University of Gdańsk

Subject card

Subject name and code	Museum management, PG_00203257						
Field of study	Museology and Preservation of Cultural Heritage						
Date of commencement of studies	October 2026		Academic year of realisation of subject		2028/2029		
Education level	Bachelor's studies		Subject group		Obligatory subject group in the field of study Humanistic-social subject group		
Mode of study	full-time studies		Mode of delivery		at the university		
Year of study	3		Language of instruction		Polish		
Semester of study	6		ECTS credits		3.0		
Learning profile	academic		Assessment form		credit		
Conducting unit	Institute of Art History -> Faculty of History -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Monika Czapska				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	30.0	0.0	0.0	0.0	0.0	30
	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	30		2.0		43.0	75
Subject objectives	The aim of the classes is to acquaint students with the organization and day-to-day functioning of a museum institution in the context of its broadly understood mission as expressed in its statute, organizational regulations and management practices such as issues of creating a program and strategy for museum operations, the process of developing a collection, the inventory of scientific studies in the form of traditional catalogs and database systems, etc . The main emphasis is on the discussion of the governing rules of conduct						

Learning outcomes

Course outcome	Subject outcome	Method of verification
[ODKML3_U11] Can plan and organize his work, independently acquiring and consolidating knowledge in an orderly and systematic manner	K_U011: He can effectively plan and organize his work in the museum, independently acquiring and consolidating knowledge in an orderly and systematic manner	[SU1] oral statement/conversation/ discussion [SU2] presentation/project/paper/ report [SU3] text preparation/written work
[ODKML3_W08] Knows and understands the key economic, legal, ethical and other conditions of various professional activities, including the basic concepts and principles of industrial property protection and copyright law	K_W08 Knows and understands the basic economic, legal, ethical and other conditions of different types of museum activities, including the basic concepts and principles of industrial property protection and copyright law.	[SW1] oral statement/ conversation/discussion [SW2] presentation/project/paper/ report [SW3] text preparation/written work
[ODKML3_K03] Is ready to think and act in an entrepreneurial manner	K_K03 : Is ready to think and act within the museum in an entrepreneurial manner	[SK1] oral statement/conversation/ discussion [SK2] presentation/project/paper/ report [SK3] text preparation/written work
[ODKML3_U12] Is able to plan teamwork and interact with others in teamwork (including interdisciplinary)	K_U012: Can plan the work of a museum team and interact with others in teamwork (including interdisciplinary work)	[SU1] oral statement/conversation/ discussion [SU2] presentation/project/paper/ report [SU3] text preparation/written work
[ODKML3_K06] Believes in the importance of professional behaviour, reflection on ethical issues and following professional ethics		
[ODKML3_W09] Knows and understands the key principles of creation and development of various forms of entrepreneurship	K_W09 : Knows and understands the basic principles of museum creation and development	[SW1] oral statement/ conversation/discussion [SW2] presentation/project/paper/ report [SW3] text preparation/written work

Subject contents

1/ Organization and management of museums in historical aspect 2/ Principles and cases of creating museum collections 3/ Rules governing statutory museum activities : - Procedures for the entry of an object into the museum collection - Procedure for acquisition and accession - Procedure for controlling the location and movement of collections - Recording and cataloguing of collections - Rules governing the movement of musealia. Procedures : object exit, taking and giving on loan - Documentation planning procedure ; digitization - Museum as a scientific unit

Prerequisites and co-requisites

no

Assessment methods and criteria

Subject passing criteria	Passing threshold	Percentage of the final grade
attendance	75.0%	10.0%
written work	0.0%	35.0%
making a presentation	51.0%	35.0%
activity	51.0%	20.0%

Recommended reading

Basic literature

Ekonomia muzeum, red. Folga-Januszewska D., Gutowski B., Warszawa 2011

Kiciński Andrzej, *Muzea : zagadnienia rozwoju i projektowania : polska perspektywa,* Warszawa, 2011.

Matt Gerald, *Muzeum jako przedsiębiorstwo : łatwo i przystępnie o zarządzaniu instytucją kultury,* Warszawa, 2006.

Matassa Freda, *Zarządzanie zbiorami muzeum : podręcznik,* red. Nauk. Dorota Folga -Januszewska, Warszawa, Muzeum Pałac w Wilanowie, Kraków, 2012

Standardy Spectrum 5,0 dostęp online https://nimoz.pl/baza-wiedzy/zarzadzanie-zbiorami/spectrum/procedury-spectrum

Sprawozdania KOBIDZ (Krajowy Ośrodek Badań i Dokumentacji Zabytków) z lata: 2010, 2011, 2012 ;

Muzeum sztuki. Antologia, red. Maria Popczyk, Universitas, Kraków 2005

	Supplementary literature	Clair Jean, *Kryzys muzeów,* Gdańsk 2009. Pomian Krzysztof , *Zbieracze i osobliwości*, Warszawa 1996. Tańczuk R., *Ars colligendi. Kolekcjonowanie jako forma aktywności kulturalnej,* Wrocław 2011. Żygulski jun. Zdzisław, *Muzea na świecie. Wstęp do muzealnictwa,* Warszawa * Folga-Januszewska D., 1000 muzeów w Polsce. Przewodnik, Warszawa 2011 Waltoś Stanisław, Kodeks etyki ICOM dla muzeów, Warszawa, 2009 * Zalasińska Katarzyna, Muzea publiczne: studium administracyjno-prawne, Warszawa, 2013 * *Muzeum w świetle reflektorów : wystawa - naukowe laboratorium czy artystyczna kreacja? :* materiały z międzynarodowej konferencji zorganizowanej 12-14 października 2012 w Muzeum Historyczne m. Krakowa, red. Agnieszka Kowalska , Kraków 2012
	eResources addresses	
Example issues/ example questions/ tasks being completed	Procedures for the entry of an object into the museum collection - Acquisition and accessioning procedure - Procedure for controlling the location and movement of collections - Recording and cataloguing of collections - Rules governing the movement of museum artifacts. Procedures : object exit, taking and giving on loan - Documentation planning procedure ; digitization - Museum as a scientific unit	
Work placement	Not applicable	

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