University of Gdańsk

Subject card

Subject name and code	Museum's Documentation (seminars), PG_00204523		
Field of study	History		
Date of commencement of studies	October 2026	Academic year of realisation of subject	2027/2028
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	1.0
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	8.0	25

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] The student 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_U08] Is able to manage the work of a team and cooperate with others in the course 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
[HISTMU2_K06] The students 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

<table>
<tr><td>Subject contents</td><td>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.</td></tr>
<tr><td>Prerequisites and co-requisites</td><td></td></tr>
<tr><td>Assessment methods and criteria</td><td>
<table>
<tr><th>Subject passing criteria</th><th>Passing threshold</th><th>Percentage of the final grade</th></tr>
<tr><td>test</td><td>51.0%</td><td>80.0%</td></tr>
<tr><td>preparation, involvment during classes</td><td>0.0%</td><td>10.0%</td></tr>
<tr><td>presence</td><td>0.0%</td><td>10.0%</td></tr>
</table>
</td></tr>
<tr><td>Recommended reading</td><td>
<table>
<tr><td>Basic literature</td><td>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).</td></tr>
<tr><td>Supplementary literature</td><td>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.</td></tr>
<tr><td>eResources addresses</td><td></td></tr>
</table>
</td></tr>
<tr><td>Example issues/ example questions/ tasks being completed</td><td>The role and tasks of the exhibition supervisor.

Methods of conducting registration.

Procedures and documents ensuring the safety of collections and people in museums.</td></tr>
<tr><td>Work placement</td><td>Not applicable</td></tr>
</table>

Document generated electronically. Does not require a seal or signature.