

COURSE OUTLINE

(1) GENERAL

SCHOOL	SOCIAL SCIENCES		
ACADEMIC UNIT	DEPARTMENT OF CULTURAL TECHNOLOGY AND COMMUNICATION		
LEVEL OF STUDIES	UNDERGRADUATE		
COURSE CODE	IMO216	SEMESTER	6th
COURSE TITLE	MANAGEMENT OF CULTURAL HERITAGE INSTITUTIONS' COLLECTIONS		
INDEPENDENT TEACHING ACTIVITIES <i>if credits are awarded for separate components of the course, e.g. lectures, laboratory exercises, etc. If the credits are awarded for the whole of the course, give the weekly teaching hours and the total credits</i>		WEEKLY TEACHING HOURS	CREDITS
Lectures		3	5
<i>Add rows if necessary. The organisation of teaching and the teaching methods used are described in detail at (d).</i>			
COURSE TYPE <i>general background, special background, specialised general knowledge, skills development</i>	Core Course/General Background/Skills Development		
PREREQUISITE COURSES:	None		
LANGUAGE OF INSTRUCTION and EXAMINATIONS:	Greek		
IS THE COURSE OFFERED TO ERASMUS STUDENTS	Yes		
COURSE WEBSITE (URL)			

(2) LEARNING OUTCOMES

<p>Learning outcomes <i>The course learning outcomes, specific knowledge, skills and competences of an appropriate level, which the students will acquire with the successful completion of the course are described.</i></p> <p><i>Consult Appendix A</i></p> <ul style="list-style-type: none"> • <i>Description of the level of learning outcomes for each qualifications cycle, according to the Qualifications Framework of the European Higher Education Area</i> • <i>Descriptors for Levels 6, 7 & 8 of the European Qualifications Framework for Lifelong Learning and Appendix B</i> • <i>Guidelines for writing Learning Outcomes</i>
<p>After the completion of the course students should be able to:</p> <ul style="list-style-type: none"> • Describe what collections management mean • Define and analyse the importance of collecting policy for museums and heritage institutions. • Discuss museum registration as per the Greek legislative and international frameworks. • Create registration documents/files in digital and analogue form for the documentation of museum and heritage institutions assets. • Document objects, digital artifacts and other categories of heritage institution holdings, following international standards. • Discuss museum research and define its different categories • Write a disaster planning document for a cultural institution

- Describe the main principles for the proper collection of museum artifacts and other cultural heritage resources
- Define “open storage”
- Support the importance of codes of ethics for museum and heritage professionals.

General Competences

Taking into consideration the general competences that the degree-holder must acquire (as these appear in the Diploma Supplement and appear below), at which of the following does the course aim?

Search for, analysis and synthesis of data and information, with the use of the necessary technology

Adapting to new situations

Decision-making

Working independently

Team work

Working in an international environment

Working in an interdisciplinary environment

Production of new research ideas

Project planning and management

Respect for difference and multiculturalism

Respect for the natural environment

Showing social, professional and ethical responsibility and sensitivity to gender issues

Criticism and self-criticism

Production of free, creative and inductive thinking

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Others...

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- Working in an interdisciplinary environment
- Production of free, creative and inductive thinking
- Working independently
- Practice Critical Thinking
- Προαγωγή της ελεύθερης, δημιουργικής και επαγωγικής σκέψης
- Team work
- Respect for difference and multiculturalism
- Showing social, professional and ethical responsibility and sensitivity to gender issues
- Criticism and self-criticism

(3) SYLLABUS

The aim of this course is to focus on the theory and practice of managing objects and collections in museums and other heritage organisations. During the course we will examine the formulation of a collecting policy for an institution; issues of documentation using DMS and online databases as well as manual systems; the role of research and its importance in creating and sharing knowledge about collections; collection security, transportation and storage, but also issues of accessibility. During the course, we will also discuss national legislation and international conventions that relate to the establishment and management of collections, along with the ethical dimensions of collections management and the responsibilities of professionals working in cultural heritage institutions. Special emphasis will be placed to contemporary needs and concerns, such as decolonization of museums, management of “difficult” collections, as well as contemporary collecting.

Lectures	
1.	Introduction – Presentation of the Aims of the Course – Description of different section
2.	What does collections management mean?
3.	Museums and collecting
4.	Protection of Cultural Heritage and formation of museum and heritage collections
5.	Museums/Heritage Organisations and Loans/ Mobility of Collections
6.	Transportation and Storage of Heritage objects
7.	Museum Registration
8.	Documentation of Collections
9.	Security and Disaster Planning
10.	Presentation of Students’ work
11.	Museums and Research

12.	Code of ethics and heritage organisations	
13	Summing up and preparation for final exams	

(4) TEACHING and LEARNING METHODS - EVALUATION

DELIVERY <i>Face-to-face, Distance learning, etc.</i>	Face-to-face	
USE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY <i>Use of ICT in teaching, laboratory education, communication with students</i>	Use of ICT in teaching, communication with students	
TEACHING METHODS <i>The manner and methods of teaching are described in detail. Lectures, seminars, laboratory practice, fieldwork, study and analysis of bibliography, tutorials, placements, clinical practice, art workshop, interactive teaching, educational visits, project, essay writing, artistic creativity, etc. The student's study hours for each learning activity are given as well as the hours of non-directed study according to the principles of the ECTS</i>	Activity	Semester workload
	Lectures	13*3 H= 39 H
	Preparation of lectures	13*2 H = 26 H
	Preparation of mid-term presentation of work	13*2 H= 26 H
	Study for final exams	13*3 H = 39 H
	Total	130 H
STUDENT PERFORMANCE EVALUATION <i>Description of the evaluation procedure Language of evaluation, methods of evaluation, summative or conclusive, multiple choice questionnaires, short-answer questions, open-ended questions, problem solving, written work, essay/report, oral examination, public presentation, laboratory work, clinical examination of patient, art interpretation, other Specifically-defined evaluation criteria are given, and if and where they are accessible to students.</i>	<p>The course will be evaluated via final written exams and a group mid-term presentation. Each team will consist of 2-3 students.</p> <p>The presentation will be through powerpoint and will last for up to 10 min.</p> <p>The presentation is required for the September exam period as well.</p> <p>The final mark will consist of: 10% from class participation; 20% from the mid-term presentation; 70% from the final exam.</p> <p>More specifically regarding the mid-term presentation: Students will form teams during the first 2 weeks of the academic term. Each team will undertake the study of two articles (in English and Greek), that they will then present to the rest of the class.</p> <p>Evaluation criteria are given to the students during the first lecture and remain uploaded on the e-class during the term. (eclass.aegean.gr).</p>	

(5) ATTACHED BIBLIOGRAPHY

<p>- Suggested bibliography:</p> <ul style="list-style-type: none"> • Bounia, A. <i>Behind the Scenes of the Museum: Managing Museum Collections</i>, Athens: Patakis, 2009. (in Greek) • Sali, T. <i>Museology 1: Storage, Preventive Conservation, Handling, Security and Protection, Management of Museum Collections</i> Athens, Metaixmio, 2007. (in Greek)

- Kapidakis, S., Peponakis, M. & Doerr, M. (2024). *Documentations of Museum Collections: Metadata for cultural heritage objects*. Kallipos: Open Academic Publications, Athens. <http://dx.doi.org/10.57713/kallipos-955>
- Zervos, S. (2022). *Risk Management for the preservation of cultural heritage. ABD Method*. Kallipos: Open Academic Publications. Athens. <http://dx.doi.org/10.57713/kallipos-60>

Additional Bibliography and Bibliography in English is available in e-class, the course syllabus and by the course leader.