendees are either Managers, Practitioners or Developers
Requirements (prior knowledge or experience)	No prior knowledge of experience required. Attendees are expected to read Brian Lavoie's introduction to OAIS and TRAC before undertaking the course.
Key topics covered (keywords)	copyright and IPR, Digital Rights Management, Creative Commons
Reference standards/guidelines	OAIS, TRAC, PREMIS, METS
Learning objectives	OAIS, TRAC, PREMIS, METS
Additional Remarks	

Course Information	
Classification	continuing professional education (cpe10)
Title of Training/Degree Course	Module: OAIS Functions
Organiser (University/ Institution/ Project/ Initiative)	University of London Computer Centre
Country	United Kingdom
Language of Delivery	English
Date (*if applicable)	Usually delivered binanually. Previous 4 instances: 28-30 May 2012, 14-16 Nov 2011, 16-18 May 2011, 4-6 Oct 2012
URL	http://www.dptp.org/course/module-oais-functions/
Basic Course Description	The module explores the OAIS functions in detail and considers them from a preservation action perspective. The principal Actors, Objects and Actions are introduced. This session aims to: • Give a concrete example of how these abstract ideas map across to a real world example • Give an understand of what OAIS compliance means and how this relates to your own organisation By the end of the session students will have: • Understood the meaning of Actors, Objects and Actions • Seen how the model can apply to a real working repository • Understood the meaning of the terms SIP, AIP and DIP as transitional stages • Seen examples of information flows across an organisation • Begun to grasp what OAIS compliance means • Understood how information flows in their own organisation • Gained a deeper understanding of the language and practical application of OAIS
Format (Definitions from D43.1 included below)	Training Course
Credits/Qualification Earned	None
Sector (Libraries, Archives, Engineering, Higher Education…)	No particular target sector, open to all wishing to gain an introduction to digital preservation. Previous attendees have included representatives from Archives, Libraries, Government, Researchers, Museums, Secondary and Higher Education, Commercial compa
Target Audience (practitioners, researchers, developers…)	All with an interest in digital preservation. Majority of attendees are either Managers, Practitioners or Developers
Requirements (prior knowledge or	No prior knowledge of experience required. Attendees are

experience)	expected to read Brian Lavoie's introduction to OAIS and TRAC before undertaking the course.
Key topics covered (keywords)	Actors, Objects and Actions real working repository SIP, AIP and DIP as transitional stages information flows across an organisation OAIS compliance
Reference standards/guidelines	OAIS, TRAC, PREMIS, METS
Learning objectives	OAIS, TRAC, PREMIS, METS
Additional Remarks	

Course Information	
Classification	continuing professional education (cpe11)
Title of Training/Degree Course	Module: Five organisational stages
Organiser (University/ Institution/ Project/ Initiative)	University of London Computer Centre
Country	United Kingdom
Language of Delivery	English
Date (*if applicable)	Usually delivered binanually. Previous 4 instances: 28-30 May 2012, 14-16 Nov 2011, 16-18 May 2011, 4-6 Oct 2013
URL	http://www.dptp.org/course/module-five-organisational-stages/
Basic Course Description	This session aims to: • Introduce the Cornell 'five stages' and 'three legs' models, with detailed expressions and reflections of the frameworks • Introduce these functions for future reference throughout the rest of the course
Format (Definitions from D43.1 included below)	Training Course
Credits/Qualification Earned	None
Sector (Libraries, Archives, Engineering, Higher Education…)	No particular target sector, open to all wishing to gain an introduction to digital preservation. Previous attendees have included representatives from Archives, Libraries, Government, Researchers, Museums, Secondary and Higher Education, Commercial compa
Target Audience (practitioners, researchers, developers…)	All with an interest in digital preservation. Majority of attendees are either Managers, Practitioners or Developers
Requirements (prior knowledge or experience)	No prior knowledge of experience required. Attendees are expected to read Brian Lavoie's introduction to OAIS and TRAC before undertaking the course.
Key topics covered (keywords)	tree legs, seven principals, OAIS
Reference standards/guidelines	OAIS, TRAC, PREMIS, METS
Learning objectives	OAIS, TRAC, PREMIS, METS
Additional Remarks	

Course Information	
Classification	continuing professional education (cpe12)
Title of Training/Degree Course	Module: Discovery metadata
Organiser (University/ Institution/ Project/ Initiative)	University of London Computer Centre
Country	United Kingdom
Language of Delivery	English
Date (*if applicable)	Usually delivered binanually. Previous 4 instances: 28-30 May 2012, 14-16 Nov 2011, 16-18 May 2011, 4-6 Oct 2014
URL	http://www.dptp.org/course/module-access/
Basic Course Description	This module is about discovery metadata and how it helps with access. Descriptive metadata is metadata that describes the content of resources and helps users understand them. But it can also be too lengthy, too specialist, and not direct enough in describing the resource. The module is really making one simple point about discovery metadata, which is simply helping users to find materials. Because we assume this "discovery" is taking place over the internet, we can use various methods to speed up this discovery. The module makes a distinction between structured and unstructured metadata. Structured has defined fields with widely understood meanings which means the metadata can be exchanged, used consistently, etc. Unstructured is the exact opposite. Informal and free-spirited tagging methods as used in social software. We will engage in some brief discussions about the Pros and Cons of these approaches.
Format (Definitions from D43.1 included below)	Training Course
Credits/Qualification Earned	None
Sector (Libraries, Archives, Engineering, Higher Education…)	No particular target sector, open to all wishing to gain an introduction to digital preservation. Previous attendees have included representatives from Archives, Libraries, Government, Researchers, Museums, Secondary and Higher Education, Commercial compa
Target Audience (practitioners, researchers, developers…)	All with an interest in digital preservation. Majority of attendees are either Managers, Practitioners or Developers
Requirements (prior knowledge or	No prior knowledge of experience required. Attendees are

experience)	expected to read Brian Lavoie's introduction to OAIS and TRAC before undertaking the course.
Key topics covered (keywords)	discovery metadata, descriptive metadate, tagging methods
Reference standards/guidelines	OAIS, TRAC, PREMIS, METS
Learning objectives	OAIS, TRAC, PREMIS, METS
Additional Remarks	

Course Information	
Classification	continuing professional education (cpe13)
Title of Training/Degree Course	Module: Tools of the trade
Organiser (University/ Institution/ Project/ Initiative)	University of London Computer Centre
Country	United Kingdom
Language of Delivery	English
Date (*if applicable)	Usually delivered binanually. Previous 4 instances: 28-30 May 2012, 14-16 Nov 2011, 16-18 May 2011, 4-6 Oct 2015
URL	http://www.dptp.org/course/module-tools-of-the-trade/
Basic Course Description	Module: Tools of the trade Software tools for managing key elements of OAIS compliance are beginning to emerge. This module examines the role, sources and evaluation of such tools, looking at a sampling of currently available tools, and how they fit within the OAIS model. This session aims to: • Give practical and real-world suggestions for doing DP • Introduce available software tools for managing DP, and show where they fit in against the OAIS functions
Format (Definitions from D43.1 included below)	Training Course
Credits/Qualification Earned	None
Sector (Libraries, Archives, Engineering, Higher Education…)	No particular target sector, open to all wishing to gain an introduction to digital preservation. Previous attendees have included representatives from Archives, Libraries, Government, Researchers, Museums, Secondary and Higher Education, Commercial compa
Target Audience (practitioners, researchers, developers…)	All with an interest in digital preservation. Majority of attendees are either Managers, Practitioners or Developers
Requirements (prior knowledge or experience)	No prior knowledge of experience required. Attendees are expected to read Brian Lavoie's introduction to OAIS and TRAC before undertaking the course.
Key topics covered (keywords)	OAIS, software tools for managing DP
Reference standards/guidelines	OAIS, TRAC, PREMIS, METS
Learning objectives	OAIS, TRAC, PREMIS, METS
Additional Remarks	

Course Information	
Classification	continuing professional education (cpe14)
Title of Training/Degree Course	Module: Preservation approaches
Organiser (University/ Institution/ Project/ Initiative)	University of London Computer Centre
Country	United Kingdom
Language of Delivery	English
Date (*if applicable)	Usually delivered binanually. Previous 4 instances: 28-30 May 2012, 14-16 Nov 2011, 16-18 May 2011, 4-6 Oct 2016
URL	http://www.dptp.org/course/module-preservation-approaches/
Basic Course Description	Module: Preservation approaches Migration, Emulation or Technological preservation are commonly accepted as the principal methods of DP. This module explains the differences and areas of overlap between these approaches.
Format (Definitions from D43.1 included below)	Training Course
Credits/Qualification Earned	None
Sector (Libraries, Archives, Engineering, Higher Education…)	No particular target sector, open to all wishing to gain an introduction to digital preservation. Previous attendees have included representatives from Archives, Libraries, Government, Researchers, Museums, Secondary and Higher Education, Commercial compa
Target Audience (practitioners, researchers, developers…)	All with an interest in digital preservation. Majority of attendees are either Managers, Practitioners or Developers
Requirements (prior knowledge or experience)	No prior knowledge of experience required. Attendees are expected to read Brian Lavoie's introduction to OAIS and TRAC before undertaking the course.
Key topics covered (keywords)	Migration, Emulation, technological preservation
Reference standards/guidelines	OAIS, TRAC, PREMIS, METS
Learning objectives	OAIS, TRAC, PREMIS, METS
Additional Remarks	

Course Information	
Classification	continuing professional education (cpe15)
Title of Training/Degree Course	Module: Preservation metadata: METS and PREMIS
Organiser (University/ Institution/ Project/ Initiative)	University of London Computer Centre
Country	United Kingdom
Language of Delivery	English
Date (*if applicable)	Usually delivered binanually. Previous 4 instances: 28-30 May 2012, 14-16 Nov 2011, 16-18 May 2011, 4-6 Oct 2017
URL	http://www.dptp.org/course/module-preservation-metadata/
Basic Course Description	Module: Preservation metadata: METS and PREMIS The module introduces the issues and challenges surrounding preservation metadata, and builds on OAIS concepts. It introduces the Metadata Encoding and Transmission Standard (METS) and the PREMIS data dictionary. This session aims to: • Show the crucial role of technical metadata in the OAIS information package • Show the importance of storing, encoding, and transmitting metadata
Format (Definitions from D43.1 included below)	Training Course
Credits/Qualification Earned	None
Sector (Libraries, Archives, Engineering, Higher Education…)	No particular target sector, open to all wishing to gain an introduction to digital preservation. Previous attendees have included representatives from Archives, Libraries, Government, Researchers, Museums, Secondary and Higher Education, Commercial compa
Target Audience (practitioners, researchers, developers…)	All with an interest in digital preservation. Majority of attendees are either Managers, Practitioners or Developers
Requirements (prior knowledge or experience)	No prior knowledge of experience required. Attendees are expected to read Brian Lavoie's introduction to OAIS and TRAC before undertaking the course.
Key topics covered (keywords)	metadata encoding, METS, PREMIS, OAIS concepts
Reference standards/guidelines	OAIS, TRAC, PREMIS, METS
Learning objectives	OAIS, TRAC, PREMIS, METS
Additional Remarks	

Course Information	
Classification	continuing professional education (cpe16)
Title of Training/Degree Course	Module: Digitisation and preservation
Organiser (University/ Institution/ Project/ Initiative)	University of London Computer Centre
Country	United Kingdom
Language of Delivery	English
Date (*if applicable)	Usually delivered binanually. Previous 4 instances: 28-30 May 2012, 14-16 Nov 2011, 16-18 May 2011, 4-6 Oct 2018
URL	http://www.dptp.org/course/dig-pres/
Basic Course Description	Module: Digitisation and preservation Digitization is the process of making digital copies of physical items. Digital preservation refers to the activities associated with maintaining the viability of, and access to, digital files over time. The module makes the point that simply digitising collections is not the same thing as performing preservation. Learning outcomes of this session include: • How to plan for digital preservation in relation to digitisation • Planning is key for all objects we are looking at in relation to digital preservation • Examination of a model for a digital archive and how to apply this to a simple digital object • Review outcomes of a study completed by ULCC regarding digitisation and digital preservation • Examine what needs to be captured and when, with workflows
Format (Definitions from D43.1 included below)	Training Course
Credits/Qualification Earned	None
Sector (Libraries, Archives, Engineering, Higher Education…)	No particular target sector, open to all wishing to gain an introduction to digital preservation. Previous attendees have included representatives from Archives, Libraries, Government, Researchers, Museums, Secondary and Higher Education, Commercial compa
Target Audience (practitioners, researchers, developers…)	All with an interest in digital preservation. Majority of attendees are either Managers, Practitioners or Developers
Requirements (prior knowledge or experience)	No prior knowledge of experience required. Attendees are expected to read Brian Lavoie's introduction to OAIS and TRAC before undertaking the course.

Key topics covered (keywords)	planning, digital archive, digital object, ULCC
Reference standards/guidelines	OAIS, TRAC, PREMIS, METS
Learning objectives	OAIS, TRAC, PREMIS, METS
Additional Remarks	

Course Information	
Classification	Curricula (c1)
Title of Training/Degree Course	Master of Records Management
Organiser (University/ Institution/ Project/ Initiative)	Archivschule Marburg - Hochschule für Archivwissenschaft
Country	Germany
Language of Delivery	German
Date (*if applicable)	Winter session 2012/2013
URL	http://www.archivschule.de/master-of-records-management/
Basic Course Description	The degrees course provides know-how in the following topics: Conception, modeling and implementation of business processes. Leading the records managements units of companies or public administrations. Therefor analog and digital documents will be thematized. Following modules have to be absolved: Records management (308 hours), management (182 hours) and archival science (84 hours). 1. Semester: • Records Management I • Basics of information technology • Principles of law 2. Semester: • Management basics • Principles of law • Traineeship 3. Semester • Records management II • Typology and editing of contemporary written material • Basics of archival science 4. Semester • Masters' paper
Format (Definitions from D43.1 included below)	Master Programme
Credits/Qualification Earned	Master of Records Management
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	Practitioners from companies or public administration.
Requirements (prior knowledge or experience)	Masters' degree or a similar final degree (magister artium, state examination or a four-year bachelor degree with 240 credit points min). Additional two years of work experience are

	necessary.
Key topics covered (keywords)	Records management, digital preservation, document management systems
Reference standards/guidelines	National and international standards of records management
Learning objectives	National and international standards of records management
Additional Remarks	Organization: The course lasts two years (four terms) and it occurs extra occupational in twelve training units of one or two weeks. Total presence time: 21 weeks. A four-week traineeship is scheduled. Module: Module: R-R1 Records Management I Module: R-R2 Records Management II

Course Information	
Classification	curricula (c18)
Title of Training/Degree Course	Dedicated advanced training courses for professionals
Organiser (University/ Institution/ Project/ Initiative)	Archivschule Marburg
Country	Germany
Language of Delivery	German
Date (*if applicable)	All-year
URL	http://www.archivschule.de/fortbildung/
Basic Course Description	The offered advanced training courses of the Archivschule Marburg contain 28 different courses (9 ground courses, 10 extension courses and 9 upgrading courses) as a basic qualification for archivists, which are working in archives without a formal qualification. A number of courses dealing with long-term preservation of digital assets. One new course presents the OAIS-model, the basic data model for digital preservation. The course leaders are experienced archivists. Apart from their technical and methodic skills they have substantial didactical skills. Following courses are dealing with different topics of digital preservation: - GK 3: Tasks and operations of small and medium-sized archives - EK 50-2: Basics of archiving digital data - EK 50-1: Basics of archiving digital data - EK 53: Electronic Data II: Structure of digital archives - EK 54: Electronic Data II: Basics of the Open Archival Information System (OAIS) – Information model and processes - EK 61: Digital image editing in archives
Format (Definitions from D43.1 included below)	Training Courses
Credits/Qualification Earned	None formal qualifications
Sector (Libraries, Archives, Engineering, Higher Education…)	Advanced education for archivists
Target Audience (practitioners, researchers, developers…)	Practitioners from archives in companies and administrations
Requirements (prior knowledge or experience)	None
Key topics covered (keywords)	Archives, digital data, digital preservation, OAIS, digital assets
Reference standards/guidelines	OAIS-model

Learning objectives	OAIS-model
Additional Remarks	Programm 2012: Erweiterungskurse (Kurzbeschreibungen jeweils vorhanden http://www.archivschule.de/uploads/Fortbildung/fobi2012.pdf) EK 50-1 Grundlagen der Archivierung digitaler Unterlagen EK 50-2 Grundlagen der Archivierung digitaler Unterlagen EK 51 Elektronische Unterlagen I: IT-gestützte Vorgangsbearbeitung und elektronische Aussonderung EK 52 Elektronische Unterlagen I: Fachverfahren aus archivischer Sicht EK 53 Elektronische Unterlagen II: Aufbau eines digitalen Archivs EK 54 Elektronische Unterlagen II: Grundlagen des Open Archival Information Systems (OAIS) - Informationsmodell und Prozesse EK 60 Digitale Bildbearbeitung im Archiv - Anwenderschulung EK 61 Digitale Bildbearbeitung im Archiv - Projektkonzeption EK 62 MidosaXML - Schulung

Course Information	
Classification	Curricula (c2)
Title of Training/Degree Course	Master in Library and Information Science - MALIS
Organiser (University/ Institution/ Project/ Initiative)	Cologne University of Applied Sciences
Country	Germany
Language of Delivery	German
Date (*if applicable)	Per semester, next time SS 2013
URL	http://malis.fh-koeln.de/fileadmin/templates/download/MALIS_Flyer_english.pdf http://malis.fh-koeln.de/index.php?id=73
Basic Course Description	The part-time Master's degree program "Library and Information Science" at the Cologne University of Applied Sciences qualifies students for specialized tasks, management and leadership functions in libraries and information institutions in Germany and abroad.
Format (Definitions from D43.1 included below)	Degree Course
Credits/Qualification Earned	Master in Library and Information Science (MA LIS)
Sector (Libraries, Archives, Engineering, Higher Education…)	Libraries, Archives
Target Audience (practitioners, researchers, developers…)	Graduates of all disciplines , librarian
Requirements (prior knowledge or experience)	Bachelor and Master degree, comparable degree (Diplom, Magister etc.) 12 month practical phase in a library or information facility
Key topics covered (keywords)	professional management of information facilities; strategic design of innovative information services; knowledge management in an international context; creation of technical solutions for optimized information; process; information competence
Reference standards/guidelines	
Learning objectives	
Additional Remarks	'module "Informationstechnologien 2"; Digitale Bibliotheken: technische und organisatorische Anforderungen zur Bereitstellung digitalisierter und originär digitaler Medien (digitale Zeitschriften, eBooks und andere multimediale Objekte). • Ermittlung der integrativen und zielgruppenspezifischen

	Dienstleistungsfunktion von Digitalen Bibliotheken anhand von Fallbeispielen • Softwareoptionen zur Realisierung Digitaler Bibliotheken • Analyse und Bewertung von Suchtechnologien und Suchfeatures in kommerziellen und nichtkommerziellen Kontexten • Funktionale Erweiterung von digitalen Bibliotheksanwendungen auf der Grundlage Web 2.0-basierte Anwendungen • Softwareergonomische und andere usability-Kriterien für digitale Anwendungen • Konzepte und Anwendungen der Langzeitarchivierung digitaler Objekte • Umsetzung der Konzepte digitaler Langzeitarchivierung digitaler Objekte in Operationskonzepte für ausgewählte Fallbeispiele usage (on a regular basis) of several out of more than 20 nestor e-learning moduls (moodle based) on digital curation and preservation; project thesis and master thesis on digital preservation issues (individual choice) Modulhandbuch mit Kurzbeschreibungen

Course Information	
Classification	Curricula (c3)
Title of Training/Degree Course	Information Science M.Sc.
Organiser (University/ Institution/ Project/ Initiative)	Hochschule Darmstadt – University of Applied Science
Country	Germany
Language of Delivery	German
Date (*if applicable)	Every winter or summer semester
URL	http://www.h-da.de/studium/studienangebot/informatik-und-informationswissenschaften/informationswissenschaft-msc/
Basic Course Description	The applied and consecutive degree course educates information experts for designing and leading in the different areas of information and digital economy, libraries and administrations. It is based on the same-named bachelor degree course on the Hochschule Darmstadt. Structure of the studies: The students have to choose nine study modules in the first academic year (six functional modules and three project modules) to build up their individual job specialization. Following range of subjects could be selected: • Information Architecture • Knowledge representation • Business Information Engineering/Online Marketing • Library Science • Media and communications • Interdisciplinary information; entertainment law, management and leadership The second academic year contains a practical and research phase of 18 weeks. Students will get the opportunity to use their gained skills for practical research activities. A fourth-month master thesis with an accompanying academic lecture and a concluding public colloquium finalizes the degree course.
Format (Definitions from D43.1 included below)	Master programme
Credits/Qualification Earned	Master of Science (MA) / 120 Credits (Functional module 5 CP each, project module 10 CP each, practical and research phase 30 CP, master thesis 30 CP)
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners,	Graduates (Bachelor or Diplom)

researchers, developers…)	
Requirements (prior knowledge or experience)	Qualified Bachelor degree information science or a comparable degree such as “Diplom” with a finale grade of 2.5 or better.
Key topics covered (keywords)	Information science, information technology, media science, librarianship, management, information marketing, media archives
Reference standards/guidelines	
Learning objectives	
Additional Remarks	Standard period of study: 4 semesters.

Course Information	
Classification	Curricula (c4)
Title of Training/Degree Course	Library and Information Science - Master of Arts
Organiser (University/ Institution/ Project/ Initiative)	Hochschule für Technik, Wirtschaft und Kultur Leipzig
Country	Germany
Language of Delivery	German
Date (*if applicable)	Every summer semester
URL	http://www.htwk-leipzig.de/de/studieninteressierte/studienangebot/master/bibliotheks-und-informationswissenschaft/
Basic Course Description	The applied degree course Library and Information Science is based on the same-named bachelor degree course on the Hochschule für Technik, Wirtschaft und Kultur Leipzig. It leads to a second professional qualification. The degree course aims to educate graduates for working in any kinds of libraries and other information spreading facilities and it equips the students with all necessary skills, competencies and proficiencies for a scientifically and autonomous function as Masters of Arts in higher positions. The degree course appeals especially to strengthen and to intensify the leadership and management skills of the students. The study contents are oriented on the actual and future requirements of professional practice. Topics like organization, human resource management, digital preservation and digitalization, project leading and entertainment law are playing an important part. The selection of particular thematic focuses (music libraries, historical assets or library pedagogy) opens up further possibilities for thematic specialization.
Format (Definitions from D43.1 included below)	Degree course
Credits/Qualification Earned	Masters of Arts (M.A.), ECTS 90
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	Graduates (Bachelor or Diplom)
Requirements (prior knowledge or experience)	Qualified Bachelor degree library or information science or a comparable degree with 210 ECTS minimum
Key topics covered (keywords)	Library and Information Science, music libraries, historical assets, library pedagogy, digital preservation, digitalization, information law, media law, copyright law, construction of libraries, arrangement of a library, human resource

	management
Reference standards/guidelines	
Learning objectives	
Additional Remarks	http://www.htwk-leipzig.de/fileadmin/ordnungen/amtliche_bekanntmachungen/studien_und_pruefungs_ordnungen/Master/Bibliotheks-_und_Informationswissenschaft/Modulbeschreibungen_BK_MA.pdf

Course Information	
Classification	Curricula (c5)
Title of Training/Degree Course	Masterstudiengänge Bibliotheks- und Informationsmanagement (Master Library and Information Science)
Organiser (University/ Institution/ Project/ Initiative)	Stuttgart Hochschule der Medien (HdM, Stuttgart Media University)
Country	Germany
Language of Delivery	German
Date (*if applicable)	Deadline for application July 15th, course commences October 1st
URL	http://www.hdm-stuttgart.de/english/studycourses/bim_e http://www.hdm-stuttgart.de/bi/master/ http://www.hdm-stuttgart.de/bi/studierende_dozenten/infos_master/bimb
Basic Course Description	In addition to mandatory basic course subjects, such as social research methods, project management and human resources management, you will have the opportunity to design your individual professional profile by selecting three subjects from the following electives: Public Management / Library Management (“Public Management”) Information Management (Digital Library / Knowledge Management) (“Digitale Bibliotheken”) Music Information Management (“Musikinformationsmanagement”) Cultural Administration Media Studies (“Medienwissenschaft”) (“Lernort Bibliothek”), (“Digitale Musikbibliothek und Archivierung”) With two additional projects and your master’s thesis, you will have the chance to implement research and development projects in cooperation with libraries and other institutions. The M.A. course offers you a large degree of freedom in selecting your subjects, and independent studying in small groups.
Format (Definitions from D43.1 included below)	Extra occupational (since 2012) Master Programme, blended-learning-concept (eLearning, attendance seminars)
Credits/Qualification Earned	The M.A. course “Library and Information Management” is accredited, minimum of 90ECTS credits required for graduation.
Sector (Libraries, Archives,	Higher Education

Engineering, Higher Education…)	
Target Audience (practitioners, researchers, developers…)	This master's degree enables you to enter a job market of about 7000 libraries in Germany, information centers in companies and public administrations, cultural institutions, and archives as well as consulting agencies, private providers of services for l
Requirements (prior knowledge or experience)	You can attend this master's program if you have finished a B.A. course or a diploma in the areas of library, documentation, and information management. The program follows consecutively upon the B.A. course "Library and Information Management" at the Stu
Key topics covered (keywords)	Library management, information management, public management, music information management, cultural administration, media studies
Reference standards/guidelines	
Learning objectives	
Additional Remarks	Information on German and English pages not consistent! English page might still correspond to discontinued full-time Master http://www.hdm-stuttgart.de/bi/master/konsekutiv/… http://www.hdm-stuttgart.de/bi/studierende_dozenten/infos_master/bimb/studieni

Course Information	
Classification	Curricula (c6)
Title of Training/Degree Course	Postgraduate Master Degree Course "Information Science MA"
Organiser (University/ Institution/ Project/ Initiative)	University of Applied Sciences Potsdam
Country	Germany
Language of Delivery	German
Date (*if applicable)	Feb 18 2013
URL	http://informationswissenschaften.fh-potsdam.de/master_iw.1.html http://informationswissenschaften.fh-potsdam.de/fileadmin/FB5/Dokumente/Master_IW/Modulbeschreibungen-MA-I.pdf
Basic Course Description	The Master course "Information Science MA" delivers academic results along with the methods for their reflective reception. Master graduates will be experts in all fields of information services. Not only will they be capable of analysing and organizing information and its flows in different kinds of institutions, but also of designing, maintaining and developing suitable IT-solutions. They are capable of developing new tools and products that use the resource "organisational knowledge" to create long-term profit for its generator, in other words the institution itself where the information and knowledge are being created. In a constructive, independent approach , these information experts find new solutions for complex problems. They can work in advisory positions, or actively introduce required approaches to knowledge management in an organization, and potentially even supporting personnel departments. Curriculum Courses of the first term Modern Approaches to Information Science Evaluative Information Assessment Semantic Web Technologies Integration of Information Project Management In their second term students choose on one out of two potential study profiles: Profile I: Records Management and Digital Preservation Environment, Profit, Strategy Organization and Conceptual Design Integrated System Solutions This profile focuses on the organization, provision, long-term preservation and storage of (business-relevant) information and

	other worth of preserving. Profile II: Knowledge Transfer and Project Management Knowledge Transfer […] Students in both profiles will attend seminars and additionally work in study-related projects. During their third term students write their Master thesis and participate in the Master's colloquium.
Format (Definitions from D43.1 included below)	Master Programme
Credits/Qualification Earned	
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	Graduates (Bachelor or Diplom)
Requirements (prior knowledge or experience)	Applicants for this Master degree course must hold a Bachelor degree in the field of Information Science, such as "BA Archival Studies ", "BA Library Management" or "BA Information Studies" or a comparable qualification.
Key topics covered (keywords)	Modern approaches to information science, evaluative information assessment, semantic web technologies, integration of information project management, environment, profit, strategy, organization and conceptual design, integrated system solutions
Reference standards/guidelines	
Learning objectives	
Additional Remarks	http://informationswissenschaften.fh-potsdam.de/fileadmin/FB5/Dokumente/Master_IW/Modulbeschreibungen-MA-I.pdf

Course Information	
Classification	Curricula (c7)
Title of Training/Degree Course	Master's program Conservation of New Media and Digital Information
Organiser (University/ Institution/ Project/ Initiative)	Stuttgart State Academy of Art and Design
Country	Germany
Language of Delivery	German and English
Date (*if applicable)	Per semester, next time WS 2012
URL	http://www.mediaconservation.abk-stuttgart.de/ http://www.mediaconservation.abk-stuttgart.de/curriculum/
Basic Course Description	Providing know-how and skills for long-term preservation of art and cultural, archive and library assets in the areas of photography, video and digital information. Key aspects are planning, organization and administration of projects and the prevention of inventory preservation. The study phase of the master's program Conservation of New Media and Digital Information includes the completion of four modules (conservation, media, informatics and accompanying sciences). The module media offers three core themes: photography, audio-visual media and digital information. Two of them have to be chosen for the main course. Two five-week conservation projects in partner institutions have to be finished in the third semester. An additional two-month internship is scheduled for the second or third semester. The master-thesis has to be prepared in the fourth semester. Following modules have to be absolved: 1. Semester: • Conservation I • General basics • Photography I • Audio-visual media I • Digital information I • Informatics I • Accompanying sciences I 2. Semester • Conservation II • Photography II • Audio-visual media II • Digital information II • Informatics II • Accompanying sciences II • Internship (optional) 3. Semester

	• Conservation III • Informatics III • Accompanying sciences III • Internship (optional) 4. Semester • Conservation IV • (Thesis)
Format (Definitions from D43.1 included below)	Master programme
Credits/Qualification Earned	120 Credits / Master of Arts (M. A.)
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	Person with a completed university education in one of the following disciplines: archive studies, librarianship, informatics, history of art, media science, museology or restoration.
Requirements (prior knowledge or experience)	Bachelor degree or a comparable degree (Diplom). Portfolio with examples of practical experiences so far or projects that document the interest in the topics of the degree course. Qualifying examination (oral discussion). English and German language skil
Key topics covered (keywords)	Media conservation, Audio-visual media, long-term preservation, inventory preservation
Reference standards/guidelines	
Learning objectives	
Additional Remarks	1.500 € tuition fee per semester, plus administration fee. Six to ten students per year.

Course Information	
Classification	Curricula (c8)
Title of Training/Degree Course	Masterstudium Bibliotheks- und Informationswissenschaft (Master Library and Information Science)
Organiser (University/ Institution/ Project/ Initiative)	Humboldt-Universität zu Berlin, Berlin School of Library and Information Science
Country	Germany
Language of Delivery	German, English
Date (*if applicable)	Registration every winter semester
URL	http://www.ibi.hu-berlin.de/teaching/master/master?set_language=en&cl=en
Basic Course Description	The Master's Programme at Berlin School of Library and Information Science is a consecutive programme. Its content is based on the Bachelor's Programme Library and information Science or related study programmes like information science, library and media management or documentation at universities or universities of applied sciences. It contains Library and Information Science studies as well as additional studies. The study phase of Library and Information Science in the Master's Programme includes the completion of two obligatory modules, three optional modules, one project module and an internship: Module MP1: Information economy, information markets Module MP2: Digital libraries Optional modules: Module MWP1: Management and history of library stocks, collections and collection items Module MWP2: Bibliometrics, informetrics, scientometrics Module MWP3: Information policy, ethics and law Module MWP4: Theory of information research and transfer Module MWP5: Business-related problems in the LIS-sector Module MWP6: Communication and knowledge management Module MWP7: Information and media management Module MWP8: Long Term Digital Archiving
Format (Definitions from D43.1 included below)	Master Programme
Credits/Qualification Earned	For every module that has been completed successfully you will gain a certain number of credit points, according to the European Credit Transfer System (ECTS). After the successful completion of the programme, you will be awarded with the academic grade

Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	Students, possible fields of activities for graduates: specialized libraries, media archives, publishing houses and information service provider or information management
Requirements (prior knowledge or experience)	Numerus clausus, gets calculated yearly from the grades of the new applicants. Furthermore, the administration will also take into account the semesters you've been waiting to register. Bachelor's students that have finished their studies successfully al
Key topics covered (keywords)	information economy, information markets, digital libraries, management and history of library stocks, collections and collection items, bibliometrics, informetrics, scientometrics, information policy, ethics and law, theory of information research and tr
Reference standards/guidelines	http://www.amb.hu-berlin.de/2008/39/3920080
Learning objectives	http://www.amb.hu-berlin.de/2008/39/3920080
Additional Remarks	http://www.ibi.hu-berlin.de/teaching/courses/master Moodle Seiten vorhanden zu jedem Kurs he 2 module: Long term archiving systems (Lecture) Digital long term archiving (Seminar)

Course Information	
Classification	Curricula (c9)
Title of Training/Degree Course	MA Archives and Records Management
Organiser (University/ Institution/ Project/ Initiative)	University College Dublin (UCD)
Country	Ireland
Language of Delivery	English
Date (*if applicable)	every september
URL	http://www.ucd.ie/graduatestudies/coursefinder/taughtprogrammes/ma-archives-and-records-management/
Basic Course Description	The programme provides education in the management of records and archives which is reflected in the 8 core modules of the programme. • Archivists can work in public and private sector organisations assisting the principles of good governance by contributing to corporate record services. • They can also work in archives services preserving cultural and corporate memory and enabling its use. • They are the guardians of the memory of society, specialists who ensure authentic evidence of the present and the past is captured, retained and used. • They are custodians of a unique resource for those who wish to use the nation's archival patrimony, research the past, analyse the present or assess individual and corporate accountability in the society in which we live. Programme Highlights • 8 core modules form the basis of the syllabus and provide participants with the fundamental knowledge, competencies and skills they require for to a career in archives and records management. • 3 optional modules are taken from a choice of seven diverse and dynamic disciplines which broaden the knowledge base of participants and their educational experience. These allow participants to develop special competencies. • All modules are examined by course work and/or class tests. They are taught in a mix of lectures, seminars and site visits. • A 10,000 word dissertation completes the educational process which allows participants to refine their professionalism in a given area and may stimulate further research driven endeavours in their careers. The dissertation topic is based on core and optional module subjects of the programme. • To enhance experience an internship is conducted during the

	year in an archives service. Curriculum: Core modules • Archival science: theory and research methodology • Management, profile and professional ethics. • Archives sustainability and preservation management • Archival representation: creating archival finding aids • Deciding what to keep: appraising and acquiring archives • Archives and their users: advocacy and the archival gateway • Public and private corporate record services I: an introduction • Public and private corporate records services II: implementation Optional modules • From archives to RKYVES: archives between the Dark and digital ages • Records, society and accountability • Introductory Latin • Introductory to palaeography: medieval and early modern scripts • XML for archives • Designing archives space • DISC: managing digital, image, sound and cartographic archives
Format (Definitions from D43.1 included below)	Master Programme
Credits/Qualification Earned	MA Archives and Records Management
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	Arts and humanities' graduates although graduates of other faculties and disciplines such as law, life and human sciences
Requirements (prior knowledge or experience)	Applicants must possess the following minimum qualifications • Ireland and the UK: 2nd class honours, grade I or a high 2nd class honours, grade II in the primary degree • Canada and the USA: a primary degree with a grade point average of 3.5 • Other: an internationally recognised equivalent of the above In applying for this programme applicants have a distinct advantage if they have • a very good academic record, • relevant experience or at very least, persuasive understanding of the records and archives environment and

	issues, • very good interpersonal skills and maturity of attitude, • computer and other relevant skills.
Key topics covered (keywords)	Management of digital information and media assets, libraries, museums, galleries, media archives, media organisations, digital preservation
Reference standards/guidelines	
Learning objectives	
Additional Remarks	Duration: 1 Year (FT) or 2 Year (PT). If English is not the native language of the students, unless they have done their primary degree through English in an English speaking country, an English language qualification is required for all programmes. Sin

Course Information	
Classification	Curricula (c10)
Title of Training/Degree Course	Master of Records Management
Organiser (University/ Institution/ Project/ Initiative)	University of Macerata
Country	Italy
Language of Delivery	Italian
Date (*if applicable)	2011/2012; new edition 2012/2013
URL	
Basic Course Description	The course provides know-how in the following topics: Basics: elements of records management and archival science; diplomatics of contemporary documents; legislation on electronic records. Create and manage electronic records: computer science; electronic file formats; XML and electronic forms; tools for the production and transmission of electronic records; techniques for digitizing paper records; media storage and storage management. Electronic records management: redesign of workflows; electronic records management and digital archiving. Digital preservation: Italian rules to preserve digital-born records and substitutive images of paper original records; data and metadata: archival standards and preservation profiles; methods and tools for accessing and using digital archives; digital archives preservation: critical elements, technological requirements, international projects and conceptual reference model (OAIS - ISO 14721). Application areas and insights: trusted digital repositories; preservation of fiscal and tax records; creation, management, keeping and preservation of health's records in electronic format.
Format (Definitions from D43.1 included below)	Master Programme
Credits/Qualification Earned	Master of Records Management
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	Practitioners from companies or public administration.
Requirements (prior knowledge or experience)	Undergraduate degree (Bachelor)

Key topics covered (keywords)	Records management, digital preservation, document management systems
Reference standards/guidelines	National and international standards of records management
Learning objectives	National and international standards of records management
Additional Remarks	The Master lasts one year and includes 1500 hours of study, divided into: lessons in presence (72 hours), distance learning (228 hours); internship/project work (300 hours); self-study (900 hours). Collaborations are activated with electronic records mana

Course Information	
Classification	Curricula (c11)
Title of Training/Degree Course	Master FGCAD: Master in Formazione, Gestione, Conservazione di Archivi Digitali (Master in Digital Archives Creation, Management and Preservation)
Organiser (University/ Institution/ Project/ Initiative)	University of Macerata
Country	Italy
Language of Delivery	Italian
Date (*if applicable)	Starting date: January 25, 2013 (V edition) End date: January 2014
URL	http://www.masterarchividigitali.it/
Basic Course Description	The aim of the FGCAD master is to train professionals in digital archives management by exploiting the opportunities of information technology in order to guarantee the preservation of digital and non-digital archives. The duration of the master is one year (1500 hours) including frontal classroom teaching and online lectures (300 hours), a practical stage (300 hours) and individual learning (900 hours). The master is divided in 5 modules: 1) Basic knowledge on archive management (66 hours) 2) Documental informatics (66 hours) 3) Information management and digital archive creation (48 hours) 4) Digital preservation and curation of digital resources and archives (84 hours) 5) Application sectors and in-depth analysis (36 hours) The complete list of the courses is available at http://www.masterarchividigitali.it/?page_id=322 An oral examination in defense of a thesis/dissertation is required to obtain the master certificate.
Format (Definitions from D43.1 included below)	Master Course (I level)
Credits/Qualification Earned	60 CFU
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	Newly graduated students who are interested in operating in the area of archive and record management and practitioners from public and private archives and other organisations with significant volumes of digital information and knowledge e.g. companies or public administration

Requirements (prior knowledge or experience)	The programme will consider applicants who have completed a Bachelor's/Master's Degree in human science, juridical studies, computer science or equivalent titles. Basic informatics knowledge and good knowledge of Italian language are required.
Key topics covered (keywords)	Management and preservation of digital archives
Reference standards/guidelines	
Learning objectives	
Additional Remarks	Fees: two fees for a total cost of 3000 euros The maximum number of places available is 60. 4. A minimum number of 15 enrolments is required for the Masters Program to be activated. Mandatory attendance (at least 75% of the total number of hours for each

Course Information	
Classification	Curricula (c12)
Title of Training/Degree Course	Library and Information Science
Organiser (University/ Institution/ Project/ Initiative)	Borås Högskola
Country	Sweden
Language of Delivery	English
Date (*if applicable)	41141
URL	http://www.hb.se/wps/portal/!ut/p/c1/hY5BDoIwEEXPwgk6bWEoyyJQGhFEQkU2hAUhTQRcGM8vxJ2JOH_58t8f0pI1c_-yY_-0y9zfSUNa7BL3GJkKOQjhB6BVnYEXVoxd6Mpv2OUFqxNXUyowpsAwdcPMaFAR_9O-bnvYxae0DkIqAeLSB8aVMnmmI1Tw4Xv-jcOPk_DlL6RJVr-QB15K7np8l4PC_f8MI3m6TAOphpk8pgastudROs
Basic Course Description	
Format (Definitions from D43.1 included below)	Master program, on-site or distance
Credits/Qualification Earned	
Sector (Libraries, Archives, Engineering, Higher Education…)	anyone
Target Audience (practitioners, researchers, developers…)	anyone
Requirements (prior knowledge or experience)	Bachelor degree
Key topics covered (keywords)	Digital library management (advanced, 15 ECTS) - Users and information activities in digital environments(advanced, 15 ECTS) - Information retrieval for digital libraries (introductory, 7,5 ECTS) - Technology of digital libraries (introductory, 7,5 ECT
Reference standards/guidelines	
Learning objectives	
Additional Remarks	5 different specializations

Course Information	
Classification	Curricula (c13)
Title of Training/Degree Course	Master Programme in Digital Curation
Organiser (University/ Institution/ Project/ Initiative)	Luleå University of Technology
Country	Sweden
Language of Delivery	English
Date (*if applicable)	41141
URL	http://www.ltu.se/edu/program/FMDBA?l=en
Basic Course Description	
Format (Definitions from D43.1 included below)	Master Programme, on-site or distance
Credits/Qualification Earned	
Sector (Libraries, Archives, Engineering, Higher Education…)	Digital Curation
Target Audience (practitioners, researchers, developers…)	Anyone
Requirements (prior knowledge or experience)	Bachelors degree (see link above for more specifics)
Key topics covered (keywords)	Learn how to facilitate reuse of digital assets, keeping them reusable for an unpredictable future. This programme addresses the need for curation oriented IT-specialists, by focusing design and development of digital preservation systems and services, as
Reference standards/guidelines	
Learning objectives	
Additional Remarks	cancelled!!!

Course Information	
Classification	Curricula
Title of Training/Degree Course	Bachelor in Information Science
Organiser (University/ Institution/ Project/ Initiative)	University of Applied Sciences HTW Chur
Country	Switzerland
Language of Delivery	German
Date (*if applicable)	yearly, start in september
URL	http://www.fh-htwchur.ch/sii-home/aus-und-weiterbildung/bachelor/
Basic Course Description	The study integrates elements from Information science, communication studies, business and computer science and telecommunications. Current issues andpractical challenges will be integrated into the teaching and will be discussed. http://www.fh-htwchur.ch/uploads/media/Informationswissenschaft_A4_Web2011_02.pdf "Digitale Langzeitarchivierung" in module Information & Communication Systems
Format (Definitions from D43.1 included below)	Degree Course
Credits/Qualification Earned	180 ECTS
Sector (Libraries, Archives, Engineering, Higher Education…)	Libraries, Archives, Information Engineering
Target Audience (practitioners, researchers, developers…)	High School Graduates or participants with completed vocational training in bookstores or in the computer science field, information and documentation sector or business education
Requirements (prior knowledge or experience)	appriciate compact and practical study and individual care by teachers and assistants intrest in media, in the mediation content, in the organization of information and knowledge and in the active marketing of information.
Key topics covered (keywords)	knowledge management, library science, information science, communication studies, business and computer science and telecommunications
Reference standards/guidelines	NESTOR, BIS, Hochschule der Medien
Learning objectives	NESTOR, BIS, Hochschule der Medien
Additional Remarks	Master in Information Science available

Course Information	
Classification	Curricula (c14)
Title of Training/Degree Course	MA/Diploma/Certificate in Archives and Records Management
Organiser (University/ Institution/ Project/ Initiative)	University College London
Country	United Kingdom
Language of Delivery	English
Date (*if applicable)	every winter semester (september)
URL	https://www.ucl.ac.uk/infostudies/teaching/programmes/arm/archives-programme/
Basic Course Description	The MA/Diploma programme in Archives and Records Management provides the skills and knowledge needed by new entrants to the profession in the United Kingdom. Both the MA and the Diploma are accredited by the Archives and Records Association and are widely recognised by employers throughout the UK as entry-level professional qualifications. Students learn to manage, organise, describe, interpret and provide access to records created in the present and those inherited from the past, and also to maintain and preserve records for use in the future. The main focus of the programme is on written records and archives, created by a wide range of organisations and individuals, in both digital and hard copy format. Teaching and learning give equal emphasis to the management of records for business purposes within the organisations where they are created, and to their longer-term preservation and use for historical research and other cultural purposes. For the MA and Diploma, students undertake seven core modules: • Principles of Archives and Records Management • Preservation • Access: Policies and Practice • Records Management • Archival Description • Management Skills • Reading and Interpretation of Archives from 1500 These aim to build a solid foundation of understanding, knowledge and practical skills. Students' individual interests can be explored in depth through an eighth module which offers a choice of options (such as Advanced Preservation, Database Systems Analysis, EAD and Digitisation of Archives, English Historical Frameworks, Manuscript Studies, Web Publishing) and through the MA dissertation.

	For the Certificate, students take four modules. The Certificate may be more appropriate for those who seek a shorter programme of study, or training in a more limited range of subjects.
Format (Definitions from D43.1 included below)	Master Programme
Credits/Qualification Earned	MA/Diploma/Certificate in Archives and Records Management
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	everyone with work experience in archive or records service
Requirements (prior knowledge or experience)	Normal requirements for admission are a first or second class honours degree and about a year's experience of paid or voluntary employment in an established archive or records service, or experience in a post where management of archives or records is a s
Key topics covered (keywords)	Principles of archives and records management, preservation, access: policies and practice, records management, archival description, management skills
Reference standards/guidelines	
Learning objectives	
Additional Remarks	

Course Information	
Classification	Curricula (c15)
Title of Training/Degree Course	Master/Diploma/Certificate of Archives & Records Management(MARM) & MARM(I) (international pathway)
Organiser (University/ Institution/ Project/ Initiative)	University of Liverpool
Country	UK
Language of Delivery	English
Date (*if applicable)	every winter semester
URL	http://www.liv.ac.uk/lucas/marm/
Basic Course Description	MARM is the required and accredited entry qualification for archivists and records managers in the UK and Ireland. The programme provides the necessary theoretical underpinning for successful practice and the opportunity to follow a career either in research or as a practitioner in a varied work environment, including commercial, business, central and local government, university and specialist sectors - indeed anywhere where qualified people are needed to manage records and archives.Its graduates are consistently successful in gaining employment in environments appropriate to their qualifications. The MARM (International) Pathway provides a specific postgraduate programme for international students working or intending to work in archives and records management organisations overseas. The aim has been to create a programme that is stimulating and challenging, and students will enjoy an exacting and rigorous year. Contact teaching is in the area of around 10 hours pw, and there is an emphasis onthe importance of allowing students time to conduct their own research, singly or in groups, to find solutions to professional problems.The benefits of this hard work are immediately apparent, and graduates begin their career well equipped to deal with the increasing demands the profession places on its new recruits. With minor exceptions in one module (HIST515), the course is examined by a continuous assessment. Knowledge of Latin is desirable for students intending to choose Mediaeval Palaeography as an optional module in Semester 2. Non-assessed Latin teaching is available Certificate Modules (Semester 1, 60 credits) HIST 543 Record-keeping theory and principles (10) HIST 541 Documentation and description (10) HIST 563 Record-keeping systems and processes (20)HIST 565 Digital records: their nature, use and preservation in the information society (10)HIST 515 Modern palaeography (10)

	Diploma Modules (Semester 2, 60 credits) HIST 565 Management Skills (10) HIST 569 Exploitation, preservation and use of records in the repository (20) and 2 x 15 credit modules from e.g. HIST 511 Archives and History HIST561 International Recordkeeping HIST 544 Business records and environment HIST 540 Medieval palaeography HIST576 European collaborative module Master ‘s level (60 credits) HIST 550 Dissertation Total 180 credits
Format (Definitions from D43.1 included below)	Master Programme
Credits/Qualification Earned	Master/Diploma/Certificate of Archives & Records Management
Sector (Libraries, Archives, Engineering, Higher Education…)	Libraries, Archives
Target Audience (practitioners, researchers, developers…)	local authority archives museums libraries special collections business archives charitable archives specialist archives
Requirements (prior knowledge or experience)	degree, practical experi-ence in a records environment
Key topics covered (keywords)	Documentation and description, recordkeeping theory and principles, recordkeeping systems and processes, digital records: their nature, use and preservation in the information society, modern paleography, comparative record-keeping study; exploitation, pr
Reference standards/guidelines	
Learning objectives	
Additional Remarks	

Course Information	
Classification	Curricula (c16)
Title of Training/Degree Course	Records Management and Digital Preservation
Organiser (University/ Institution/ Project/ Initiative)	The University of Dundee
Country	United Kingdom (Distance Learning)
Language of Delivery	English
Date (*if applicable)	Starts in January, May and September
URL	http://www.dundee.ac.uk/cais/rmdp/
Basic Course Description	The Masters programme provides a thorough education in the principles, theory and practice of records management and digital preservation. They are delivered via flexible distance learning and entirely online using the University's Virtual Learning Environment.
Format (Definitions from D43.1 included below)	Degree Course
Credits/Qualification Earned	Students can gain a PGCertificate, PGDiploma or MSc. Modules can also be taken separately for CPD and are worth either 10 or 20 credits.
Sector (Libraries, Archives, Engineering, Higher Education…)	Primarily Archives, but also have students from Higher Education organisations and commercial companies.
Target Audience (practitioners, researchers, developers…)	Practitioners. Students are required to be working in the field in either a paid or voluntary position.
Requirements (prior knowledge or experience)	Honours degree at first or second class and relevant professional experience. Applicants must be employed or otherwise active in an appropriate professional environment. Alternative qualifications will be considered on a case-by-case basis. Transfer of cr
Key topics covered (keywords)	Record Keeping, Records Management, Legislation, Metadata Standards, Digital Preservation, IPR, Strategic Management, Web 2.0, Ethics
Reference standards/guidelines	N/A
Learning objectives	N/A
Additional Remarks	Course takes 2.5-5 years to complete part-time, distance learning. Accredited by the Society of Archivists Information on fees available here: http://www.dundee.ac.uk/postgraduate/courses/records_management_digital_preservation_msc.htm

Course Information	
Classification	Curricula (c17)
Title of Training/Degree Course	MA in Digital Information and Asset Management
Organiser (University/ Institution/ Project/ Initiative)	King's College London and Humboldt-Universität zu Berlin
Country	Great Britain and Germany
Language of Delivery	English
Date (*if applicable)	Starting in September 2012
URL	http://www.kcl.ac.uk/prospectus/graduate/index/name/digital-information-and-asset-management
Basic Course Description	The aim of the MA in Digital Information and Asset Management is to prepare students for management and leadership roles in libraries, archives, museums and other organisations with significant volumes of digital information and knowledge. The programme responds to the increasing demand for digitally literate professionals to work in education and heritage institutions as well as wider industry by equipping students with a range of strategic, technical and practical skills to provide direction and leadership in this area. Students spend four semesters over the course of two years on the programme: two consecutive semesters at Humboldt and two semesters at King's, beginning the programme at Humboldt in all cases. Structure overview: Core programme content: • Dissertation Indicative non-core content: Compulsory Modules (Humboldt University) • Digital Preservation Technologies • Information Ethics and Legal Aspects • Research Methods • Digital Preservation • Digital Libraries • Knowledge Representation Compulsory Modules (King's College London): • Digital Asset Management Systems and Architectures • Metadata in Theory and Practice Optional Modules (King's College London): • Digital Publishing • Crowds and Clouds-Digital Ecosystems of Information • Management for Digital Content Industries • Advanced Text Technologies

	• Structured Data • Material Culture of the book: digital models • Material Culture of Art History and Archaeology • Digital Visualization • Digital Asset Management in the workplace Format and assessment: Lectures on theoretical topics; demonstrations; practical classes and exercises.
Format (Definitions from D43.1 included below)	Degree Course
Credits/Qualification Earned	UK 240 / ECTS 120, MA
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	Practitioners from libraries, archives, museums and other organisations with significant volumes of digital information and knowledge e.g. companies or public administration.
Requirements (prior knowledge or experience)	The programme will consider applicants who have completed a BA or equivalent degree in Library and Information Science or a related discipline. Strong applicants with majors in other fields will also be considered. A minimum UK first degree of 2:1 or over
Key topics covered (keywords)	Management of digital information and media assets, libraries, museums, galleries, media archives, media organisations, digital preservation, metadata, preservation, knowledge representation, digital libraries, ethics and rights management, new digital t
Reference standards/guidelines	
Learning objectives	
Additional Remarks	Two year FT, September to September. All teaching will be in English but to gain the most from the time in Berlin, conversational German is strongly recommended. Fees: FT Home/EU: £11,250 (2012) FT Overseas: £23,990 (2012)

Course Information	
Classification	Curricula (c18)
Title of Training/Degree Course	Master in management of audiovisual heritage
Organiser (University/ Institution/ Project/ Initiative)	INA expert
Country	France
Language of Delivery	French
Date (*if applicable)	
URL	http://www.ina-sup.com/enseignement-superieur/diplome-ina-specialite-gestion-de-patrimoines-audiovisuels
Basic Course Description	
Format (Definitions from D43.1 included below)	Master program
Credits/Qualification Earned	
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	
Requirements (prior knowledge or experience)	
Key topics covered (keywords)	
Reference standards/guidelines	
Learning objectives	
Additional Remarks	

Course Information	
Classification	higher education (he1)
Title of Training/Degree Course	Lehrveranstaltung “Digital Preservation”
Organiser (University/ Institution/ Project/ Initiative)	Vienna University of Technology
Country	Austria
Language of Delivery	German or English (depends on language knowledge of students)
Date (*if applicable)	Once per semester (next course summer semester 2013)
URL	https://tiss.tuwien.ac.at/course/courseDetails.xhtml?locale=en&courseNr=188411&semester=2011S
Basic Course Description	The course teaches the basics of digital preservation (requirements, definitions, strategies, preservation actions), as well as more in-depth concepts (formats, characterization, unique identifiers). Special modules of the course are taught on the OAIS standard, preservation planning, emulation, risk management in digital preservation, and various guest lectures from practitioners (e.g. Austrian National Library) Part of the course is a hands-on lecture where students have to work on digital preservation problems and software, either developing new tools or applying existing tools on collections of data and evaluating the outcome.
Format (Definitions from D43.1 included below)	Degree Course (part of)
Credits/Qualification Earned	Total credits for the theoretical and exercise part are 6 ECTS taught over the course of one semester.
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education (Computer Science)
Target Audience (practitioners, researchers, developers…)	Students
Requirements (prior knowledge or experience)	Bachelor of Science
Key topics covered (keywords)	Digital Preservation basics, OAIS, Emulation, Migration, Preservation Planning
Reference standards/guidelines	OAIS, UNESCO Guidelines
Learning objectives	OAIS, UNESCO Guidelines
Additional Remarks	The course is part of the “Information & Knowledge Management” as well as the “Software Engineering & Internet

	Computing” curricula in the computer science master studies at the Vienna University of Technology and can only be done as part of these studies

Course Information	
Classification	higher education (he2)
Title of Training/Degree Course	Long term archiving systems (Lecture) Digital long term archiving (Seminar)
Organiser (University/ Institution/ Project/ Initiative)	Humboldt-Universität zu Berlin, Berlin School of Library and Information Science
Country	Germany
Language of Delivery	The lecture and a majority of the readings will be in English.
Date (*if applicable)	Every 2nd semester
URL	https://agnes.hu-berlin.de/lupo/rds?state=verpublish&status=init&vmfile=no&publishid=56003&moduleCall=webInfo&publishConfFile=webInfo&publishSubDir=veranstaltung http://moodle.hu-berlin.de/enrol/index.php?id=36522
Basic Course Description	This lecture examines basic principles of and key questions about long term digital archiving. It introduces some of the systems that are used in Europe and America, especially LOCKSS, KOPAL, Portico, and eDepot. Key concepts for the topic include migration, emulation, digital forensics, integrity, authenticity, and interoperability. Business plans and financial stability will also be discussed. Students are expected to participate in class discussions.
Format (Definitions from D43.1 included below)	Lecture, accompanying seminar
Credits/Qualification Earned	Module von Masterstudium Bibliotheks- und Informationswissenschaft (Master of Arts Library and Information Science)
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	Students of Master Library and Information Science
Requirements (prior knowledge or experience)	
Key topics covered (keywords)	Migration, emulation, digital forensics, integrity, authenticity, interoperability
Reference standards/guidelines	
Learning objectives	
Additional Remarks	

Course Information	
Classification	higher education (he3)
Title of Training/Degree Course	Module: R-R1 Records Management I
Organiser (University/ Institution/ Project/ Initiative)	Archivschule Marburg - Hochschule für Archivwissenschaft
Country	Germany
Language of Delivery	German
Date (*if applicable)	Winter session 2012/2013
URL	http://www.archivschule.de/master-of-records-management/module/modul-r-r-1.html
Basic Course Description	Sigle Veranstaltungsname U-Std. R-R 1.1 Einführung in das Records Management 14 R-R 1.2 Entwicklung der Schriftgutverwaltung und des Records Management bis ins 21. Jahrhundert 14 R-R 1.3 Instrumente und Prozesse des Records Managements 28 R-R 1.4 Ansätze und Methoden zur Optimierung des Records Ma-nagements 14 R-R 1.5 Elektronisches Records Management 28 2. Lehrinhalte Das Modul R-R 1 beinhaltet fünf Veranstaltungen, in denen die Grundlagen der Schrift-gutverwaltung vermittelt werden. Während in den ersten Veranstaltungen ein Überblick über die Entwicklung der Schriftgutverwaltung gegeben wird, stehen in der dritten Ver-anstaltung die gegenwärtigen Strukturformen und Prozesse der Schriftgutverwaltung im Mittelpunkt. Gegenstand der folgenden beiden Veranstaltungen bilden die Ansätze und Methoden zur Optimierung des Records Managements sowie die Arbeitsweise Elektronischer Bürosysteme. 3. Lernziele/Kompetenzen Die Studierenden haben einen Überblick über verschiedene Phasen der Schriftgutverwal-tung, kennen die Formen des Schriftguts sowie Hilfsmittel und Abläufe der Schriftgutverwaltung. Sie sind in der Lage, die verschiedenen Methoden zur Fehleranalyse auf aktuelle Fallbeispiele anzuwenden, um Ansatzpunkte zur Optimierung von Schriftgutverwaltungen zu entwickeln. Sie wissen um die Auswirkungen der Schriftgutverwaltung auf das archivische Arbeiten. Durch ihre Kenntnis der verschiedenen IT-Verfahren können sie Unternehmen und Behör-den bei der Verwaltungstätigkeit (Schriftgutverwaltungs- sowie DM-Systeme), effizienteren

	Informationsbeschaffung (Auskunftssysteme) und der Erleichterung des Kontakts zwischen Unternehmen und Kunden oder Verwaltung und Bürgern (E-Government) beraten.
Format (Definitions from D43.1 included below)	module: lectures, seminars, exercise
Credits/Qualification Earned	7 LP
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	Practitioners from companies or public administration.
Requirements (prior knowledge or experience)	Masters' degree or a similar final degree (magister artium, state examination or a four-year bachelor degree with 240 credit points min). Additional two years of work experience are necessary.
Key topics covered (keywords)	Einführung in das Records Management Entwicklung der Schriftgutverwaltung und des Records Management bis ins 21. Jahrhundert Instrumente und Prozesse des Records Managements Ansätze und Methoden zur Optimierung des Records Managements
Reference standards/guidelines	
Learning objectives	
Additional Remarks	

Course Information	
Classification	higher education (he4)
Title of Training/Degree Course	Module: R-R2 Records Management II
Organiser (University/ Institution/ Project/ Initiative)	Archivschule Marburg - Hochschule für Archivwissenschaft
Country	Germany
Language of Delivery	German
Date (*if applicable)	Winter session 2012/2013
URL	http://www.archivschule.de/master-of-records-management/module/modul-r-r-2.html
Basic Course Description	Sigle Veranstaltungsname R-R 2.1 Records Management in der Wirtschaft R-R 2.2 Records Management in der öffentlichen Verwaltung R-R 3.3 Records Management im Ausland und in internationalen Organisationen 2. Lehrinhalte Gegenstand des Moduls mit seinen drei Veranstaltungen ist das Records Management außerhalb des staatlichen Bereichs. Im Mittelpunkt steht das Records Management in der Wirtschaft, in Kommunen und im Ausland sowie in internationalen Organisationen.
Format (Definitions from D43.1 included below)	module: lectures, seminars, exercise
Credits/Qualification Earned	5 LP
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	Practitioners from companies or public administration.
Requirements (prior knowledge or experience)	Masters' degree or a similar final degree (magister artium, state examination or a four-year bachelor degree with 240 credit points min). Additional two years of work experience are necessary.
Key topics covered (keywords)	Records Management in der Wirtschaft Records Management in der öffentlichen Verwaltung Records Management im Ausland und in internationalen Organisationen
Reference standards/guidelines	
Learning objectives	
Additional Remarks	

Course Information	
Classification	higher education (he5)
Title of Training/Degree Course	Modul: Informationstechnologien 2
Organiser (University/ Institution/ Project/ Initiative)	Cologne University of Applied Sciences
Country	Germany
Language of Delivery	German
Date (*if applicable)	Per semester, next time SS 2013
URL	http://malis.fh-koeln.de/index.php?id=170
Basic Course Description	Digitale Bibliotheken: technische und organisatorische Anforderungen zur Bereitstellung digitalisierter und originär digitaler Medien (digitale Zeitschriften, eBooks und andere multimediale Objekte). • Ermittlung der integrativen und zielgruppenspezifischen Dienstleistungsfunktion von Digitalen Bibliotheken anhand von Fallbeispielen • Softwareoptionen zur Realisierung Digitaler Bibliotheken • Analyse und Bewertung von Suchtechnologien und Suchfeatures in kommerziellen und nichtkommerziellen Kontexten • Funktionale Erweiterung von digitalen Bibliotheksanwendungen auf der Grundlage Web 2.0-basierte Anwendungen • Softwareergonomische und andere usability-Kriterien für digitale Anwendungen • Konzepte und Anwendungen der Langzeitarchivierung digitaler Objekte • • Umsetzung der Konzepte digitaler Langzeitarchivierung digitaler Objekte in Operationskonzepte für ausgewählte Fallbeispiele
Format (Definitions from D43.1 included below)	Degree Course
Credits/Qualification Earned	Teil des Master in Library and Information Science (MA LIS)
Sector (Libraries, Archives, Engineering, Higher Education…)	Libraries, Archives
Target Audience (practitioners, researchers, developers…)	Graduates of all disciplines , librarian
Requirements (prior knowledge or experience)	Bachelor and Master degree, comparable degree (Diplom, Magister etc.) 12 month practical phase in a library or information facility Completion of the module 1.1 and three other modules of the 1st semester

Key topics covered (keywords)	digital libraries, web 2.0-based applications, usability criteria for digital applications
Reference standards/guidelines	
Learning objectives	
Additional Remarks	

Course Information	
Classification	higher education (he6)
Title of Training/Degree Course	Multimedia Information Systems II
Organiser (University/ Institution/ Project/ Initiative)	FernUniversität Hagen
Country	Germany
Language of Delivery	German
Date (*if applicable)	Winter semester 2012/12
URL	https://vu.fernuni-hagen.de/lvuweb/lvu/app/Kurs/1876/WS2012?function=Start&P,AreaView,showBeschreibung,3389526631=x
Basic Course Description	The storage of multimedia data shall insure their long time availability. That means that the whole authenticity and functionality of digital objects is guaranteed for future usage. The lecture deals with the technologies, systems and necessary technical formats and norms regarding the technological change within the archiving period. Which strategy should be chosen to secure that multimedia databases is useful and for long time available? Different types of applications from classic librarianship, especially the specific requirements of broadcast, production and re-use-scenario are elaborated. The aspects of the lecture content technologies for digital libraries, construction and structure of multimedia data objects and their corresponding meta data schemata. Furthermore techniques for segmentation, practices for the security of authenticity and integrity, methods for the extraction of semantic information and the representation of complex interconnections are discussed. The relevant legal regulations and copyrighted limits will be adequate considered and expounded. The aim of the lecture is the imparting of examples, problem descriptions, know-how and best practices for securing the long term availability of digital non-textual media..
Format (Definitions from D43.1 included below)	Online Course
Credits/Qualification Earned	
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	
Requirements (prior knowledge or experience)	Successfully completed course 01875 “Multi Media Information Systems I”
Key topics covered (keywords)	

Reference standards/guidelines	
Learning objectives	
Additional Remarks	

Course Information	
Classification	higher education (he7)
Title of Training/Degree Course	Pflichtmodul: Digitalisierung und Langzeitarchivierung (Digitalization and digital preservation)
Organiser (University/ Institution/ Project/ Initiative)	Hochschule für Technik, Wirtschaft und Kultur Leipzig
Country	Germany
Language of Delivery	German
Date (*if applicable)	Every winter semester
URL	http://www.htwk-leipzig.de/fileadmin/ordnungen/amtliche_bekanntmachungen/studien_und_pruefungs_ordnungen/Master/Bibliotheks-_und_Informationswissenschaft/Modulbeschreibungen_BK_MA.pdf
Basic Course Description	Digitalization of databases: OCR-character recognition systems Digitalization of libraries, objectives, realizations and projects Metadata for digitalization and longtime preservation Problems and action fields, legal and cost aspects, standards and new developments in the range of digital preservation and longtime availability with focus on libraries and cultural heritage Conception and realization of strategies for data backup, longtime archiving and longtime availability of digital data • Digitalisierung von Datenbeständen: OCR-Zeichenerkennungssysteme • Digitalisierung in Bibliotheken, Zielstellungen, Realisierungen und Projekte • Metadaten für Digitalisierung und Langzeitarchivierung • Probleme und Handlungsfelder, rechtliche und Kostenaspekte, Standards und neue Entwicklungen im Bereich der digitalen Langzeitarchivierung und Langzeitverfügbarkeit mit Schwerpunkt Bibliotheken/Kulturerbebereich • • Konzeption und Realisierung von Strategien zur Datensicherung, Langzeitarchivierung und Langzeitverfügbarkeit digitaler Daten
Format (Definitions from D43.1 included below)	Degree course
Credits/Qualification Earned	Masters of Arts (M.A.), ECTS 5
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	Students of Master Library and Information Science

Requirements (prior knowledge or experience)	Qualified Bachelor degree library or information science or a comparable degree with 210 ECTS minimum
Key topics covered (keywords)	Digitalisierungsverfahren und Anwendung OAIS rechlichte Asprekte der LZA
Reference standards/guidelines	
Learning objectives	
Additional Remarks	

Course Information	
Classification	higher education (he8)
Title of Training/Degree Course	Lehrveranstaltung: Digitale Bibliotheken
Organiser (University/ Institution/ Project/ Initiative)	Humboldt-Universität zu Berlin, Berlin School of Library and Information Science
Country	Germany
Language of Delivery	German
Date (*if applicable)	every summer semester
URL	https://agnes.hu-berlin.de/lupo/rds?state=verpublish&status=init&vmfile=no&publishid=56000&moduleCall=webInfo&publishConfFile=webInfo&publishSubDir=veranstaltung
Basic Course Description	Die Vorlesung bietet eine Einführung in Aufbau, Inhalt und Evaluierung von digitalen Bibliotheken. Besprochen werden sollen unter anderem die Beziehungen zwischen traditionellen und digitalen Bibliotheken, Sammlungsaufträge digitaler Bibliotheken und Methoden der Benutzerforschung sowie die Frage nach der Verantwortlichkeit für digitale Bibliotheken. Ferner werden definitorische Fragen und statistische Methoden der Evaluierung digitaler Bibliotheken diskutiert. Die Inhalte der Vorlesung kooperieren sehr stark mit dem Seminar. Eine Teilnahme an beiden Veranstaltungen wird ausdrücklich empfohlen. Zur Vorbereitung empfehlen wir folgende Angebote auszuprobieren: Valley of the Shadow: http://valley.vcdh.virginia.edu/; INA: http://www.ina.fr/archivespourtous/; die digitalen Sammlungen der BSB: http://www.bsb-muenchen.de/Digitale_Sammlungen.72.0.html und Europeana: http://www.europeana.eu/
Format (Definitions from D43.1 included below)	Degree course
Credits/Qualification Earned	2 CP, Module von Masterstudium Bibliotheks- und Informationswissenschaft (Master of Arts Library and Information Science)
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	Students of Master Library and Information Science
Requirements (prior knowledge or experience)	
Key topics covered (keywords)	

Reference standards/guidelines	
Learning objectives	
Additional Remarks	

Course Information	
Classification	higher education (he9)
Title of Training/Degree Course	Digitale Bibliotheken – Vertiefung (Digital Libraries - Specialization)
Organiser (University/ Institution/ Project/ Initiative)	Stuttgart Hochschule der Medien (HdM, Stuttgart Media University)
Country	Germany
Language of Delivery	German
Date (*if applicable)	Deadline for application July 15th, course commences October 1st
URL	http://www.hdm-stuttgart.de/bi/master/berufsbegleitend/studium/studieninhalte/Uebersicht_Wahlmodule.pdf
Basic Course Description	Learning Outcomes – Teil 1: Management Nach erfolgreichem Besuch des Moduls sollen die Studierenden • aktuelle Entwicklungen im E-Publishing kennen und die Struktur und Wirkungsweise des Marktes verstehen, • Bezugswege elektronischer Ressourcen kennen und Modelle und Bedingungen der Lizenzierung verstehen, • Strategien zum Auf- und Ausbau digitaler Bibliotheken entwickeln können, • Entwicklungen und Trends des Informations- und Mediennutzungsverhaltens kennen, • Marketingkonzepte zur Verbreitung und Vermittlung von Electronic Content einschließlich der Unterstützung des Open Access ableiten können. • Learning Outcomes – Teil 2: Technik • Nach erfolgreichem Besuch des Moduls sollen die Studierenden • die technischen Voraussetzungen zum Zugang zu E-Medien in digitalen Bibliotheken kennen und bewerten können, • den Arbeitsablauf bei der Digitalisierung kennen und Digitalisierungsprojekte konzipieren können, • Anforderungen an Workflow- und Präsentationssoftware formulieren und Softwareprodukte bewerten können, • die Probleme der digitalen Langzeitarchivierung kennen und Lösungsstrategien bewerten können, • die gängigen Standards kennen und anwenden können. • Inhalte – Teil 1: Management • Electronic Publishing und Open Access • Bezugsmodelle und Lizenzierung • Content-Strategien • Marketing elektronischer Ressourcen • Informationsverhalten und Mediennutzung • Inhalte – Teil 2: Technik

	• Digitalisierung in Bibliotheken • Institutionelle Repositorien • Technische Zugangsverfahren • Digital Rights Management • Software zum Betrieb digitaler Bibliotheken • Digitale Langzeitarchivierung im Kontext von Gedächtnisorganisationen
Format (Definitions from D43.1 included below)	Module: Attendance seminars, online discussions
Credits/Qualification Earned	6 ECTS
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	Students of Master Programme Library and Information Science @HdM
Requirements (prior knowledge or experience)	Part of Master Programme Library and Information Science @HdM
Key topics covered (keywords)	Portals and platforms, mobile devices and mobile usage, eScience, records of science, digital preservation, web archiving, semantic web, linked data
Reference standards/guidelines	
Learning objectives	
Additional Remarks	• Portale und Plattformen • mobile Endgeräte und mobile Nutzung • E-Science, Forschungsdaten • Langzeitarchivierung • Semantic Web, Linked Data • Cloud Computing

Course Information	
Classification	higher education (he10)
Title of Training/Degree Course	Digitale Bibliotheken – Grundlagen (Digital Libraries - Basics)
Organiser (University/ Institution/ Project/ Initiative)	Stuttgart Hochschule der Medien (HdM, Stuttgart Media University)
Country	Germany
Language of Delivery	German
Date (*if applicable)	Deadline for application July 15th, course commences October 1st
URL	http://www.hdm-stuttgart.de/bi/master/berufsbegleitend/studium/studieninhalte/Uebersicht_Pflichtmodule.pdf
Basic Course Description	Nach erfolgreichem Besuch des Moduls sollen die Studierenden • einen Überblick über Möglichkeiten und Wege der Bereitstellung von Electronic Content auf Plattformen und über mobile Geräte gewonnen haben, • die Unterstützung von E-Science und der Archivierung von Forschungsdaten als zukünftige Aufgabenfelder von Informationsdienstleistern erkannt haben, • Langzeitarchivierungsstrategien für ausgewählte Objekttypen konzipieren können, • das Konzept von Linked Data kennen, Best Practice Beispiele für Linked Open Data in Bibliotheken kennen und darauf basierende Anwendungen entwerfen können. Inhalte • Portale und Plattformen • mobile Endgeräte und mobile Nutzung • E-Science, Forschungsdaten • LZA Webarchivierung • Semantic Web, Linked Data
Format (Definitions from D43.1 included below)	Module: Attendance seminars, eLearning modules, online discussions
Credits/Qualification Earned	8 ECTS
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	Students of Master Programme Library and Information Science @HdM
Requirements (prior knowledge or experience)	Part of Master Programme Library and Information Science @HdM
Key topics covered (keywords)	Electronic publishing and open access, access models and licensing, content strategies, marketing of electronic resources,

	information behaviour and media usage, digitization in libraries, institutional repositories, technical access methods, digital righ
Reference standards/guidelines	
Learning objectives	
Additional Remarks	Management digitaler Bibliotheken • Marketing elektronischer Ressourcen • Informationsverhalten und Mediennutzung Technik digitaler Bibliotheken • Zugangsverfahren • Digital Rights Management • Digitale Langzeitarchivierung

Course Information	
Classification	higher education (he22)
Title of Training/Degree Course	Digitale Musikbibliotheken
Organiser (University/ Institution/ Project/ Initiative)	Stuttgart Hochschule der Medien (HdM, Stuttgart Media University)
Country	Germany
Language of Delivery	German
Date (*if applicable)	
URL	http://www.hdm-stuttgart.de/drucktechnik/vorlesungsverzeichnis/studienangebot/studieninhalte/vorlesung_detail?vorlid=5212523&sgbvsid=5165669
Basic Course Description	Teil 2: Digitale Musikarchivierung Learning Outcomes Die Studierenden werden • Kenntnisse über die Problematik der Archivierung und Sicherung von digitalisierten Musikmedien haben • die Diskussionsprozesse über die Langzeitarchivierung in Pflichtexemplar-Bibliotheken verfolgen können • die Schwierigkeiten bei der Formatauswahl erkennen können. Inhalt Das Seminar erläutert Fragen der Langzeitarchivierung digitaler Musikmedien; Themen sind die Sicherung, Authentizitätsfragen und Zurverfügungstellung digitalisierter Musikprodukte auf der Basis nationaler und internationaler Beispiele und Vorgehensweisen; geklärt werden Formatfragen, Workflow und rechtliche Rahmenbedingungen.
Format (Definitions from D43.1 included below)	Module: Attendance seminars
Credits/Qualification Earned	6 ECTS
Sector (Libraries, Archives, Engineering, Higher Education…)	Higer Education
Target Audience (practitioners, researchers, developers…)	Students of Master Programme Library and Information Science @HdM
Requirements (prior knowledge or experience)	Part of Master Programme Library and Information Science @HdM
Key topics covered (keywords)	
Reference standards/guidelines	

Learning objectives	
Additional Remarks	Seminar

Course Information	
Classification	higher education (he11)
Title of Training/Degree Course	Module 1.4: Informationsintegration
Organiser (University/ Institution/ Project/ Initiative)	University of Applied Sciences Potsdam
Country	Germany
Language of Delivery	German
Date (*if applicable)	every summer semester
URL	http://informationswissenschaften.fh-potsdam.de/master_iw.1.html http://informationswissenschaften.fh-potsdam.de/fileadmin/FB5/Dokumente/Master_IW/Modulbeschreibungen-MA-I.pdf
Basic Course Description	• Die Problemstellungen der Informationsintegration: Verteilung, Autonomie, Heterogenität • Formen von Heterogenität • Modellierungsmethoden und Schema-Heterogenität • Heterogenität und Vokabulare • Heterogenität und Metadaten • Architekturen integrierter Informationssysteme • Informationsintegration und Standards • Anwendungsszenarien und Fallstudien Wegen der großen Bedeutung des Semantic Webs für die Informationsintegration wird dieser Ansatz im parallelen Grundlagen-Modul M 1.3 Semantic Web behandelt.
Format (Definitions from D43.1 included below)	Degree course
Credits/Qualification Earned	6 CP
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	Students of Master Information Science
Requirements (prior knowledge or experience)	informationswissenschaftliche Grundlagen (inhaltliche Erschließung, kontrolliertes Vokabular, Metadaten)
Key topics covered (keywords)	
Reference standards/guidelines	
Learning objectives	

Additional Remarks	

Course Information	
Classification	higher education (he12)
Title of Training/Degree Course	M2.1 Records Management und Digitale Archivierung: Umfeld, Nutzen, strategische Maßnahmen (Records Management and Digital Archiving: Environment, Benefits, Strategic Measures)
Organiser (University/ Institution/ Project/ Initiative)	University of Applied Sciences Potsdam
Country	Germany
Language of Delivery	German
Date (*if applicable)	Yearly, every winter semester
URL	http://informationswissenschaften.fh-potsdam.de/master_iw.1.html http://informationswissenschaften.fh-potsdam.de/fileadmin/FB5/Dokumente/Master_IW/Modulbeschreibungen-MA-I.pdf
Basic Course Description	• Environment and Benefits • Terminology, delimitation and goals of document management, content management, records management and digital preservation. • Classification of records management and digital preservation within information and organizational strategies. • Process Analysis • Lifecycles (e.g., enterprise content management, archival process chain) • Analysis of business processes and elicitation of information needs • Guidelines, Reference Models and Standards • Legal context of records management and digital preservation • Strategies for maintaining electronic collections • Retention and elimination strategies • Criteria catalogies (e.g., NESTOR, VOI) • Standards and reference models (e.g., ISO 15489, MOREQ, DOMEA, OAIS) • Meta data models
Format (Definitions from D43.1 included below)	Module: Seminar (+ practical)
Credits/Qualification Earned	6CP
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners,	Students Master Degree Course "Information Science MA" @fh-

researchers, developers…)	potsdam
Requirements (prior knowledge or experience)	Extensive knowledge about the application of information technology in organizations. Knowledge about information assessment methods (M1.2).
Key topics covered (keywords)	Document management, content management, records management, digital preservation, lifecycle, enterprise content management, archival process chain, business processes, information needs, reference models, standards
Reference standards/guidelines	NESTOR, VOI, ISO 15489, MOREQ, DOMEA, OAIS
Learning objectives	NESTOR, VOI, ISO 15489, MOREQ, DOMEA, OAIS
Additional Remarks	Inhalte Umfeld und Nutzen: • Begriffe, Abgrenzungen und Ziele des Dokumentenmanagement, Content Management, Records Management und der digitalen Langzeitarchivierung • Einordnung von RM und DA in Informations- und Unternehmensstrategie

Course Information	
Classification	higher education (he13)
Title of Training/Degree Course	M2.2 Records Management und Digitale Archivierung: Organisation und Konzeption (Records Management and Digital Archiving: Organization and Conceptualization)
Organiser (University/ Institution/ Project/ Initiative)	University of Applied Sciences Potsdam
Country	Germany
Language of Delivery	German
Date (*if applicable)	Yearly, every winter semester
URL	http://informationswissenschaften.fh-potsdam.de/master_iw.1.html http://informationswissenschaften.fh-potsdam.de/fileadmin/FB5/Dokumente/Master_IW/Modulbeschreibungen-MA-I.pdf
Basic Course Description	Process Modelling Modelling languages (e.g., UML) Tools for developing organizational, process, and functional models Assessment and Acquisition Assessment of information in the context of institutional, enterprising, and legal requirements Records building Acquisition, classification, metadata concept Organizational Concepts Organizational guidelines and instruments Rights concept Acceptance management
Format (Definitions from D43.1 included below)	Module: Seminar (+ practical)
Credits/Qualification Earned	6CP
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	Students Master Degree Course "Information Science MA" @fh-potsdam
Requirements (prior knowledge or experience)	Knowledge about document management, information assessment and semantic technologies.
Key topics covered (keywords)	Process modelling, modelling languages, information assessment, records building, acquisition, classification, metadata, rights concept, acceptance management,

	organizational guidelines and instruments
Reference standards/guidelines	
Learning objectives	
Additional Remarks	Modul M 2.2 Records Management und Digitale Archivierung: Organisation und Konzeption Inhalte: • Prozessmodellierung • Modellierungssprachen (z.B. UML) • Werkzeuge zur Entwicklung von Organisations-, Prozess-, und Funktionsmodellen

Course Information	
Classification	higher education (he14)
Title of Training/Degree Course	M2.3 Records Management und Digitale Archivierung: Integrierte Systemlösungen (Records Management and Digital Archiving: Integrated System Solutions)
Organiser (University/ Institution/ Project/ Initiative)	University of Applied Sciences Potsdam
Country	Germany
Language of Delivery	German
Date (*if applicable)	Yearly, every winter semester
URL	http://informationswissenschaften.fh-potsdam.de/master_iw.1.html http://informationswissenschaften.fh-potsdam.de/fileadmin/FB5/Dokumente/Master_IW/Modulbeschreibungen-MA-I.pdf
Basic Course Description	Information solutions for Records Management in Agencies and Organizations Functionality, architecture and interaction of/between DMS, CMS, DBS, RMS Standardization and interfaces/data transfer Digital signatures Setup and Functionality of Archive Solutions Storage technologies Data migration and data integration Processing and usage of archived data and information Assessment and Selection of Information Systems Market analyses, handling of comparative studies Development of criteria catalogues, functional specifications, requirement specifications Request for quotations Software selection processes
Format (Definitions from D43.1 included below)	Module: Seminar (+ practical)
Credits/Qualification Earned	6CP
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	Students Master Degree Course "Information Science MA" @fh-potsdam
Requirements (prior knowledge or experience)	Knowledge about information integration (M1.4) and XML.

Key topics covered (keywords)	Information solutions, DMS, CMS, DBS, RMS, standardization, interfaces, data transfer, digital signatures, storage technologies, data migration, data integration, market analyses, comparative studies, requirements specification, functional specification,
Reference standards/guidelines	
Learning objectives	
Additional Remarks	Inhalte Informationslösungen für RM in Behörden und Unternehmen • Funktionsweise, Architektur und Zusammenwirken von DMS, CMS, DBS, RMS • Standardisierungen und Schnittstellen/Datentransfer • Digitale Signatur Aufbau und Funktionsweise von Archivlösungen

Course Information	
Classification	higher education (he15)
Title of Training/Degree Course	Course: Digital Preservation of Cultural Heritage/Digital Archives
Organiser (University/ Institution/ Project/ Initiative)	Aristotle University of Thessaloniki/School of Theology
Country	Greece
Language of Delivery	Greek
Date (*if applicable)	Fall semester 2011
URL	http://www.theo.auth.gr/theo/en/Undergrad/Pages/CourseDetails.aspx?id=105
Basic Course Description	Course content: • Information Retrieval • Digital Preservation • Digital Collections • Introduction to Databases
Format (Definitions from D43.1 included below)	Degree Course
Credits/Qualification Earned	ECTS 3
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	Department's students
Requirements (prior knowledge or experience)	-
Key topics covered (keywords)	digital content, databases, digital preservation
Reference standards/guidelines	
Learning objectives	
Additional Remarks	Autumn Semester

Course Information	
Classification	higher education (he16)
Title of Training/Degree Course	Material Preservation
Organiser (University/ Institution/ Project/ Initiative)	IONIAN UNIVERSITY - DEPARTMENT OF ARCHIVES AND LIBRARY SCIENCE
Country	Greece
Language of Delivery	Greek
Date (*if applicable)	Spring Semester 2011
URL	https://e-class.ionio.gr/modules/document/document.php?openDir=%2F%C4%C9%C1%D4%B9%D1%C7%D3%C7%20%D8%C7%D6%C9%C1%CA%D9%CD%20%D4%C5%CA%CC%C7%D1%C9%D9%CD
Basic Course Description	Training Course (semester course for students, lesson materials: a) Preservation of digital evidence b) Preservation Metadata for Digital Objects: A review of the State of the Art)
Format (Definitions from D43.1 included below)	Training Course
Credits/Qualification Earned	
Sector (Libraries, Archives, Engineering, Higher Education…)	
Target Audience (practitioners, researchers, developers…)	
Requirements (prior knowledge or experience)	
Key topics covered (keywords)	
Reference standards/guidelines	
Learning objectives	
Additional Remarks	

Course Information	
Classification	higher education (he17)
Title of Training/Degree Course	Course: Content Preservation
Organiser (University/ Institution/ Project/ Initiative)	Ionio University /Department of Archival and Library Sciences
Country	Greece
Language of Delivery	Greek
Date (*if applicable)	-
URL	http://thalassa.ionio.gr/spoudes/details.php?cid=9
Basic Course Description	Course content: • Protection, preservation, restoration of content • Digital Preservation
Format (Definitions from D43.1 included below)	Degree Course
Credits/Qualification Earned	ECTS 5
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	Department's students
Requirements (prior knowledge or experience)	-
Key topics covered (keywords)	digital content, digital preservation
Reference standards/guidelines	
Learning objectives	
Additional Remarks	Spring Semester

Course Information	
Classification	higher education (he18)
Title of Training/Degree Course	Specialization Course on Contemporary Archives and Records Management
Organiser (University/ Institution/ Project/ Initiative)	University of Rome
Country	Italy
Language of Delivery	Italian
Date (*if applicable)	2012/2013
URL	http://w3.uniroma1.it/ssab/spec/index.htm and http://w3.uniroma1.it/ssab/spec/brochure-specializzazione_12-13.pdf
Basic Course Description	The course provides know-how in the following topics: Management (60 hours) Archival science: general (60 hours) Archival science: contemporary records in private and public sectors (60 hours) Electronic recordkeeping and digital preservation (60 hours) Diplomatic (60 hours) Advanced information technology (60 hours) Principles of law and records legislation (60 hours) Digital curation (60 hours)
Format (Definitions from D43.1 included below)	Degree Course
Credits/Qualification Earned	Specialization degree on archives and records management (a third level of academic education), 120 credits
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	Postgraduate students, practitioners from companies or public administration.
Requirements (prior knowledge or experience)	Postgraduate degree.
Key topics covered (keywords)	Archival and records management, digital preservation, document management systems, e-government
Reference standards/guidelines	National and international standards of records management
Learning objectives	National and international standards of records management
Additional Remarks	Organization: the course lasts two years; it includes traineeship (250 hours) and a final thesis (10 credits)

Course Information	
Classification	higher education (he19)
Title of Training/Degree Course	Information and Library Management (Digital Curation module)
Organiser (University/ Institution/ Project/ Initiative)	Loughborough University
Country	United Kingdom
Language of Delivery	English
Date (*if applicable)	Yearly degree course, start September
URL	http://www.lboro.ac.uk/study/postgraduate/courses/departments/infosci/informationandlibrarymanagement/
Basic Course Description	The programme provides a broad understanding of the principles of librarianship and information work, of the organisation and management of libraries and other information agencies, and of the handling, storage and retrieval of information in all media.
Format (Definitions from D43.1 included below)	Degree Course
Credits/Qualification Earned	MA/MSc or PG Diploma
Sector (Libraries, Archives, Engineering, Higher Education…)	Libraries
Target Audience (practitioners, researchers, developers…)	Practitioners
Requirements (prior knowledge or experience)	Minimum lower second class honours degree or equivalent in any subject and work experience in a library or information service (length of experience negotiable). Applicants must meet the Department's minimum English language requirements.
Key topics covered (keywords)	Lifecycle Management, Characterisation, Preservation Strategies, Risk Management, Legal Issues, Cost Analysis, Metadata, Current Research
Reference standards/guidelines	N/A
Learning objectives	N/A
Additional Remarks	MA/MSc: 1 year full-time, up to 3 years part-time Diploma: 9 months

Course Information	
Classification	higher education (he20)
Title of Training/Degree Course	INSTG002: Advanced preservation
Organiser (University/ Institution/ Project/ Initiative)	University College London
Country	United Kingdom
Language of Delivery	English
Date (*if applicable)	
URL	http://www.ucl.ac.uk/infostudies/teaching/modules/instg002/
Basic Course Description	This course will analyse in greater detail the challenges inherent in preservation management, conservation programming and the collection needs of library and archival material. A range of guest speakers will introduce many of the topics which will include the management of risk, a holistic approach to moulds and pests and the challenges presented by photographs, film and audio visual materials. There will also be opportunities to hear experts talk on environmental issues, on research in conservation and on archival buildings. Sessions will include practical work on case studies and a visit to at least one library/archive. The course also includes simple week by week research tasks and group discussions.
Format (Definitions from D43.1 included below)	Degree Course
Credits/Qualification Earned	Module of MA/Diploma/Certificate in Archives and Records Management
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	MA, Diploma and Certificate students in Library and Information Studies, Archives and Records Management, Records and Archives Management (International). This module is also available for short course students.
Requirements (prior knowledge or experience)	participating in MA, Diploma and Certificate students in Library and Information Studies, Archives and Records Management, Records and Archives Management
Key topics covered (keywords)	preservation management, conservation programming and the collection needs of library and archival material
Reference standards/guidelines	
Learning objectives	
Additional Remarks	

Course Information	
Classification	higher education (he21)
Title of Training/Degree Course	MSc in Information Management and Preservation (Particularly 'Management, Curation and Preservation of Digital Materials' module)
Organiser (University/ Institution/ Project/ Initiative)	University of Glasgow
Country	United Kingdom
Language of Delivery	English
Date (*if applicable)	Yearly entry (September)
URL	http://www.gla.ac.uk/postgraduate/taught/informationmanagementpreservationdigitalarchivesrecordsmanagement/
Basic Course Description	The Masters in Information Management & Preservation provides an understanding of contemporary information and records management issues. It pays special attention to the management of digital records and electronic resources. Course 4 - Management, Curation and Preservation of Digital Materials Aims This course provides the students with the necessary knowledge and skills to ensure that they can reconcile the physical and intellectual considerations of the management, curation and preservation of digital materials. The students will explore the theory behind preservation policies and examine a variety of preservation models. The course also includes a one-week repository placement to allow them to examine ways in which theoretical models can be realistically adapted according to practical circumstances.
Format (Definitions from D43.1 included below)	Degree Course
Credits/Qualification Earned	MSc – 180 credits PG Diploma – 120 credits PG Certificate – 60 credits Individual module as CPD – 20 credits
Sector (Libraries, Archives, Engineering, Higher Education…)	Archives and Records Management
Target Audience (practitioners, researchers, developers…)	Practitioners

Requirements (prior knowledge or experience)	Entry requirements for postgraduate taught programmes are a 2.1 Honours degree or equivalent qualification (for example, GPA 3.0 or above) in a relevant subject unless otherwise specified. Students are also expected to have a minimum of two weeks' experie
Key topics covered (keywords)	Authenticity and Provenance, Trust, OAIS, Metadata, File Formats, Preservation Methods, Policy, Repository Management, Electronic Records Management
Reference standards/guidelines	OAIS, TRAC, DRAMBORA, PREMIS, METS, ISO 15489
Learning objectives	OAIS, TRAC, DRAMBORA, PREMIS, METS, ISO 15489
Additional Remarks	Full-time: One year Part-time: 2 years + CPD: 4 months Accredited by the Society of Archivists

Course Information	
Classification	higher education (he23)
Title of Training/Degree Course	Digitalisierung von Kulturgut
Organiser (University/ Institution/ Project/ Initiative)	Stuttgart State Academy of Art and Design
Country	Germany
Language of Delivery	German and English
Date (*if applicable)	
URL	http://www.mediaconservation.abk-stuttgart.de/ http://www.mediaconservation.abk-stuttgart.de/curriculum/
Basic Course Description	Ausgangslage, Strategien und Rahmenbedingungen; Standards und Metadatenformate für die Erschließung, digitale Präsentation und Erhaltung; Workflow und Werkzeuge für bestände- und sammlungsbezogene Digitalisierung; Bereitstellung und Präsentation von digitalisiertem Kulturgut in nformationssystemen und Portalen.
Format (Definitions from D43.1 included below)	Module of Master's program Conservation of New Media and Digital Information
Credits/Qualification Earned	
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	
Requirements (prior knowledge or experience)	
Key topics covered (keywords)	
Reference standards/guidelines	
Learning objectives	
Additional Remarks	

Course Information	
Classification	higher education (he24)
Title of Training/Degree Course	Methoden der digitalen Langzeitarchivierung
Organiser (University/ Institution/ Project/ Initiative)	Stuttgart State Academy of Art and Design
Country	Germany
Language of Delivery	German and English
Date (*if applicable)	
URL	http://www.mediaconservation.abk-stuttgart.de/ http://www.mediaconservation.abk-stuttgart.de/curriculum/
Basic Course Description	Aktuellen Strategien und Aktivitäten; Herkunft und Formen digitaler Information; Lösungsansätze zur Langzeitarchivierung digitaler Information (Migration, Emulation, Konversion).
Format (Definitions from D43.1 included below)	Module of Master's program Conservation of New Media and Digital Information
Credits/Qualification Earned	
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	
Requirements (prior knowledge or experience)	
Key topics covered (keywords)	
Reference standards/guidelines	
Learning objectives	
Additional Remarks	

Course Information	
Classification	higher education (he25)
Title of Training/Degree Course	Videokonservierung
Organiser (University/ Institution/ Project/ Initiative)	Stuttgart State Academy of Art and Design
Country	Germany
Language of Delivery	German and English
Date (*if applicable)	
URL	http://www.mediaconservation.abk-stuttgart.de/ http://www.mediaconservation.abk-stuttgart.de/curriculum/
Basic Course Description	Konservierung von Videoinstallationen mit besonderem Augenmerk auf die historisch informierte Wiederaufführung von Video- und weiteren audiovisuellen Installationen; Erhaltung der Funktionalität von analogen Inhalten und deren Steuerungen in digitalen Umgebungen. Kennenlernen der Strategien zur Konservierung und Restaurierung von Medieninstallationen aus dem gesamten analogen und/oder digitalen Bereich.
Format (Definitions from D43.1 included below)	Module of Master's program Conservation of New Media and Digital Information
Credits/Qualification Earned	
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	
Requirements (prior knowledge or experience)	
Key topics covered (keywords)	
Reference standards/guidelines	
Learning objectives	
Additional Remarks	

Course Information	
Classification	higher education (he26)
Title of Training/Degree Course	Videodigitalisierung 1
Organiser (University/ Institution/ Project/ Initiative)	Stuttgart State Academy of Art and Design
Country	Germany
Language of Delivery	German and English
Date (*if applicable)	
URL	http://www.mediaconservation.abk-stuttgart.de/ http://www.mediaconservation.abk-stuttgart.de/curriculum/
Basic Course Description	• Der Übergang von analog nach digital. • Theoretische Übersicht über Methoden, beteiligte historische und aktuelle Geräte sowie Software zur Videodigitalisierung. • Charakterisierung von historischen und modernen Bandformaten. • Degradation von Magnetbändern, Behandlungsmöglichkeiten, Reinigung. • Was heißt Signalintegrität im Dschungel der Formate und Codecs? • Was sind geeignete Formate für die Langzeitarchivierung, was eignet sich für den Access in Ausstellungen, Mediatheken oder online. • Methoden der Qualitätskontrolle und Nachbearbeitung zur Signaloptimierung und -rekonstruktion.
Format (Definitions from D43.1 included below)	Module of Master's program Conservation of New Media and Digital Information
Credits/Qualification Earned	
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	
Requirements (prior knowledge or experience)	
Key topics covered (keywords)	
Reference standards/guidelines	
Learning objectives	
Additional Remarks	

Course Information	
Classification	higher education (he27)
Title of Training/Degree Course	Praxis der digitalen Langzeitarchivierung
Organiser (University/ Institution/ Project/ Initiative)	Stuttgart State Academy of Art and Design
Country	Germany
Language of Delivery	German and English
Date (*if applicable)	
URL	http://www.mediaconservation.abk-stuttgart.de/ http://www.mediaconservation.abk-stuttgart.de/curriculum/
Basic Course Description	Aktuelle Projekte und Standards zur Konservierung von digitaler Information: OAISReferenzmodell, vertrauenswürdige Archive, technische Metadaten, DOMEA, NESTOR, etc. Besichtigung des Digitalen Magazins dimag beim Staatsarchiv Ludwigsburg und praktische Übung zu Formaten und Techniken.
Format (Definitions from D43.1 included below)	Module of Master's program Conservation of New Media and Digital Information
Credits/Qualification Earned	
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	
Requirements (prior knowledge or experience)	
Key topics covered (keywords)	
Reference standards/guidelines	
Learning objectives	
Additional Remarks	

Course Information	
Classification	higher education (he28)
Title of Training/Degree Course	Datenmanagement und -distribution
Organiser (University/ Institution/ Project/ Initiative)	Stuttgart State Academy of Art and Design
Country	Germany
Language of Delivery	German and English
Date (*if applicable)	
URL	http://www.mediaconservation.abk-stuttgart.de/ http://www.mediaconservation.abk-stuttgart.de/curriculum/
Basic Course Description	Abgrenzung verschiedener Begrifflichkeiten im Datenmanagement-Bereich: Content Management Systeme (CMS) und Web Content Manangement System (WCMS), Dokument Management Systeme (DMS); Enterprise Content Management (ECM); Workflow Management (WfM).
Format (Definitions from D43.1 included below)	Module of Master's program Conservation of New Media and Digital Information
Credits/Qualification Earned	
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	
Requirements (prior knowledge or experience)	
Key topics covered (keywords)	
Reference standards/guidelines	
Learning objectives	
Additional Remarks	

Course Information	
Classification	higher education (he29)
Title of Training/Degree Course	Speichertechnologien
Organiser (University/ Institution/ Project/ Initiative)	Stuttgart State Academy of Art and Design
Country	Germany
Language of Delivery	German and English
Date (*if applicable)	
URL	http://www.mediaconservation.abk-stuttgart.de/ http://www.mediaconservation.abk-stuttgart.de/curriculum/
Basic Course Description	Historische Speichertechnologien vom mechanischen Speicher bis zum Ringkernspeicher. Aktuelle und zukünftige Technologien für Arbeitsspeicher, Massenspeicher und Medien zur Archivierung von Daten. Bedeutung von Schnittstellen, Laufwerken, Datenformaten und Medienformaten für die Langzeitarchivierung. Datensicherung.
Format (Definitions from D43.1 included below)	Module of Master's program Conservation of New Media and Digital Information
Credits/Qualification Earned	
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	
Requirements (prior knowledge or experience)	
Key topics covered (keywords)	
Reference standards/guidelines	
Learning objectives	
Additional Remarks	

Course Information	
Classification	higher education
Title of Training/Degree Course	Informatik 2 (he30)
Organiser (University/ Institution/ Project/ Initiative)	Stuttgart State Academy of Art and Design
Country	Germany
Language of Delivery	German and English
Date (*if applicable)	
URL	http://www.mediaconservation.abk-stuttgart.de/ http://www.mediaconservation.abk-stuttgart.de/curriculum/
Basic Course Description	Vermittlung von grundlegenden Kenntnissen für den langfristigen Erhalt digitaler Objekte. Grundlagen in Theorie und Praxis zu Datenbanken, Dateiformaten, Zeichenkodierung, Codecs, Kompressionsverfahren, etc. Einführung in Webtechnologien, XHTML, XML, PHP, MySQL.
Format (Definitions from D43.1 included below)	Module of Master's program Conservation of New Media and Digital Information
Credits/Qualification Earned	
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	
Requirements (prior knowledge or experience)	
Key topics covered (keywords)	
Reference standards/guidelines	
Learning objectives	
Additional Remarks	

Course Information	
Classification	higher education (he31)
Title of Training/Degree Course	Archiv- und Bibliothekswesen
Organiser (University/ Institution/ Project/ Initiative)	Stuttgart State Academy of Art and Design
Country	Germany
Language of Delivery	German and English
Date (*if applicable)	
URL	http://www.mediaconservation.abk-stuttgart.de/ http://www.mediaconservation.abk-stuttgart.de/curriculum/
Basic Course Description	Organisation, Aufgaben und Arbeitsweise von Archiven und Bibliotheken, u.a. gesetzliche Rahmenbedingungen, Überlieferungsbildung bzw. Sammlungskriterien, Erschließung, Informationsdienstleistung und Bestandserhaltung.
Format (Definitions from D43.1 included below)	Module of Master's program Conservation of New Media and Digital Information
Credits/Qualification Earned	
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	
Requirements (prior knowledge or experience)	
Key topics covered (keywords)	
Reference standards/guidelines	
Learning objectives	
Additional Remarks	

Course Information	
Classification	higher education (he32)
Title of Training/Degree Course	Archiv- und Dokumentationsmanagement
Organiser (University/ Institution/ Project/ Initiative)	Hochschule Darmstadt – University of Applied Science
Country	Germany
Language of Delivery	German
Date (*if applicable)	Turnus jährlich
URL	http://www.h-da.de/studium/studienangebot/informatik-und-informationswissenschaften/informationswissenschaft-msc/
Basic Course Description	• Strukturen und Workflows in Medienarchiven; • Interne und externe Vernetzungen; • Einbindung in Programm und Produktionsprozesse; • Entwicklung und Steuerung von Innovationsprozessen; • Archivmarketing
Format (Definitions from D43.1 included below)	advanced level course of Information Science M.Sc.
Credits/Qualification Earned	5 CP
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	
Requirements (prior knowledge or experience)	
Key topics covered (keywords)	
Reference standards/guidelines	
Learning objectives	
Additional Remarks	

Course Information	
Classification	higher education (he33)
Title of Training/Degree Course	Hybride Bibliotheken
Organiser (University/ Institution/ Project/ Initiative)	Hochschule Darmstadt – University of Applied Science
Country	Germany
Language of Delivery	German
Date (*if applicable)	Turnus jährlich
URL	http://www.h-da.de/studium/studienangebot/informatik-und-informationswissenschaften/informationswissenschaft-msc/
Basic Course Description	Einführung in die wesentlichen Aspekte Hybrider Bibliotheken: • Terminologische Grundbegriffe, Elektronisches Publizieren in Bibliotheken, • Digitalisierung und Langzeitarchivierung von Medienbeständen, • virtuelle Informationsdienstleistungen im Sinne des Web 2.0, ausgewählte Bau- und Ausstattungsfragen
Format (Definitions from D43.1 included below)	basic level course of Information Science M.Sc.
Credits/Qualification Earned	5 CP
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	
Requirements (prior knowledge or experience)	
Key topics covered (keywords)	
Reference standards/guidelines	
Learning objectives	
Additional Remarks	

Course Information	
Classification	higher education (he34)
Title of Training/Degree Course	Dokumentenmanagement und Enterprise Content Management
Organiser (University/ Institution/ Project/ Initiative)	Hochschule Darmstadt – University of Applied Science
Country	Germany
Language of Delivery	German
Date (*if applicable)	Turnus jährlich
URL	http://www.h-da.de/studium/studienangebot/informatik-und-informationswissenschaften/informationswissenschaft-msc/
Basic Course Description	Konzepte und aktuelle Entwicklungen der Zusammenführung, Verwaltung und Bereitstellung aller Arten von dokumentbasierten Informationen zur Unterstützung von Geschäftsprozessen in Unternehmen. • Dokumenten-Management • Workflowmanagement • Enterprise Content Management • Informations- und Dokumentarten und –formate im Unternehmen • Erfassungs- Speicherungs- Distributionsverfahren • Metadaten • Intelligente Navigationsverfahren • Rechtliche Rahmenbedingungen • DM / ECM in der Cloud
Format (Definitions from D43.1 included below)	advanced level course of Information Science M.Sc.
Credits/Qualification Earned	5 CP
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	
Requirements (prior knowledge or experience)	Wirtschaftsbezogene und informatikbezogene Module im Bachelorstudium
Key topics covered (keywords)	
Reference standards/guidelines	
Learning objectives	
Additional Remarks	

Course Information	
Classification	higher education (he35)
Title of Training/Degree Course	Cataloguing of Monographies and Particular Resources
Organiser (University/ Institution/ Project/ Initiative)	University Carlos III Madrid
Country	Spain
Language of Delivery	Spanish
Date (*if applicable)	Monday February 28 to Monday March 28, 2011
URL	http://www.uc3m.es/portal/page/portal/inst_docum_gest_info_agustin_millares/formacion/curs_online_insto_univ_agustin_millares/Catalogacion_de_Monografias_y_materiales_especiales
Basic Course Description	This online course will be taught by professors from the Department of Library and Information Science, Universidad Carlos III de Madrid, with extensive teaching and research experience in these areas. Objectives: To know how to identify the data elements used in MARC bibliographic records for print and electronic resources. To know how to address the process of cataloging and creating standardized bibliographic records. Modules: Module 1. Creation of the standardized bibliographic record. The bibliographic record in MARC format 1.1. The standardized bibliographic record. 1.2. Bibliographic description operations 2.2. The bibliographic record in MARC format: the input format Module 2. Standardized bibliographic description of monographs and serial publications 2.1. Standardized bibliographic description of monographs 2.1.1. Areas of description 2.1.2. Main source of information 2.1.3. Aps 2.1.4. Main MARC fields used in cataloging monographs 2.1.5. Solving practical cases in cataloguing monographs 2.2. Standardized bibliographic description of serial publications 2.2.1. Areas of description 2.2.2. Main source of information 2.2.3. Aps 2.2.4. Main MARC fields used in serial publications cataloguing 2.2.5. Solving case studies in serial publications cataloging Module 3: Electronic resources: Types of documents and integration of these resources in the catalogue 3.1. Definition. 3.2. Features. 3.3. Type of information. 3.4. Forms of access . 3.5. Document types: electronic books, electronic journals, web resources, databases, CD-ROM and DVD. 3.6. Models chosen by libraries to make these resources available to users. 3.7. Adding the electronic resources to catalogue. Module 4. Standardized bibliographic description of electronic resources 4.1. Areas of description 4.2. Main source of information 4.3. Aps 4.4. Main IBERMAC and MARC 21 fields used in cataloging electronic resources 4.5. Solving case studies in cataloguing electronic

	resources
Format (Definitions from D43.1 included below)	Online Course
Credits/Qualification Earned	Upon completion of this course Certificate will be issued by the Universidad Carlos III de Madrid.
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	
Requirements (prior knowledge or experience)	
Key topics covered (keywords)	
Reference standards/guidelines	
Learning objectives	
Additional Remarks	

Course Information	
Classification	higher education (he37)
Title of Training/Degree Course	Library 2.0: New Tendencies for Content and Services (6th edition)
Organiser (University/ Institution/ Project/ Initiative)	University Carlos III Madrid
Country	Spain
Language of Delivery	Spanish
Date (*if applicable)	Monday March 5 through Monday, April 2, 2012
URL	http://www.uc3m.es/portal/page/portal/inst_docum_gest_info_agustin_millares/formacion/curs_online_insto_univ_agustin_millares/bibliotecas_nuevas_tendencias_contenidos_servicios
Basic Course Description	The 2.0 name has strongly percolated in the digital realm and is widely used in many industries. Innovation in social software applications by libraries and other information units is continuous, which means adapting to new users' demands within the information society. This course aims to show a wide range of content and services that are being implemented by major libraries around the world, and which are designed to meet our users' needs. The programme also explores how the internet and technology can help get them started offering possible solutions based on case studies. In this 7th edition, the course has been revised and updated and delves into the new uses and tools that information professionals demand. Methodology: The contents of this course will be available on the "Moodle" learning platform which, given its simplicity, allows students flexible learning to suit their needs. The online course consists of seven modules. Access to each of these modules is made in stages. The teacher will set a theoretical section in each module. This will be accompanied by the corresponding learning activities such as practices, assessment tests and virtual tutorials (forums, chat, email). Objectives: • To reflect on the concept of social web and new collaborative environments. • To Know the Web 2.0 set of technologies and tools. • To understand the applications and uses of social software. • To learn the operating philosophy of the key 2.0 technologies and its application to libraries. Programme: Module 1. The 2.0 Library and the Social Software 1 Introduction: theoretical framework of the Social Web 1.2. Web 2.0 Typology and applications 1.3. The 2.0 Library: best practices in libraries and other information units Module 2. The WIKIs 2.1. History, features, wiki technology 2.2. The Wikipedia. Use Policy, sister projects 2.3. Wiki Projects by topic Module 3. Social Networks and Virtual Worlds 3.1. Vertical and horizontal networks. 3.2. The prominence of Twitter today 3.3.

	Virtual Worlds and Second Life 3.4. Applications and Usage Module 4. File Sharing Tools 4.1. Sharing photos 4.2. Sharing Videos 4.3. Sharing presentations 4.4. Sharing documents in different formats Module 5 Blogging as communication channels 5.1. Theoretical framework, concept, historical evolution 5.2. Variations and types. Types of weblogs 5.3. Main applications in Information and documentation Module 6. Syndication and aggregation of content 6.1. Content Syndication. Definition. 6.2. FEEDs aggregator 6.3. RSS channels: categories Module 7: personalized virtual desktops 7.1. Theoretical framework, operating philosophy 7.2. Integration of resources and web 2.0 applications. Evaluation: The theoretical explanation of each module will be followed by practical exercises that will be assessed to measure the achieved knowledge and reflections on the implementation of collaborative web. Some debates of interest will be proposed through specific readings. Participation and critical input will be measured through the forums.
Format (Definitions from D43.1 included below)	Degree Course
Credits/Qualification Earned	After completing this course a Certificate will be issued by the Universidad Carlos III de Madrid.
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	Information technology and documentation professionals, undergraduate and graduate students within the librarian archival and documentation studies environment and people interested in the exciting world of information management and organization within a digital society.
Requirements (prior knowledge or experience)	
Key topics covered (keywords)	
Reference standards/guidelines	
Learning objectives	
Additional Remarks	

Course Information	
Classification	higher education (he38)
Title of Training/Degree Course	Electronic Resource Cataloging (4th edition)
Organiser (University/ Institution/ Project/ Initiative)	University Carlos III Madrid
Country	Spain
Language of Delivery	Spanish
Date (*if applicable)	Monday March 7th to Monday April 4, 2011
URL	http://www.uc3m.es/portal/page/portal/inst_docum_gest_info_agustin_millares/formacion/curs_online_insto_univ_agustin_millares/catalogacion_recursos_electronicos
Basic Course Description	This online course will be taught by professors from the Department of Library and Information Science, Universidad Carlos III de Madrid, with extensive teaching and research experience in these areas. Course Description: Electronic documents and information resources are critical in today's society. Its varied typology and large numbers are necessary criteria for their selection, and also description standardization to enable libraries and other information units to make them available to users. This course will analyze the rules and formats used in the cataloging of these resources, mainly bibliographic standards ISBD (ER), ISBD (CR), consolidated ISBD, Spanish Cataloguing Rules, IBERMARC format, etc.. Finally, Drills for cataloging the various electronic resources (electronic books, CD-ROM, DVD, web resources, electronic journals ...) will be made. Methodology: This virtual training activity plans a duration of 30 hours over one month in order to facilitate the attendance of participants on a schedule which allows them to continue the normal course of their work. The contents of this course will be available on the learning platform "Moodle" which allows students flexible learning to suit their needs due to its simplicity. The online course consists of four modules. Access to each of these modules is effected in stages. The teacher will set theoretical section in each module which will be accompanied by the corresponding learning activities and practical assessment test and virtual counselling (forums, chat, email). Programme: Module 1: The electronic resources: Types of documents and integration of these resources in the catalog 1.1. Definition. 1.2. Features. 1.3. information Type. 1.4. Access Form. 1.5. Document types: electronic books, electronic journals, web resources, databases, CD-ROM and DVD. 1.6. Models chosen by libraries to make these resources available to users. 1.7. Adding to catalog electronic resources. Module 2: Regulations for describing electronic resources 2.1. ISBD (ER) 2.2. ISBD (CR) 2.3. Consolidated ISBD 2.4. Spanish RRCC 2.5.

	AACR2 2.6. MARC 21 Module 3: standard bibliographic description of electronic resources 3.1. Areas of description 3.2. Main source of information 3.3. Aps 3.4. Main IBERMAC and MARC 21 fields used in cataloging electronic resources 3.4.1. Identification of the type of material in the positions 06 and 07 of the header 3.4.2. Control fields 3.4.3. Variable data fields 3.4.4. Bibliographic description of Integrable Electronic Resources Module 4: solving case studies in cataloging electronic resources 4.1. EBooks. 4.2. Electronic journals. 4.3. Integrated resource. 4.4. Databases. 4.5. Websites.
Format (Definitions from D43.1 included below)	Online Course
Credits/Qualification Earned	After completing this course a Certificate will be issued by the Universidad Carlos III de Madrid.
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	This course is aimed at professionals, librarians and archivists interested in knowing how electronic resources are catalogued and regulations used to do so . It will also be seen how to incorporate these resources to cataloues and their impact on the organization of the collection. It is convenient to have basic knowledge of cataloging and MARC format.
Requirements (prior knowledge or experience)	
Key topics covered (keywords)	
Reference standards/guidelines	
Learning objectives	
Additional Remarks	

Course Information	
Classification	higher education (he39)
Title of Training/Degree Course	Information sources in Health Science: from uncertainty to knowledge (5th edition)
Organiser (University/ Institution/ Project/ Initiative)	University Carlos III Madrid
Country	Spain
Language of Delivery	Spanish
Date (*if applicable)	
URL	http://www.uc3m.es/portal/page/portal/inst_docum_gest_info_agustin_millares/formacion/curs_online_insto_univ_agustin_millares/fuentes_info_ciencias_salud_incertit_conocimiento
Basic Course Description	If risk and uncertainty are common companions of clinical practice and biomedical information search, knowledge, wisdom and perseverance are great allies to cope them. The objectives of the course are related to one goal: the identification and use of best available knowledge sources in the health sciences. Specific objectives of this program are: to Understand the basic concepts of documentation and literature search in health sciences. to Identify and correctly use the main tools of information retrieval on the Internet. to Create a blog and meet our users (by managing access statistics). Managing content syndication and aggregation for the best use of clinical practice. to Know the main information resources in health sciences (Databases, health portals, health information locators, medical release and distribution lists). Fill in the Evidence-Based Medicine and identify and manage major sources in MBE. Methodology: The contents of this course will be available on the learning platform "Moodle" which allows students flexible learning to suit their needs due to its simplicity. The online course consists of six modules. Access to each of these modules is carried out in stages. The teacher sets in each module a theoretical section which will have the corresponding learning activities and practical assessment test and virtual tutorials (forums, chat, email). Program Module 1: Concepts and basics 1.1. Sources of Information and Documentation in Health Sciences 1.2. Finding Information: Boolean, proximity and truncation. 1.3. Descriptors in Health Sciences: 1.3.1. Medical Subject Headings (MeSH) 1.3.2. Descriptors in Health Sciences (MeSH) 1.4. Uniform Requirements for Manuscripts Submitted to Biomedical Journals (Vancouver Standards) Module 2: The Internet Biomedical Information 2.1. Features online biomedical information 2.2. information Seekers 2.2.1. Search engines (Google, Google Scholar, Bing, Ask and Scirus) 2.2.2. Directories

	(Yahoo and DMOZ) 2.2.3. Searchers and biomedical information (Google Health, HealthVault) 2.3. Visible Internet Vs Invisible Internet 2.4. Codes of conduct and quality seals 2.5. Web 2.0 2.5.1. Blogs and statistics (Google Analytics) 2.5.2. Syndication and aggregation of content Module 3: Information Resources in Health Sciences 3.1. Databases: 3.1.1. Resources from the National Library of Medicine (NLM): 3.1.1.1. PubMed (Medline and other databases) 3.1.1.2. PubMed Central 3.1.1.3. askMEDLINE 3.1.1.4. Alternative Interfaces Medline / PubMed 3.1.1.5. MEDLINEplus 3.1.2. Spanish Databases 3.1.2.1. Spanish Bibliographic Index of Health Sciences (IBECS) 3.1.2.2. Spanish Medical Documentation (Documed) 3.1.2.3. Spanish Medical Index (EMI) 3.1.2.4. Scientific Electronic Library Online (ScIELO) 3.1.2.5. CUIDEN. Nursing Database in Spanish 3.1.2.6. Latin American and Caribbean Literature on Health Sciences (LILACS) 3.1.2.7. Catalogue of Periodic publications in Spanish Health Sciences Libraries, C-17 3.1.3. Other databases 3.1.3.1. Database Doctoral Thesis (Theseus) 3.1.3.2. Web of Knowledge (WoK) 3.2. health Portals and health information Locators 3.3 Medical Press 3.4. Distribution Lists Module 4: Finding the evidence: Resources Evidence-Based Medicine (EBM) 4.1. Introduction to Evidence Based Medicine (EBM) 4.2. PubMed via PICO (Patient, Intervention, Comparison, Outcome-Outcome) 4.3. Cochrane Library 4.4. JBI ConNECT (JBI Resources) 4.5. Tripdatabase plus 4.6. Clinical Practice Guidelines (CPG) 4.6.1. What is GPC? 4.6.2. Guiasalud 4.7. Evolution of information services for healthcare decisions based on evidence
Format (Definitions from D43.1 included below)	Online Course
Credits/Qualification Earned	After completing this course a Certificate will be issued by the Universidad Carlos III de Madrid.
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	Health professionals; information and documentation professionals who work in the field of health sciences, undergraduate and graduate students in the health, library, archival and documentation fields.
Requirements (prior knowledge or experience)	
Key topics covered (keywords)	
Reference standards/guidelines	
Learning objectives	
Additional Remarks	

Course Information	
Classification	higher education (he41)
Title of Training/Degree Course	Professional skills in Strategic Management of Information Centers (2nd edition)
Organiser (University/ Institution/ Project/ Initiative)	University Carlos III Madrid
Country	Spain
Language of Delivery	Spanish
Date (*if applicable)	Monday, February 28 to Monday March 28, 2011
URL	http://www.uc3m.es/portal/page/portal/inst_docum_gest_info_agustin_millares/formacion/curs_online_insto_univ_agustin_millares/compet_profesion_gestion_estrateg_unid_inf
Basic Course Description	The course aims to provide the theoretical and practical issues related to the set of decision processes that those responsible for a library or documentation center should take to determine the purposes to be achieved, identify and plan activities that lead to their achievement, organize and adequately use all its resources, and to what extent purposes have been achieved. The course uses inputs and practices from the field of the so-called "Managing Organizations" and is clear and practically oriented to developing the necessary skills to manage and direct reporting units.Methodology: 1) Readings on specific course content, or aspects that help contextualize such content. The URLs where they are available will be provided by the platform or the student will be sent digitized readings (if there is no problem with the author) or their references for locating their printed versions. A short questionnaire about the readings will be sent to students to answer and submit to the teacher within a specified period. 2) Practical exercises based on case studies or other methodologies, for practical application, specific tools and techniques related to the strategic management of information units. The exercises will be available to students by the platform together with a set of guidelines on the most important aspects to be covered in each exercise. By this same means, they will send the results to the teacher within a certain given deadline. 3) At least one discussion forum on one of the topics covered in the readings proposed or on any of the practical exercises if this is required by students 4) Exercises analysis of different URL's relevant to libraries and information units, established in order to identify the application of specific professional practices on which to make comparisons that help students to consolidate knowledge. the corresponding URLs will be forwarded by the platform and students will be provided with a set of directions, guidelines on the most relevant aspects to be covered in each

	exercise. These are to be submitted to the teacher within a specified period. 5) At least one final evaluation model evaluation questions based on automatic correction (mainly multiple choice questions, short and Associations Response). the possibility of self-assessment models for each of the topics covered is also considered, designed to provide students with an understanding of their progress, whose questions could be used in the final evaluation model. Program: Module 1: Conceptual framework for strategic management 1.1. organizational and systemic vision of the information units. 1.1.1. The information units as service organizations. 1.1.2. The systems approach to the information units. 1.2. The holistic view of strategic management within the European and Latin American Excellence Model on quality management. 1.2.1. Strategic management in the information units. 1.2.2. Quality management in the European and Latin American Excellence Model. 1.2.3. The holistic view of management and leadership roles. Module 2: Planning 2.1. planning as a management function. 2.1.1. Concept and temporal articulation. 2.1.2. objectives as an engine of organizational performance. 2.2. The planning process 2.2.1. mission and vision of success as a starting point. 2.2.2. Environmental analysis. 2.2.3. Goal setting. 2.2.4. Strategies and action projects. 2.2.5. The Planning Report. Module 3: Organization 3.1. The management function of organizing 3.1.1. Concept and application areas. 3.2. The formalization of the operation: organizational structure and dynamics 3.2.1. The Division of Labor 3.2.2. Coordination mechanisms 3.3. Documents for action 3.3.1. Regulations 3.3.2. Technical Standards 3.3.3. Procedure Manuals 3.3.4. Flow Diagrams and Maps services. Module 4: The Directorate 4.1. Management and Responsible Leadership 4.1.1. Concept and characteristics 4.2. Leadership and organizational value creation 4.2.1. Leadership and staff empowerment Module 5: Control May. 1. The holistic approach of the control function 5.1.1. Concept and characteristics of the control and management function 5.1.2. The holistic approach of Control 5.2. Assessment in the context of control. 5.2.1. Concept and scope. 5.2.3. The evaluation process. 5.3. The Performance Measurement System 5.3.1. Fundamentals and characteristics. 5.4. Assessment instruments 5.4.1. Statistics 5.4.2. Indicators 5.4.3. Opinion polls 5.4.4. Quality tools
Format (Definitions from D43.1 included below)	
Credits/Qualification Earned	After completing this course a Certificate will be issued by the Universidad Carlos III de Madrid.
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education

Target Audience (practitioners, researchers, developers…)	All those people and professionals interested in completing their training in relation to leadership required by strategic management of information units.
Requirements (prior knowledge or experience)	
Key topics covered (keywords)	
Reference standards/guidelines	
Learning objectives	
Additional Remarks	

Course Information	
Classification	higher education (he42)
Title of Training/Degree Course	Metadata: Architectures and Implementation (2nd edition)
Organiser (University/ Institution/ Project/ Initiative)	University Carlos III Madrid
Country	Spain
Language of Delivery	Spanish
Date (*if applicable)	Monday, February 20, 2012 until March 19, 2012
URL	http://www.uc3m.es/portal/page/portal/inst_docum_gest_info_agustin_millares/formacion/curs_online_insto_univ_agustin_millares/Metadatos%20Arquitecturas%20e%20Implementaciones1
Basic Course Description	This course aims to address the problem of metadata from the theoretical and practical, trying to clearly and precisely the main concepts associated, the most prominent schemes developed so far and the most effective strategies for implementation in systems and services digital information. Methodology: The contents of this course will be available on the learning platform "Moodle" which by its simplicity allows students a flexible learning to suit your needs. The online course consists of three modules. Access to each of these modules is carried out in stages. The teacher will establish a theoretical section in each module and this will be followed by the corresponding learning activities and practical assessment tests and virtual tutorials (forums, chat, email). Program: MODULE 1: Justification, MAIN CONCEPTS AND SCHEMES. 1. Contexts and pathways to digital information. 1.1. Problems associated with the recovery of Internet. 1.2. Repositories and Digital Libraries. Concept and differentiation. 1.3. Sources cited and recommended. 2 The role of the description: What is metadata? 2.1. Definition and basic concepts. 2.1.1. Records and metadata schemas. 2.1.2. Description by metadata. 2.2. Types of metadata. 2.3. Sources cited and recommended. 3. Interoperability and standards. 3.1. Concept and types of interoperability. 3.2. Standards: identification and location (DOI, URI, PURL). 3.3. Standards: markup languages (HTML, XML, RDF). 3.4. Standards: protocols (Z39.50, OAI-PMH). 3.5. Metadata standards: development and typology. 3.6. Sources cited and recommended. 4. Standard Dublin Core (ISO 15836:2003). 4.1. DC scheme characteristics. 4.1.1. Brief history of the Dublin Core Metadata Initiative (DCMI). 4.1.2. Organization of DCMI. 4.1.3. DC in Spain. 4.1.4. Standard Features. 4.2. Simple and qualified DC. 4.3. Vocabularies. 4.4. DC coding in HTML, XHTML, RDF and XML. 4.5. Sources cited and recommended. 5. Tools for creating and / or editing

	metadata. 5.1. Typology. 5.1.1. External Metadata. 5.1.2. Internal Metadata. 5.2. Functional description of applicable tools. 5.3. Sources cited and recommended. MODULE 2: APPLICATIONS IN VARIOUS FIELDS. 6. Applications on the Web. 6.1. Advantages and disadvantages of using metadata on the Web. 6.2. Applications, experiences and perspectives. 6.2.2. Metadata and Semantic Web. 6.2.3. Metadata and Web 2.0. 6.3. Sources cited and recommended. 7. Apply metadata to multimedia content. 7.1. Major initiatives. 7.1.1. MPEG (Moving Picture Experts Group). 7.1.2. JPEG (Joint Photographic Experts Group). 8. Applications in libraries and archives. 8.1. Applications, experiences and perspectives in libraries. 8.1.1. MODS (Metadata Object Description Schema). 8.1.2. METS (Metadata Encoding and Transmission Standard). 8.2. Applications, experiences and perspectives in archives. 8.3. Sources cited and recommended. 9. Applications in museums. 9.1. Metadata and cultural objects. 9.1.1. CDWA (Categories for the Description of Works of Art). 9.1.2. VRA Core (Visual Resource Association). 9.2. Sources cited and recommended. 10. Educational metadata. 10.1. Standards and application profiles for educational content. 10.1.1. Educational metadata and learning objects. 10.1.2. Standards. 10.1.2.1. IEEE Standard for Learning Object Metadata (LOM). 10.1.2.2. DC-Ed AP (DCMI). 10.1.3. Specifications. 10.1.3.1. IMS (IMS Learning Resource Metadata). 10.1.3.2. SCORM (Sharable Content Object Reference Model). 10.1.4. Implementations of standards. 10.1.5. Application profiles used in repositories and digital libraries educational. 10.2. Adding metadata to educational resources: tools and procedures (Reload, WimbaCreate). 10.3. Sources cited and recommended. MODULE 3: DEVELOPMENT PROJECTS. 11. Strategies for the development of projects with metadata. 11.1. Phases and decisions involved. 11.2. Analysis and resolution of practical cases. 11.3. Sources cited and recommended.
Format (Definitions from D43.1 included below)	Online Course
Credits/Qualification Earned	After completing this course a Certificate will be issued by the Universidad Carlos III de Madrid.
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	Information professionals (librarians, archivists, etc..), who are responsible for systems and digital information services, professionals in the field of e-learning and, in general, anyone interested in starting or expanding their skills on this topic .
Requirements (prior knowledge or experience)	

Key topics covered (keywords)	
Reference standards/guidelines	
Learning objectives	
Additional Remarks	

Course Information	
Classification	higher education (he43)
Title of Training/Degree Course	Documentation Valuation
Organiser (University/ Institution/ Project/ Initiative)	INA expert
Country	France
Language of Delivery	French
Date (*if applicable)	
URL	http://www.ina-expert.com/expertise-conseil-et-etudes/documentation-valorisation.html
Basic Course Description	
Format (Definitions from D43.1 included below)	
Credits/Qualification Earned	
Sector (Libraries, Archives, Engineering, Higher Education…)	Higher Education
Target Audience (practitioners, researchers, developers…)	
Requirements (prior knowledge or experience)	
Key topics covered (keywords)	
Reference standards/guidelines	
Learning objectives	
Additional Remarks	