

E -Library Management Techniques Training

Description

Introduction

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All business activities for information management, librararians, library professionals, document management, records managers, administrative management professionals are governed by good standards and best practices in e-library management, filing, management of documentation, establishing legislative and compliant libraries, policies and adhering to guidelines set out by the International Federation of Library Association (IFLA) and ISO standards.

This programme will look at library management and espcially electronic libraries, electronic and paper filing, document and version control, mobile libraries, Braille users, compliance and legislation, metadata and indexing, managing collections, archiving and preservation, advanced searching methods, e-library management policies and electronic systems. Unique features of this programme

- A broad overview of procedures, guidelines, best practices and standards relating to e-Library management, document control, administration, filing, documentation and document management and improvement
- Review best practice and guidelines from the International Federation of Library Association (IFLA)
- Review ISO standard related to indexing, metadata, library, archiving, storage and documentation standards
- Review of e-Library management systems for storage, indexing, searching, control, archiving and long term preservation
- Review legal issues, legislation and compliance requirements
- Focus on the need to create good document policy, procedures and standards
- Hands-on drafting, programmes and case studies in groups

Training will involve a high level of interaction and delegate participation. The intention is that the trainer will explain issues, using real examples, but will then involve the delegates in discussion, using the information provided. Examples of procedures will be used.

Delegates are encouraged to bring real problem examples with them, for discussion on a confidential basis, and to share their experience of particular issues in their company or industry. Time will be allowed for general discussions, and for one-to-one discussion with the trainer.

Objectives

- Create, develop and put in an action plan for creating, setup, management and control of e-library management system including document control, auditing and compliance
- Review the security requirements and put together controls for managing confidential and private materials
- Provide an understanding of how good filing systems are developed
- Consider who needs to be involved in the process of developing such e-library management systems, policies and standards
- Investigate issues concerning the lack of good e-library filing and documentation standards
- Understand how a green library works
- Improve filing and documentation standards
- Improve manual hardcopy and softcopy e-library management systems
- Introduce records management, document control and management practices and standards
- Review ISO standards for library management, storage and archiving and documentation management

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Content

Day One

Introduction

- Introduce e-library management and techniques
- The structure of e-library filing, indexing, storage and search
- Review documentation, document control and records management

Day Two

Review Policies and Standards

- Review guidelines for International Federation of Library Association (IFLA)
- ISO standards for e-library, documentation and document management
- Regulatory, compliance and legal considerations

Day Three

Designing e-Library Management Procedures and Systems

- Design overview
- Creating e-library filing and documentation control policies and procedures
- Creating indexing and metadata, storage, archive and search systems and setting up security

Day Four

IT, Standards and Implementation

- Review of IT e-library management systems
- Roles and responsibilities
- Project planning and implementation

Day Five

Case Studies and Programmes

- Case studies
- Drafting exercises
- Final wrap-up and discussion

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