

## Concentration Archival Studies – Diploma [UAS]

The University of Applied Sciences in Potsdam, as the only university in Germany, offers a programme of study that leads to a diploma as “archivist”.

### Potential working fields:

The profession encompasses a lot of interesting working fields: from the acquisition of different materials (documents, photographs...) to the production of material for exhibitions.

Newer working fields are the digitising, the application of database technologies, data migration and presentation of archival documents on the www. New vocational chances can be found in business-, media- and private archives.

### Courses:

- general history
- introduction to the basic sciences
- archival science
- archive management and kinds of archives
- electronic records management
- indexing methods
- e - government ...

## Concentration – Librarianship – Diploma [UAS]

### Potential working fields:

Libraries today offer more and more services tailored to the needs of their users. In addition to the work with traditional media like books, magazines and audiovisual material, it is important to identify and to disseminate digital information in databases and on the internet.

New working fields arise from virtual libraries, from the management of digital publications, the indexing of digital sources and the semantic web.

Librarians should be information specialists who can handle new information technologies and are able to develop innovative information services.

### Courses:

- formal description and content indexing of conventional as well as digital documents
- the basics of economy and administration
- management of information
- database technology
- information retrieval
- digital rights management...

## Concentration –

## Information Service and Management – Diploma [UAS]

### Potential working fields:

The working field of information specialists develops along with progressions in information technology. This implies more than the retrieval of documents. In order to enhance the value of documents for individual usage, information specialists need to deal with ever changing technologies. Graduates from “Information Service and Management” nowadays work in areas such as virtual services, document engineering, content and knowledge management, e-publishing, project management and in the area of intranet solutions. These skills and qualifications are essential for production firms and database producers but also in management consultancy firms/IT business.

### Courses:

- database and Internet technologies
- operational flow of information
- thesaurus and classifications
- specialized information
- intelligent systems
- information retrieval
- information architecture...

Fachhochschule Potsdam  
University of Applied Sciences  
Postfach 60 06 08  
14406 Potsdam

Studying, teaching and research at  
the  
University of Applied Sciences Pots-  
dam  
is lively and fascinating. Please  
contact us for further information:

President – Prof. Dr. Helene Kleine  
Fon: +49(0)331/580-1000  
Fax: +49(0)331/580-1009  
rektorin@fh-potsdam.de

International Office & SOCRATES Co-  
ordinator Dr. Uta Kotulla (head)  
Fon: +49(0)331 580-2019  
Fax: +49(0)331 580-2199  
kotulla@fh-potsdam.de

Student Advisory Service  
Fon: +49(0)331 580-2090  
Fax: +49(0)331 580-2099  
studan@fh-potsdam.de

Library – Karen Falke (head)  
Fon: +49(0)331 580-2210  
Fax: +49(0)331 580-2229  
library@fh-potsdam.de

Marketing & Communications  
Ulrike Fischer (head, press spokes-  
woman)  
Fon: +49(0)331 580-1070  
Fax: +49(0)331 580-1079  
marketing@fh-potsdam.de  
presse@fh-potsdam.de

Department of Information Sciences  
Dean: Prof. Dr. Volker Schocken-  
hoff  
Friedrich-Ebert-Straße 4  
14467 Potsdam  
Fon: +49(0)331 580-1500  
Fax: +49(0)331 580-1599  
[abd@fh-potsdam.de](mailto:abd@fh-potsdam.de)  
[www.fh-potsdam.de](http://www.fh-potsdam.de)

**FHP:>**

**Fachhochschule  
Potsdam  
University of  
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Potsdam**

**Department of  
Information Sciences**

- Archival Studies
- Librarianship
- Information Service &  
Management