

Subject card

Subject name and code	Museum's documentation (seminars), PG_00168117						
Field of study	History						
Date of commencement of studies	October 2025		Academic year of realisation of subject			2026/2027	
Education level	Master's studies		Subject group			Obligatory subject group in the field of study Optional subject group Subject group related to scientific research in the field of study	
Mode of study	full-time studies		Mode of delivery			at the university	
Year of study	2		Language of instruction			Polish	
Semester of study	4		ECTS credits			2.0	
Learning profile	academic		Assessment form			credit	
Conducting unit	Division of 19th Century History -> Institute of History -> Faculty of History -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Michalina Petelska				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	15.0	0.0	0.0	0.0	15
	E-learning hours included: 0.0						
Learning activity and number of study hours	Learning activity	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	Number of study hours	15		2.0		35.0	52
Subject objectives	Introduce students to various types of documents and regulations used in museums.						
Learning outcomes	Course outcome		Subject outcome			Method of verification	
	[HISTMU2_W08] Knows and understands the economic, legal, ethical and other determinants of various professional activities related to historical research and the dissemination of historical knowledge		Knows and understands the economic, legal and ethical determinants of various professional activities related to work of registrar, exhibition supervisor and courier accompanying transported objects.			[SW4] test/exam - oral or written	
	[HISTMU2_K06] Is ready to perform professional roles responsibly in a changing world and uphold the ethos of the professional historian		Is ready to work responsibly as an exhibition supervisor or in collections management.			[SK1] oral statement/conversation/discussion [SK8] observation of student's independent or team work	
	[HISTMU2_U08] Able to lead a team and interact with others as part of teamwork		Able to lead a team and interact with others as part of teamwork of exhibition supervisors or the museum's customer service team.			[SU1] oral statement/conversation/discussion [SU8] observation of student's independent or team work	

Subject contents	Documentation in acquiring and managing a museum collection; registration.		
	Additional documentation for exhibitions and magazines.		
	Museum visitor regulations; work regulations for the exhibition supervisor.		
	Digitization and databases.		
	Safety and Security Documents (i.a. fire protection, anti-theft protection).		
	Documents relating to the conservation of objects from the museum collection.		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	test	51.0%	80.0%
	preparation, involmment during classes	0.0%	10.0%
	presence	0.0%	10.0%
Recommended reading	Basic literature	Rozporządzenie Ministra Kultury z dnia 30 sierpnia 2004 r. w sprawie zakresu, form i sposobu ewidencjonowania zabytków w muzeach; Rozporządzenie Ministra Kultury i Dziedzictwa Narodowego z dnia 15 maja 2008 r. w sprawie warunków, sposobu i trybu przenoszenia muzealiów; Inwentarze i dokumentacja w świetle Ustawy z dnia 21 listopada 1996 r. o muzeach (wybrane artykuły).	
	Supplementary literature	ABC Poradnik opiekuna ekspozycji w muzeum, Warszawa 2015. ABC profilaktyki konserwatorskiej w muzeum, Warszawa 2015. Wybrane zagadnienia z zakresu ochrony muzeów i zbiorów przed pożarem, Warszawa 2014. Zarządzanie bezpieczeństwem muzeum, Warszawa 2018.	
	eResources addresses		
	Example issues/ example questions/ tasks being completed	The role and tasks of the exhibition supervisor. Methods of conducting registration. Procedures and documents ensuring the safety of collections and people in museums.	
Work placement	Not applicable		

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