



Department of Information

Digital Information Services

- Courses in English -

- Aspects of Information Technology
- Aspects of Knowledge Organisation – Visual Resources Management
- Aspects of Knowledge Organisation – Web Usability & Accessibility
- Aspects of Information Services in the European Union
- Workshop “Intercultural Communication”

(Programme for summer semester 2010 (March – July 2010))

Course Name: Aspects of Information Technology

Degree programme:

Library & Information Management (Bachelor)

Responsible Lecturer: Prof. Dr. Martin Gennis

Work load: 180 hours**Lecture hours per week:** 4**ECTS Credits:** 6**Course objectives:**

Students understand

- specific problems of digital documents preservation
- requirements for sustainable digital archive solutions
- digital archiving as a process

Contents:

- foundations of digital technology
- digital formats, advantages and drawbacks
- digital preservation and archives
- archive processes

About didactics and work load distribution:

introductory lectures, self-tuition by reading of texts and articles, students' reports on specific issues, practices on selected software systems

Requirements for participation:

At least 2 semesters in an undergraduate programme in the field of Library and Information Science.

Course language:

English

Type of exam / Assessment:

Students are required to prepare a conceptual solution for a self-chosen problem in the field of this module and present it to the group.

Literature:

- Jeff Rothenberg's Digital Longevity Papers, <http://www.panix.com/~jeffr/Prof/digilong.html>
- Reference Model for an Open Archival Information System (OAIS). CCSDS 650.0-B-1, Blue Book, January 2002 (the full ISO standard).
- nestor - Kompetenznetzwerk Langzeitarchivierung, www.langzeitarchivierung.de

Course Name: Aspects of Knowledge Organization - Visual Resources Management

Degree programme:

Library & Information Management (Bachelor)

Responsible Lecturer: Prof. Dr. Ulrike Spree

Work load: 180 hours**Lecture hours per week:** 4**ECTS Credits:** 6**Course objectives:**

The aim of the course is to enable students to plan, setup and maintain a suitable Knowledge Organization environment for a visual Resources Collection. The students will be able to:

- maintain an overview of important collections and digital libraries that manage visual resources collections such as cultural heritage institutions e. g. museums, galleries, libraries or archives as well as commercial enterprises like stock agencies,
- perform independent cataloging activities as well as copying of catalog-entries for visual materials according to the needs of their organization,
- perform authority control using different authority files appropriate to the needs of the organization,
 - assign proper and relevant subject headings/ descriptors to visual materials using standards such as the SWD (*Schlagwortnormdatei*), Art and Architecture Thesaurus (AAT), Library of Congress Subject Headings (LCSH), Thesaurus for Graphic Materials (TGM), Thesaurus of Geographical Names (TGN), Categories for the Description of Works of Art (CDWA), Iconographic Classification (ICONCLASS) or other authorities appropriate to the needs of the organization.
 - show knowledge of various applicable metadata standards such VRA Core, Dublin Core, IPTC, SEPIADES.
 - exhibit an understanding of XML concepts and their application in the VR environment.
- apply classification schemes such IPTC Newscodes, Iconclass, as appropriate to the needs of the organization and develop their own indexing aids,
- develop usable finding aids and tools that increase access to collections and information.
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Contents:

- Reference and Research of visual resources:
 - Identification and usage of resources from subject areas relevant to visual material
 - Developing finding aids and tools to improve access to collections and information
- Cataloguing and Classification of visual resources:
 - Introduction to different approaches to image description (history of art, museums, stock photo agencies, broadcasting corporations)
 - introduction to metadata standards and ontological reference models like CIDOC-CRM
 - application of classification schemes for visual materials, use of different cataloguing tools

About didactics and work load distribution:

Introductory lectures, reading and seminar discussion of current journal articles on visual resources management, exploratory / experimental learning, observation of and reflection on that experience, trying out the new concepts

Requirements for participation:

At least 2 semesters in an undergraduate programme in the field of Library and Information Science

Course language:

English

Type of exam / Assessment:

Students are required to catalogue a collection of visual resources according to the different standards presented during the module. Every student will give a talk on a special aspect of visual resources management.

Literature:

- International Press Telecommunications Council: IPTC Standard Photo Metadata 2008. Document Revision 2. 2008.

www.iptc.org/std/photometadata/2008/specification/IPTC-PhotoMetadata-2008.pdf

- Lebrecht, Heike: *Methoden und Probleme der Bilderschließung*. Kölner Arbeitspapiere zur Bibliotheks- und Informationswissenschaft, Band 42. Fachhochschule Köln, 2004 www.fbi.fh-koeln.de/institut/papers/kabi/volltexte/band042.pdf

- Shatford, Sara: Analyzing the subject of a picture. A theoretical approach. In: *Cataloging & Classification Quarterly*, 6 (1986), Nr. 3, S. 39-62

Course Name: Aspects of Knowledge Organization - Web Usability and Accessibility

Degree programme:

Library & Information Management (Bachelor)

Responsible Lecturer: Prof. Ursula Schulz

Work load: 180 hours**Lecture hours per week:** 4**ECTS Credits:** 6**Course objectives:**

The aim of the course is to enable students to assess the usability and accessibility of digital archives and other web-based information resources and to make well founded redesign suggestions.

- Students understand web usability and accessibility as a mission in knowledge organization
- Students can describe and apply methods of usability engineering
- Students know criteria for assessing website usability and accessibility
- Students have a basic knowledge of information seeking behaviour in digital archives
- Students can advise on website redesign writing usability reports and visualizing their redesign ideas

Contents:

Methods of usability and accessibility evaluation: heuristic evaluation, cognitive walkthrough, usability tests, web accessibility guidelines and evaluation tools

- Evaluating digital archives
- Writing a usability report including redesign suggestions

About didactics and work load distribution:

Introductory lectures, self-tuition through reading, continuous group work on products such as presentations, written reports and concepts, experiments with test-persons in usability-lab, continuous peer and teacher feedback.

Requirements for participation:

At least 2 semesters in an undergraduate programme in the field of Library and Information Science.

Course language:

English

Type of exam / Assessment:

Students are required to hand in a portfolio of the artefacts produced during the term including a usability report and an individual reflection on peer and teacher feedback.

Literature:

- Redish, Janice: *Letting go of the words..* – Amsterdam etc.: Morgan Kaufmann, 2007.
- Nielsen, Jakob; Hoa Loranger: *Prioritizing web usability.* – Berkeley, Calif.: New Riders, 2006.
- Krug, Steve: *Don't make me think : a common sense approach to web usability.* - Indianapolis, Ind.: New Riders, 2006.
- Rubin, Jeffrey: *Handbook of usability testing : how to plan, design, and conduct effective tests.* – New York: Wiley, 2008.

Course Name: Aspects of Information Services in the European Union

Degree programme:

Library & Information Management (Bachelor)

Responsible Lecturer: Prof. Dr. Ulrike Verch

Work load: 180 hours**Lecture hours per week:** 4**ECTS Credits:** 6**Course objectives:**

- Basic knowledge of the structure of the European Union
- Knowledge the information tools of the European Union
- Experience in information retrieval with regard to the European Union
- Knowledge of the European programmes concerning information policy

Contents:

- Information strategy of the European Union
- Framework programmes for research and technological development
- Freedom of information legislation and Open Access in the European Union
- Openness and access to the documents of the European Union
- Archives and databases of the European Union

About didactics and work load distribution:

Introductory lectures, self-tuition through reading and exploratory learning, students' reports on specific issues, practices in information retrieval specialising in European databases, continuous peer and teacher feedback

Requirements for participation:

Knowledge in information research

Course language:

English

Type of exam / Assessment:

Students are required to read and discuss texts on the information strategy of the European Union and its legislation in respect to freedom of information. They have to give a presentation on a specific issue of their own choice.

Literature:

- Tony Bunyan: Secrecy and openness in the European Union : The ongoing struggle for freedom of information / Sept. 2002
<http://www.statewatch.org/secret/freeinfo/synopsis.htm>
- Terra, Ana Lúcia: The need for information literacy skills among users of European Union information., 2008 . In 17th annual BOBCATSSS symposium (Bobcatsss 2009), Porto (Portugal), 28-30 January 2009. [Conference Paper]
<http://eprints.rclis.org/15919/>
- Wouter Hins / Dirk Voorhoof: Access to state-held information as a fundamental right under the European Convention on Human Rights. In: European constitutional law review : EuConst . - The Hague : Asser. - Bd. 3 (2007), 1, S. 114-126
- Overy, Patrick: European Documentation Centres – the arrival of the electronic library. In: SCOUNL Focus - Number 31 Spring 2004
<http://www.sconul.ac.uk/publications/newsletter/31/17.pdf>

Course Name: Workshop „Intercultural Communication“

Degree programme:

Library & Information Management (Bachelor)

Responsible Lecturer: Prof. Ursula Schulz

Work load: 180 hours**Lecture hours per week:** 1 full week + occasional full days (excursions)**ECTS Credits:** 6**Course objectives:**

- Students are aware of their own cultural conditioning and identity
- Students know the main cultural dimensions according to Hall and Hofstede
- Students can identify culture based styles of leadership
- Students develop esteem for culture based values
- Students know means of compassionate communication in difficult situations and can negotiate their needs

Contents:

- cultural influences on patterns of thought and behaviour
- cultural causes of difficult communication and conflict in working situations
- dealing with cultural incidents using concepts from humanistic psychology

About didactics and work load distribution:

short lectures, discussions, analysis of cultural incidents, exercises/role plays

Requirements for participation:

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Course language:

English

Type of exam / Assessment:

Students are required to hand in a portfolio that reflects their learning process.

Literature:

- Gert Jan Hofstede; Paul B. Pedersen; Geert Hofstede: *Exploring Cultures: exercises, stories and synthetic cultures*. – Boston, MA: Intercultural Press, 2002.

- Geert Hofstede: *Cultures and Organizations: the software of the mind*. - London: McGraw Hill, 1991.