**Erasmus LIS Course Descriptions – Learning Outcomes**

**Metadata**

The course focuses on providing metadata concepts, principles and applications in different domains. It offers the conceptual and practical knowledge needed for understanding the anatomy of metadata, their structure and their building blocks along with their use and wide application in digital libraries.

Existing metadata standards (such as DC, CIDOC CRM, MODS, EAD, etc) are used as examples and students are required to practice. The development of application profiles based on metadata schemas for specific information needs is also an integral part of the course.

Furthermore Metadata services are also viewed within the framework of digital libraries.

At the end of the course students will be able to:

* Select the most suitable metadata schema and use it for the description of any digital resource in a digital library environment.
* Develop an application profile
* Understand the notions of interoperability and open data

**Archives and Records. An Introduction**

Students are introduced to the nature and functions of archives. The fundamentals of the organization and management of records and archives are discussed.

Key concepts introduced include:

* Archives, records, archival science and archivists
* The conceptual and physical unity of archives
* Categories (ages) of archival material
* The processing of archives and the relevant international standards
* Archival system

Students will be able to understand and implement the various archival standards for the organization and management of records and archives

**Preservation in Libraries and Archives**

The course focuses on the physical management of the information carriers, mainly their conservation and preservation. It discusses briefly the history, production technology, properties, decay mechanisms and the conservation and preservation strategies of:

* Paper
* Parchment
* Leather
* Inks
* Audio records, magnetic tapes, films, photographs
* Digital objects

The students will be able to understand the preservation needs of an information organization, implement preservation strategies for the safekeeping and protection of its material and compile a preservation master-plan. They will also be able to manage -from the non-technical perspective- the conservation activities and integrate them to the preservation master-plan.

**The courses are based on both lectures and e class material. Each course equals to 6 ECTS. Course work includes assignments and a term paper.**